

<b>Date:</b>  <b>July 15, 2020</b>	Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun 660 Davis Street, San Francisco, CA 94111  <b>PILOT CONTINUING EDUCATION          COMMITTEE          MEETING MINUTES</b>	<b>Page 1 of 3</b>
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**Committee Members Present:**

Captain Einar Nyborg, Commissioner and Committee Chair (telephone)  
 Joanne Hayes-White, Commissioner (telephone)  
 Captain Oscar Prada, Commissioner (telephone)

**Committee Members Absent:**

Port Agent

**Staff Present:**

Allen Garfinkle, Executive Director  
 Roma Cristia-Plant, Assistant Director  
 Alethea Wong, Administrative Assistant II

**Public Present:**

Captain Anne McIntyre, San Francisco Bar Pilots (SFBP) Business Director

**OPEN MEETING**

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

Committee Chair Nyborg called the meeting to order at 9:35 a.m. Administrative Assistant II Wong called the roll and confirmed a quorum.

**2. Approval of minutes from the meeting held on July 1, 2020. (Chairman Nyborg)**

The Committee members were presented with the draft minutes from the meeting held on July 1, 2020. Chair Nyborg requested some technical, non-substantive edits. There was no further discussion.

**MOTION:** Commissioner Prada moved to approve the draft minutes from the meeting held on July 1, 2020, as amended. Chair Nyborg seconded the motion.

**VOTE:** YES: Nyborg, Hayes-White, and Prada.

NO: None.

ABSTAIN: None.

**ACTION:** The motion was approved.

**3. Public comments on matters not on the agenda.**

None.

**4. Review and discuss the Pilot Continuing Education Program combination course training curricula, and the status of the contract with the California State University Maritime Academy to provide combination course training.**

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Chair Nyborg reported that since the last Committee meeting, the SFBP’s Professional Development Committee met, reviewed the current California State University Maritime Academy (CMA) 6-day combination course training curricula, and determined that the course can be redesigned and shortened by one day while still meeting the Board’s combination training course requirements. He noted that training efficiencies can be achieved in the first aid electronic chart display (ECDIS) and other training modules.

Captain McIntyre commented that she was looking into the possibility of reducing combination course training to 5-days for the spring 2020 course, but that course was cancelled. She also commented that the BOPC-licensees and the Board should consider holding the training over both weekend days in addition to three days during the work week since driving to CMA is easier on weekends.

Assistant Director Cristia-Plant reminded the Committee that any changes to the combination course training taught at CMA will require a contract amendment to change the scope of work and revise the budget.

Chair Nyborg stated that he will present a revised combination course training curriculum to be conducted over 5 days at CMA for Committee review and discussion at its next meeting.

**5. Review and discuss the Pilot Continuing Education Program manned model training requirements and the contents of a request for information document to obtain information from manned model training providers from which to develop a request for proposal contractor procurement document. Possible Committee recommendation to the Board to approve a request for information document to obtain information from manned model training providers from which to develop a request for proposal contractor procurement document.**

The Committee reviewed the Request for Information (RFI) questions that were sent to the six manned model training facilities in 2014. Assistant Director Cristia-Plant stated that she would like to eliminate questions 32-35, and amend question 36 to ask if the facility would be willing to submit an all-inclusive quote to provide local transportation, meals, and lodging in addition to training.

Commissioner Prada commented that he thought the 2014 RFI questions were thorough. Chair Nyborg requested that Section 3, General Manned Model Shiphandling Training Curriculum section be modified to include emergency maneuvers with escort tugs, and that a new item be added to that section regarding training on ultra large (ULCV) container vessels affected by quartering swell. He also requested that a question on this ULCV be added to the curriculum section of the questions.

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Executive Director Garfinkle responded to a question posed by Commissioner Hayes-White and explained that the point scoring criteria will be developed during the crafting of the Request for Proposal (RFP), and that all potential proposers will be made aware of the point scoring criteria in the RFP. He also confirmed for Chair Nyborg that the RFP will include the BOPC's cost estimate for travel to the major airport identified by a facility, and that this cost will be added to a facility's cost quote to arrive at the specific total training cost per pilot at the facility. He noted that cost is only one of the point-scoring categories in an RFP.

Assistant Director Cristia-Plant stated that she would craft an RFI document with updates as discussed for the Committee to present for Board consideration.

**MOTION:** Commissioner Prada moved to recommend to the Board to approve a request for information document, as discussed by the Committee, to obtain information from manned model training providers from which to develop a request for proposal contractor procurement document. Commissioner Hayes-White seconded the motion.

**VOTE:** YES: Nyborg, Hayes-White, and Prada.  
NO: None.  
ABSTAIN: None.

**ACTION:** The motion was approved.

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

None.

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

The Committee agreed to schedule the next meeting on Tuesday, August 4, 2020, at 9:30 a.m.

**8. Adjournment.**

**MOTION:** Chair Prada moved to adjourn the meeting. Commissioner Prada seconded the motion.

**VOTE:** YES: Nyborg, Hayes-White, and Prada.  
NO: None  
ABSTAIN: None

**ACTION:** The motion was approved. Chair Nyborg adjourned the meeting at 10:15 a.m.

**Submitted by:**




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Allen Garfinkle  
Executive Director