

<p>Date:</p> <p>August 4, 2020</p>	<p>Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun 660 Davis Street, San Francisco, CA 94111</p> <p>PILOT CONTINUING EDUCATION COMMITTEE MEETING MINUTES</p>	<p>Page 1 of 5</p>
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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 (via telephone):

Captain Anne McIntyre, San Francisco Bar Pilots (SFBP) Business Director; and
Veronica Boe, California State University Maritime Academy.

OPEN MEETING

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

Committee Chair Nyborg called the meeting to order at 9:33 a.m. Administrative Assistant II Wong called the roll and confirmed a quorum.

2. Approval of minutes from the meeting held on July 15, 2020. (Chairman Nyborg)

The Committee members were presented with the draft minutes from the meeting held on July 15, 2020. There was no further discussion.

MOTION: Commissioner Hayes-White moved to approve the draft minutes from the meeting held on July 15, 2020. Commissioner Prada seconded the motion.

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

NO: None.

ABSTAIN: None.

ACTION: The motion was approved.

3. Public comment on matters not on the agenda.

None.

4. Review and discuss the Pilot Continuing Education Program combination course training curricula, including reduce the number of training days from 6 to 5 days, and the status of the contract with the California State University Maritime Academy to provide combination

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course training. Possible Committee recommendation to the Board to approve amending the combination course training curricula to shorten the training course from a 6-day course to a 5-day course. (Chairman Nyborg)

Chair Nyborg reported that many of the pilots have attended the combination course five or six times, which includes topics like bridge resource management, first aid, and a review of electronic chart displays (ECDIS). He noted that he feels that the combination course is very well put together and the most topics are relevant to important current events. He commented that the course content is worth revisiting to make improvements. He pointed out that the class is currently conducted as a seminar, and this format is useful in that the more experienced pilots are able to share tips and information with the newer pilots.

Chair Nyborg suggested that the next change should be to shorten the training course from a 6-day course to a 5-day course. He has been getting feedback from the pilots that the training course is too long. There is no need to develop new curriculum, but it is helpful when new case studies are introduced to keep the learning experience relevant. He felt that the emphasis on ECDIS and CPR/AED can be reduced without detriment.

Captain McIntyre reported that during the course, some time was lost due to the simulator having technical issues, requiring frequent re-boots of the equipment. Many of these issues have been corrected and there should be less “lost time” moving forward.

Captain McIntyre added that the first-aid and ECDIS classes have been reduced a bit, and case studies have been updated to ensure that they are relevant. She noted that blind exercises are important, so pilots can navigate by radar alone, in an effort to sharpen those skills. Additional updates include consolidating the BRM principals, and adding information on cultural differences, and how different cultures communicate and bridge command structure can be affected by cultural hierarchies. The simulator includes role playing opportunities and is very realistic. Following each simulation, the participants conduct a seminar style debriefing on what they observed in the simulator.

Commissioner Nyborg commented that he does not feel that it’s necessary for pilots to be certified in CPR. He suggested that this training could be arranged outside of this course. Executive Director Garfinkle explained that pilots are not required to hold a Standards of Training, Certification, and Watchkeeping (STCW) certificate, because they are not members of the crew, even though they are on board past the “boundary line”.

Commissioner Hayes-White agreed that the pilots reviewing the case studies will be beneficial learning opportunities. She also does not see an issue with the combination course reduced from a 6-day training, to a 5-day training.

Ms. Boe reported that Captain McIntyre assisted her with the qualifications the new combination course instructor should have, and the California State University Maritime Academy was

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successful in recruiting a new instructor. She spoke with the new instructor recently and he is ready to teach the combination course. She added that everyone has been helpful with the transition of a new instructor. She also noted that the five-day course will be very full, but the changes are reasonable.

Commissioner Nyborg commented there is a need to train pilots on how to better evaluate trainees, and give helpful feedback when trainees are on board. Recent lawsuits in other jurisdictions have offered insight to potential legal issues our Board might be faced with. Executive Director Garfinkle commented that a “train the trainers” course would include training techniques, such as learning to provide productive comments, and not to focus more on what is wrong or what is the consequence, but rather on developing good habits.

Captain McIntyre reported that in her last communication with San Jose State University Research Foundation, one of the researchers who was providing our fatigue module training, was transferring to the National Aeronautics and Space Administration (NASA), and someone else will take over. Ms. Boe confirmed that another researcher has been assigned and will assume the responsibilities.

- MOTION:** Commissioner Prada moved to recommend to the Board to approve amending the combination course training curricula to shorten the combination course from a 6-day course to a 5-day course.
- VOTE:** YES: Nyborg, Hayes-White, and Prada.
NO: None.
ABSTAIN: None.
- ACTION:** The motion was approved.

Executive Director Garfinkle reminded Captain McIntyre to check with the American Pilots’ Association (APA) about the potential need recertify the course because the previously approved the course was 6-days. Ms. Boe said that she will check with Paul Kirchner, Executive Director of the APA. Executive Director Garfinkle noted that it is important for APA to certify the combination course.

Ms. Boe said it has been proposed to the faculty to have a train the trainer course but have not received many requests for it. Executive Director Garfinkle noted that Captain Victor Schisler was working on a train the trainer curriculum, and the training may be provided by PMI. Commissioner Nyborg reported that Captain Larwood was sent to a “Train the Trainer” course, but that training all the licensee may be expensive and time consuming.

Executive Director Garfinkle responded to Commissioner Hayes-White that changing the combination course from 6-days to 5-days will require a contract amendment. He thanked Ms. Boe for her efforts in running the combination course program.

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Ms. Boe responded to Captain McIntyre’s question about opening up the campus following COVID-19 restrictions, that there are discussions with the leadership team and their main concern was about letting external visitors onto the campus. The campus is currently open to cadets. She suggested that the pilots can get a temperature check like the staff and cadets. So far, there are no COVID-19 cases among the cadets, and one staff member tested positive but did not affect others. She thinks it may be possible to schedule some of the pilots for a combination course this fall.

Executive Director Garfinkle commented that if there isn’t a fall class, it may add extra burden to the spring class. Governor Newsom has extended the license due date.

Ms. Boe reported that the previous simulator operator left state employment, but she has another person who is eager to learn.

Commissioner Nyborg commented that it is best to keep the class size down to six people. Captain McIntyre agrees and noted that the small class size will give all participants a chance to be in a command role. She added that the simulator debrief is in a small conference room and having more than six in the class might be too crowded for physical distancing requirements.

Ms. Boe responded to Commissioner Nyborg that food can’t be served in the school cafeteria currently. Food has been boxed up and given to the cadets. The cadets stay in a single-room housing and there is a small number of cadets on campus.

Captain McIntyre asked if the instructors felt comfortable traveling. Ms. Boe responded that she has been in touch with the APA instructors, who travel the farthest, and they are comfortable making the trip.

Commissioner Nyborg inquired about changing the frequency of the requirement to take the class, from every 5 years, to every 6 years. He notes that having 6 pilots off the board for training affects others on the board. Executive Director Garfinkle responded that if there is a need for long term change, the regulations can be amended, and Board staff will review the process.

5. Report on the status of a Request for Information document to be sent to or sent to manned model shiphandling training providers. (Assistant Director Cristia-Plant)

Ms. Boe thanked everyone for the discussion and for the invitation to the meeting. She has other obligations to attend to and left the meeting at 10:39 a.m.

Assistant Director Cristia-Plant reported that a draft of the amended Request for Information document has been completed and needs one more staff review prior to sending it out the vendors. The document will go out later this week or early next week. Board staff will collect and organize the responses. Once responses are received, the Committee will meet to review the information. The Request for Information is expected to be sent out in September or October. She doesn’t recommend holding another meeting until after Board staff have received the responses.

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6. Public comment on matters not on the agenda.

There were no public comments.

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

There were no proposals for the next Committee meeting.

8. Adjournment.

Committee Chair Captain Nyborg adjourned the meeting at 10:44 a.m.

Submitted by:



Allen Garfinkle
Executive Director