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| <b>Minutes<br/>Open Session</b>   | <b>Continuing Education Meeting</b> | <b>Date:<br/>August 20, 2013</b> |
| <b>Location:</b> Board Offices at 660 Davis Street, San Francisco, CA 94111 |                                     | <b>Page 1 of 2</b>               |

**DRAFT MINUTES TO BE APPROVED AT  
NEXT COMMITTEE MEETING**

**Committee members present**

Capt. Joe Long, Chairman  
Mr. Dave Connolly  
Mr. John Schneider

**Staff present**

Allen Garfinkle, Executive Director  
Kelly Dolcini, Staff Services Analyst  
Sigrid Hjelle, Office Technician

**Public present**

Past President Knute Michael Miller, San Francisco Bar Pilots (SFBP) Capts. John Carlier, Steve Roberts and George Livingstone

**1. Call to order and roll call**

The meeting was chaired by Capt. Long, who called the meeting to order at 11:23 a.m. There was a quorum present.

**2. Approval of minutes from the July 17, 2012 meeting.**

No current members of the Continuing Education Committee were present and on the Committee at the July 17, 2012 meeting.

**MOTION:** Mr. Connolly moved that the Committee acknowledge the minutes of the July 17, 2012 meeting. Mr. Schneider seconded the motion

**ACTION:** The motion passed unanimously on a voice vote.

**3. Review, discuss and edit scope of work and begin to identify evaluation criteria necessary for contracting with a facility which will design and host the statutorily mandated manned model training course.**

Chairman Long explained to the Committee members that an SFBP committee has identified three facilities that stand out among the rest in terms of quality as well as facilities.

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The Committee then reviewed the scope of work from previous manned model training, and discussed desirable features for inclusion in the next agreement, as well as those that should be stricken from the scope of work. Key factors for evaluating a manned model training facility included having realistic vessels that routinely transit San Francisco Bay and having a facility that can best replicate harbor and approach conditions found in San Francisco Bay.

Several specific items were discussed as important enough to be included in the contracting scope of work. These included private lake, shallow watering maneuvering area, surface area exposed to controlled current variable in both velocity and direction, a minimum of three model ships and two scaled tugs, canal or narrow channel that can replicate the hydraulic effects of bank suction and cushion, and certification by either a recognized classification society or governmental agency.

The contracting process with DGS was also discussed as a factor in the development of a timeline for the project.

**4. Review, discuss and edit scope of work and begin to identify evaluation criteria necessary for contracting with a facility to host the statutorily combination course.**

The current combination course contract is not of as immediate concern as the manned model training contract and the Committee deferred this item for a later meeting.

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

There were no comments

**6. Adjournment**

The Committee adjourned at 1:00 p.m.

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Allen Garfinkle, Executive Director

Prepared by: Kelly Dolcini