

## Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun

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### AD HOC COMMITTEE ON BLUE CARD RATES

August 18, 2011

### MEETING MINUTES

9:30 a.m.

The Board of Pilot Commissioners Ad Hoc Committee on Blue Card Rates met on August 18, 2011 at 9:45 a.m. at the Board of Pilot Commissioners office, 660 Davis Street, San Francisco, California. Commissioner Frank Johnston presided over the meeting with Committee members Commissioner Dave Wainwright, Commissioner John Cronin, SFBP Business Director John Cinderey and PMSA Vice-President Mike Jacob present. Member of the staff present were Board Counsel Dennis Eagan, Executive Director Allen Garfinkle, Staff Services Analyst Brian Vu and Office Technician Kelly Dolcini. Members of the public present in the audience included Port Agent Bruce Horton, San Francisco Bar Pilots (SFBP) pilots Capt. Greg Tylawsky and Capt. Rick Hurt, Commissioner Steve Roberts and Board President Michael "Knut" Miller,

#### Open Meeting:

#### **1. Call to Order and Roll Call.**

Chairman Johnston called the meeting into order at 9:45 a.m. Commissioner Wainwright, Commissioner Cronin, John Cinderey and Mike Jacob were present, constituting a quorum.

#### **2. Discussion of committee's mission statement, existing statutes, existing rate schedule (as per SFBP website) and existing Board proposal to the Legislature.**

Commissioner Johnston made it clear this this was not a rate hearing in any manner but more of a workshop to define the various areas of confusion and to define present blue rate service codes and charge information.

#### **3. Description of SFBP billing procedures and document flow.**

SFBP Business Director John Cinderey explained that the piloting job starts with the dispatch agent. Once a job is called in, the information is entered into the "KLEIN" system (tracking software). Once the ship arrives, the job is live and a pilot takes a blank form to the job and fills it out accordingly with the vessel's specifications. Once the job is completed, the master of the ship reviews the form then signs it, marking assent. The form is then either faxed or dropped off to the dispatcher where the information is then entered into the "KLEIN" system.

A second mechanism of control, accounting, double checks the fields then sends out an invoice. Payment is expected in 30 days.

Port Agent Horton clarified that the actual coding does not occur on the bridge of the ship. The pilot checks boxes and gives reasoning in layman's terms. The dispatcher, before closing the bill, will code it appropriately. Capt. Hurt agreed, stating that the exchange between the pilot and master is in "plain language". An operational confirmation is obtained first, while the billing and coding comes later.

Chairman Johnston inquired as to whether discrepancies have arisen in the past in regards to billing and coding. In addition, do the customers get a copy of the codes being used? Port Agent Horton stated that nothing is added that has not been viewed and signed by the captain of the vessel. Once the captain signs the form, nothing is ever added. John Cinderey added that customers are given a copy of the bill when SFBP sends out the invoice.

Board Counsel Eagan inquired as to the process of first time ships entering the waters. Port Agent Horton stated that SFBP checks Lloyd to verify the ship and input dimensions and Gross Registered Tonnage (GRT). Once the pilot boards the vessel, a verification of GRT is done. Port Agent Horton emphasized that even if it is a repeat ship, SFBP always checks the "Pilot Card" for the correct GRT.

**4. Review existing Blue Card service charges and develop plain definitions for each. Develop recommendation to Board to implement definitions developed.**

The Committee reviewed the existing Blue Card services charges and definitions in length. There is no recommendation at this time.

**5. Review proposal to audit last three years of SFBP invoices. Possible recommendation to Board to authorize staff initiation of audit contract.**

Chairman Johnston stated his reservations as to whether this agenda item was appropriate for the Committee. PMSA Vice President Jacob recommended that the Committee reserve this item for later consideration. Commissioner Wainwright moved that the Committee move to defer consideration until the meat of topics have concluded. Chairman Johnston seconded the motion which passed unanimously on a voice vote.

**6. Review SFBP's application of Blue Card rates to standard and non-standard situations, including other negotiated rates not covered by existing Blue Card structure.**

The Committee did not address this issue due to time constraints and will review at later meetings.

**7. Review of other jurisdictions statues on rates not specifically addressed by schedules and possible recommendations for the addition of such language in our authorizing statues.**

The Committee did not address this issue due to time constraints and will review at later meetings.

**8. Review of other matters relating to charges for piloting services.**

The Committee did not address this issue due to time constraints and will review at later meetings.

**9. Public Comments on Matters not on the agenda.**

There was none.

**10. Planning agenda items for next committee meeting.**

There were no new items added to the agenda. The next Committee meeting is scheduled for September 12, 1011 at 10:30.

**11. Adjournment.**

This Committee adjourned at 12:15 p.m.

Respectfully submitted,

Brian Vu  
Staff Services Analyst