

<p style="text-align: center;"><b>Date:</b></p> <p style="text-align: center;"><b>January 13, 2015</b></p>	<p style="text-align: center;">Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun 660 Davis Street, San Francisco, CA 94111</p> <p style="text-align: center;"><b>PILOT CONTINUING EDUCATION COMMITTEE MEETING MINUTES</b></p>	<p style="text-align: center;"><b>Page 1 of 3</b></p>
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**Committee Members Present**

Commissioner Joe Long, Chairman  
Vice President Dave Connolly  
Commissioner John Schneider  
Port Agent Captain Pete McIsaac

**Staff present**

Allen Garfinkle, Executive Director  
Roma Cristia-Plant, Assistant Director  
Kelly Dolcini, Staff Services Analyst  
Sigrid Hjelle, Office Technician

**Public present**

Commissioner George Livingstone, Raymond Paetzold, General Counsel for the San Francisco Bar Pilots (SFBP), and SFBP Captain Steve Roberts.

**OPEN MEETING:**

The open meeting was called to order by Chairman Long at 11:00 a.m. He noted that there was a quorum.

**1. Approval of minutes from the December 16, 2014, meeting.**

**MOTION:** Mr. Connolly moved that the Committee approve the minutes of the December 16, 2014 meeting. Mr. Schneider seconded the motion

**VOTE:** Yes: Long, Connolly, Schneider and McIsaac.  
No: None.  
Abstain: None.

**ACTION:** The motion passed unanimously.

**2. Review, discuss, and draft language and selection criteria for the Manned Model Training Request for Proposals. Possible Committee action to draft statement of work and evaluation criteria for manned model request for proposals.**

Captain Long presented a simplified spreadsheet of possible manned model request for proposal (RFP) contractor minimum qualifications criteria that a facility would need to meet in order to be qualified to submit a training proposal. He stated that he is working diligently with Board staff to determine the contractor minimum qualifications that satisfies the State contracting regulations, pilot training needs and Board regulations. Chairman Long indicated once the contractor minimum qualifications criteria is set, he will work with staff to determine the RFP point scoring criteria.

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The Committee discussed proposed RFP minimum qualifications, and the necessity for the cost component of a proposal to be at least 30% of total RFP point scoring criteria.

**MOTION:** Vice President Connolly moved to approve the minimum qualification for manned model training and to request approval by the Board. Chairman Long seconded the motion.

**VOTE:** Yes: Long, Connolly, Schneider and McIsaac.  
No: None.  
Abstain: None.

**ACTION:** The motion passed unanimously.

**3. Review and discuss the Combination Course curriculum and course provider options.**

Executive Director Garfinkle reported to the Committee that he, Commissioner Long and Port Agent McIsaac have discussed the current pilot continuing education combination course training curriculum provided to licensed pilots by the California Maritime Academy (CMA). He stated that he believes the course provides excellent training, and noted that there is an issue with CMA teaching staff continuity given that the lead instructor for the course will be retiring. He indicated that Board staff and the Port Agent have scheduled a meeting with CMA to discuss plans for future additions to instructional staff. Vice President Connolly stated that the combination course training is very important and deserves continued attention.

The Committee discussed the need to include training in low visibility/restricted waters radar navigation training on an annual basis, and the need to develop a mechanism to evaluate pilots while underway and piloting, both issues as per the United States Coast Guard (USCG) Report of Investigation into the Circumstances Surround the Incident involving the T/V OVERSEAS REYMAR allision with the San Francisco-Oakland Bay Bridge. Executive Director Garfinkle stated that he recently sent out an email to navigational schools seeking information on pilot continuing skills assessment information. In response to a query by Vice President Connolly about CMA offering a continuing skills assessment course, Executive Director Garfinkle indicated that there are many issues to resolve including but not limited to information privacy issues and how the data might be used in litigation. The Committee discussed continuing the dialogue of these training topics when the final USCG report of the M/V OVERSEAS REYMAR is disseminated.

**4. Public comment on matters not on the agenda.**

There were no comments.

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**5. Planning items for next meeting.**

Continue the discussion low visibility/restricted waters radar navigation training on an annual basis, and the need to develop a mechanism to evaluate pilots while underway and piloting in conjunction with Pilot Safety Committee.

**6. Adjournment.**

Chairman Long adjourned the meeting at 12:00 p.m.

Prepared by: Kelly Dolcini