

# Board of Pilot Commissioners

for the Bays of San Francisco, San Pablo, and Suisun

660 Davis Street, San Francisco, CA 94111

Phone: (415) 397-2253 | Email: [bopc@bopc.ca.gov](mailto:bopc@bopc.ca.gov) | Website: [www.bopc.ca.gov](http://www.bopc.ca.gov)



## NOTICE OF MEETING

October 17, 2025

The Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun (Board or BOPC) will conduct a public meeting on **Wednesday, October 29, 2025, at 8:00 a.m.** Items of business scheduled for the meeting are listed on the attached agenda. There may be recesses at the discretion of the Board President.

**Members of the public may participate in this meeting in person. This meeting is not amenable to being broadcast telephonically or by video, and those technologies will not be used to broadcast this meeting.**

### Location:

The Historic Klamath – Conference Center

Pier 9, The Embarcadero

San Francisco, California 94111

There will be an opportunity for public comments on all agenda and non-agenda items at the outset and closure of the meeting. There will also be an opportunity for public comment during the presentation of each agenda item, and on non-agenda items at the end of the meeting.

This meeting is accessible to the physically disabled. A person who needs a disability-related accommodation or modification to participate in the meeting should call the Board office at (415) 397-2253 or write to the Board at [bopc@bopc.ca.gov](mailto:bopc@bopc.ca.gov). Providing your request at least five (5) business days before the meeting will help ensure availability of the requested accommodation.

BOARD OF PILOT COMMISSIONERS

Allen Garfinkle, Executive Director

This notice and agenda may also be found on the Board's website [www.bopc.ca.gov](http://www.bopc.ca.gov).



\* Order of business is approximate and subject to change.



**SUSTAINING CALIFORNIA'S ECONOMY:** Board-licensed pilots guide ships carrying billions of dollars of cargo through some of the most challenging waterways in North America.

PHOTO CREDIT: San Francisco Bar Pilots Association

**Board of Pilot Commissioners  
for the Bays of San Francisco, San Pablo, and Suisun  
Informational Public Workshop  
Wednesday, October 29, 2025, 8:00 a.m – 5:00 p.m.**

**BACKGROUND:**

Proposed Key Initiatives will be discussed at this public workshop to assist the Board toward identifying and developing the Board’s priorities for 2026 and 2027. No formal action will be taken by the Board during this workshop meeting, and any matters requiring formal action of the Board shall be agendaized for a future regularly scheduled Board meeting. This workshop meeting will include open discussion on agenda topics, and the public is welcome to join in this discussion throughout the workshop.

**MEETING AGENDA**

Meeting Opening - 8:00 AM – 8:30 AM

- **Welcome/Workshop Opening Remarks (Director Garfinkle/President Tynan)**
- **Meeting Housekeeping: Schedule/meeting logistics, bathroom locations, etc. (Assistant Director Millspaugh)**
- **Introductions and Ice Breaker for Board members, Board staff, and members of the public that wish to participate (Assistant Director Millspaugh)**
- **Comment by the public and Board Members on matters not on the agenda.**

Workshop Sessions will be facilitated by Assistant Director Millspaugh with assistance from Board staff and Board members.

Morning Workshop Session – 8:30 AM – 12:00 PM

- **Overview of the BOPC Organization, Committee Organization, Board History and Mission**
- **Board and Committee Processes**
  - Role of the Commissioners
  - Possible Consent Items on Board Agendas
  - Board Handbook
  - Board Committees
  - Bagley-Keene Act Overview
- **Active Board Committees**
  - Current Committee Assignments
  - Purpose of Each Committee
  - Meeting Frequency
- **Non- Active Committees**
  - Purpose of Each Committee
  - Current Committee Assignments
  - Discussion for activation of any Committee in 2026/2027

- **Suggestions for Proposed Changes to the Harbors and Navigation Code**
  - Indemnity of Pilots (Ports of Stockton and Sacramento)
  - Indemnity of Pilot Trainees
  - Continuing Education Requirement
    - Course Requirements
    - Train the Trainer Portion of Training
    - Ability for SFBP or other entity to Provide the Training Services
    - Contracting for Services Provided only by Licensed Pilots

Break – 10:45 AM – 11:00 AM

- **Trainee Training Program**
  - Dainis & Co. to provide an overview of best practices for training programs
  - Discussion of possible updates to Pilot Trainee Training Program structure
    - Committee Review
    - Commissioning an assessment of current Pilot Trainee Training Program and recommendations
    - One-year dismissal period expansion
    - Recruiting/Retaining candidates
    - Train the Trainer

Lunch - 12:00 PM – 12:30PM

Afternoon Workshop Session – 12:30 PM - 5:00 PM

- **BOPC Budget Process Overview**
  - Budget Cycle
  - Budget Authority
  - Relationship of Surcharges to Budget Authority
- **Pilot/Trainee Diversity**
  - Strategies for Increasing Diversity
  - Diversity Committee Progress/Next Steps
- **Pilot Power**
  - Current Status/History of Pilot Power
  - Number of Pilots
  - Potential Statute Changes as Necessary
  - Next Steps as Necessary
- **Incident Review Committee/Investigations**
  - Committee Structure/Statute/Regulations
  - Committee Obligations
  - IRC Report Structure/Content/Required Findings

Break – 3:00 PM - 3:15 PM

- **Pilot/Trainee Medical Assessment**
    - Overview of guiding Statutes and Regulations
    - Steps toward Medical Assessment Process Improvement
    - Mental Health Assessment
      - Current Mental Health Assessment
      - Possible Changes to Assessment
      - Fitness Committee – Next Steps as Needed
  - **Succession Planning**
    - Executive Director Role
    - BOPC Staff
    - Role of IT Modernization Project
  - **Key Board Initiatives for 2026 & 2027 based on the Workshop Discussion**
    - Recommended Initiatives for Future Board Consideration
    - Generate Recommendations for Key Initiatives to Committees
    - Timelines
    - Future Board Agenda Items
    - Board Strategic Plan
  - **Comments by the Public and Board Members on matters on the agenda not on the agenda.**
  - **Closure of Workshop – 4:45 PM – 5:00 PM**
- Interested members of the public may present comments orally at the meeting, or in writing ahead of the meeting by electronic submittal. To be timely received by BOPC staff and, if appropriate, shared with the Board, written comments must be submitted by October 27, 2025. Electronic submission of written comments may be sent via email to [bopc@bopc.ca.gov](mailto:bopc@bopc.ca.gov), or delivered in hard copy to the Board’s office at 660 Davis Street, San Francisco, CA 94111.



To access this document and the Board of Pilot Commissioners’ website on your mobile device, please scan the Quick Response (QR) code with your phone’s camera. This QR code gives you access to the documents on the go, directly from your device.