

<p style="text-align: center;"><b>Date:</b></p> <p style="text-align: center;"><b>September 1, 2016</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:**

Captain George Livingstone, Commissioner and Committee Chair  
 Jennifer Schmid, Commissioner  
 Dave Connolly, Commissioner  
 John Schneider, Commissioner

**Committee Members Absent:**

Port Agent or Representative

**Staff Present:**

Allen Garfinkle, Executive Director  
 Roma Cristia-Plant, Assistant Director  
 Sigrid Hjelle, Office Technician

**Public Present:**

None

**OPEN MEETING**

**1. Call to order and roll call. (Chairman Livingstone)**

Chairman Livingstone called the meeting to order at 10:20 a.m., and confirmed a quorum.

**2. Review and approval of minutes from the meeting held on June 21, 2016. (Chairman Livingstone)**

Commissioner Connolly requested a minor edit to the draft minutes. There was no further discussion or edits to the minutes.

**MOTION:** Commissioner Connolly moved to approve the minutes from the Committee meeting held on June 21, 2016, as amended. Commissioner Schmid seconded the motion.

**VOTE:** YES: Livingstone, Connolly, Schmid and Schneider.  
 NO: None  
 ABSTAIN: None

**ACTION:** The motion was approved.

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- 3. Review and discuss the Pilot Continuing Education Program Combination Course training curriculum, with particular attention to training recommended by the United States Coast Guard (USCG), International Maritime Organization (IMO), American Pilots' Association (APA), and the Board's Pilot Safety Committee.**
- 4. Review and discuss Combination Course instructor and course provider options.**

Agenda items 3 and 4 were discussed concurrently.

The Committee continued the discussion on the Pilot Continuing Education Program Combination Course training curriculum that took place at the meeting held on June 21, 2016. Chairman Livingstone stated that efforts should proceed to update the pilot combination course training curriculum to include topics involving the human element, navigating in low visibility/restricted waters conditions, and decision-making under duress. He indicated that to have sufficient time to add new topics to the training modules during the one-week combination course training, a decision has been made to delete the eight hours dedicated to first aid training from the week long course, and that pilots could obtain first aid training at another time, likely at the pilot office.

The Committee discussed the proprietary nature of the new pilot combination course training materials. Executive Director Garfinkle stated that there are no plans for the Board to sell the curriculum to others, and that, in his opinion, others may benefit from having access to the materials. Commissioner Connolly agreed with Executive Director Garfinkle's assessment, and stated that safety for all is a primary objective, especially the human element instructional materials. Commissioner Schneider stated that Polar Tankers and the American Pilots' Association may wish to share their training materials with the California State University Maritime Academy (CMA) staff.

Executive Director Garfinkle reported to the Committee that he has had several discussions with Veronica Boe, Director, Sponsored Projects and Extended Learning at CMA, and that she has confirmed ongoing discussions with Captain Ann McIntyre to teach the Board's combination course training. He stated that Captain McIntyre is a maritime pilot with the Columbia River Pilots, and that she lives in Oakland. He reported that Captain McIntyre has also been a simulator test evaluator on previous Board Pilot Trainee Training Program selection examinations. He indicated that she has expressed an interest in working with Captain Schisler to teach the combination course at CMA starting April 2017. The Committee agreed that Captain McIntyre is a very experienced and knowledgeable pilot, and that they hope that CMA will ultimately retain her on staff to provide training to Board-licensees.

Executive Director Garfinkle also reported that CMA received a \$500,000 grant to upgrade its simulator with new screens, other equipment and software. He stated that the investment of funding into the simulator signals the Extended Learning Division's commitment to continue to provide meaningful post-graduate training. He did not recommend the Committee consider any additional meetings with top CMA management to discuss CMA's commitment to maintaining

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state-of-the-art facilities and teaching staff at this time at this time in light of CMA’s acquisition of the grant for its simulator, and ongoing negotiations with Captain McIntyre to enhance the Extended Learning Division teaching staff.

Chairman Livingstone confirmed for Commissioner Connolly that rate-of-turn and precision radar piloting training will be included in the updated training. Executive Director Garfinkle stated that such training will dovetail nicely with the new navigation equipment and software that will be purchased with the upcoming Navigation Technology Surcharge revenues.

Chairman Livingstone concluded that the goal will be for the San Francisco Bar Pilots’ (SFBP) Professional Development Committee to work with CMA staff to update as many training modules as possible prior to the next round of pilot continuing education combination course training in April 2017.

Executive Director Garfinkle agreed to continue discussions with Veronica Boe regarding the Extended Learning Division efforts to update its simulator equipment and teaching staff capacity. Chairman Livingstone agreed to have discussions with Captain McIntyre about being an instruction for SFBP pilot combination course training at CMA.

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

There was no public present.

**6. Schedule next Committee meeting, and proposals for items on the next meeting agenda.**

The Committee decided to meet again in January 2017, and to determine the meeting date and time at the end of the year.

**7. Adjournment.**

**MOTION:** Commissioner Schneider moved to adjourn the meeting. Commissioner Connolly seconded the motion.

**VOTE:** YES: Livingstone, Connolly, Schmid and Schneider.  
NO: None  
ABSTAIN: None

**ACTION:** The motion was approved. Chairman Livingstone adjourned the meeting at 11:00 a.m.

**Submitted by:**



Allen Garfinkle, Executive Director