

Meeting Date: January 9, 2025	Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun 660 Davis Street, San Francisco, CA 94111 AD HOC COMMITTEE TO REVIEW THE PILOT TRAINEE TRAINING PROGRAM SELECTION EXAM MEETING MINUTES	Page 1 of 4
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ATTENDANCE

Committee Members Present

Captain Robert Carr, Pilot Member
 Captain Dave Gates, Pilot Member (Retired)
 Captain Cevan LeSieur, Pilot Member
 Captain Jesse Pullin, Pilot Member

Committee Members Absent

None.

Board Staff Present

Allen Garfinkle, Executive Director
 Matthew Millspaugh, Assistant Director
 Alethea Wong, Licensing and Training Programs Manager
 Mari McNeill, Administrative Coordinator
 Gregory Shepherd, Records Management and Program Support Coordinator
 Roma Cristia-Plant, Consultant to the Board (by phone)

Identified Public Present (in person and by phone)

Captain Anne McIntyre, Business Director, San Francisco Bar Pilots (SFBP)
 Captain John Carlier, San Francisco Bar Pilots (SFBP) President and Port Agent

OPEN MEETING

1. Call to order and roll call. (Chair Carr)

Chair Carr called the meeting to order at 9:32 a.m. Board Administrative Coordinator, Marjorie (Mari) McNeill called the roll and confirmed a quorum.

2. Review and approval of Committee meeting minutes. (Chair Carr)

Committee action to approve the minutes from the Committee meetings held on September 24, 2024, and November 7, 2024.

Committee members and attendees agreed minutes should summarize discussions and key points, rather than providing a verbatim account of the meeting. Board staff agreed to send committee members meeting minutes as Word documents [in addition to PDF] to enable additional accessibility for suggesting edits ahead of meetings.

3. Directors' Report (Executive Director Garfinkle/Assistant Director Millspaugh)

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A) Correspondence and activities since the Committee meeting held on November 7, 2024.

Executive Director Garfinkle highlighted key points of the 1996 legal settlement and agreed to ask Board counsel for guidance to proceed with changes consistent with settlement agreement.

B) Updates on topics requested in the previous Committee meeting. Topics may include psychometrists, contractors/contracting options, current industry standards, etc.

Assistant Director Millspaugh detailed the contracting Scope of Work (SOW) progress regarding the procurement development of the Pilot Trainee Selection Exam; and stated:

- For the California Department of Human Resources (CalHR) SOW: Board staff only need to submit the SOW, CalHR will calculate the number of hours needed, and hourly rates for involved staff and quote the total cost.
- California State University Maritime Academy (CMA) has been contacted regarding potential issues related to the California Polytechnic State University (Cal Poly) merger and the facility date/timeframe availability.
- The goal is to complete the psychometrician SOW process and have the RFP posted by July 2025.
- Committee members will be sent a blind copy of the draft psychometrician SOW but must be cautious of releasing information to maintain the contracting process integrity.

The committee recommended confirming if simulators from other entities, such as Orange Coast College and Pacific Maritime Institute (PMI) would be viable options.

4. Review and discussion regarding the vendor or agency selection process to create, host, and execute the written, simulator and oral components of the Exam proposed to be held in 2026.

Committee members and public members discussed the following: visiting Orange Coast College to review their simulator, which has a 180-degree simulation with the Transas Navigation Simulator software. Board staff will contact PMI regarding use of their simulator. The exam focus on bridge presence and performance under stress can be ensured by a psychometrician.

5. Committee member and public comments on matters on the agenda, and not on the agenda. (Chair Carr)

None.

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6. **Schedule the next Committee meeting, and proposals for items on the next meeting agenda, if applicable. (Chair Carr)**

Committee members agreed to a tentative meeting date of February 20, 2025, at 9:30 p.m.

6. **Adjournment.**

Chair Carr adjourned the meeting at 10:20 a.m.

Submitted by:



Executive Director Garfinkle
Executive Director

DRAFT

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ACRONYM INDEX

Acronyms / Abbreviations	Definition
BOPC/Board	Board of Pilot Commissioners
CA	California
CalHR	California Department of Human Resources
Cal Poly	California Polytechnic State University
CMA	California State University Maritime Academy / California Maritime Academy / Cal Maritime
PMI	Pacific Maritime Institute
Q&A	Question and Answer
RFP	Request for Proposals
SFBP	San Francisco Bar Pilots
SOW	Scope of Work

This and other documents for this meeting can be found on the Board's website:
<https://bopc.ca.gov/ad-hoc-committee-to-review-the-pilot-trainee-training-program-selection-exam/>

