

MEETING MINUTES

STATE OF WASHINGTON BOARD OF PILOTAGE COMMISSIONERS

October 31, 2008

Present:

Chairman: *By telephone conference call - Harry Dudley*

Commissioners: Pat Hannigan, Bill Snyder, Vince Addington, Elsie Hulsizer, Craig Lee
By telephone conference call - Chuck Davis

Assistant Attorney General: *By telephone conference call - Susan Cruise, Guy Bowman*

Administration: Peggy Larson, Judy Bell

Dr. Norman Hertz: COMIRA

Del Mackenzie, Walt Tabler: Puget Sound Pilots - By telephone conference call - Open Session only

CLOSED SESSION

A Closed Session was convened at 2:00 p.m. by Chairman Harry Dudley by telephone conference call originating in the Agate Conference Room, 2901 Third Avenue, Seattle, Washington, to discuss matters related to the Simulator Evaluation portion of the Puget Sound Pilotage District Pilot Exam as well as pilot trainee evaluations. Dr. Hertz from COMIRA participated in the discussion concerning the pilot examination.

SPECIAL MEETING

A special meeting of the Board of Pilotage Commissioners was convened by Chairman Harry Dudley by telephone conference call immediately following the Closed Session at 3:30 p.m.

The purpose of the special meeting was to discuss and consider action on the following bulleted items:

- **Set the Minimum Passing Score for the Simulator Evaluation:** It was moved by Commissioner Hannigan and seconded by Commissioner Lee that pursuant to WAC 363-116-077 the minimum passing score for the simulator evaluation be set at 20 based upon input from COMIRA and the subject matter experts in accordance with the contract. The motion carried. As a participant in the examination process, Commissioner Hannigan described the development, administration and grading of the simulator evaluation to the Board. Of the 28 applicants who took the simulator evaluation, 13 scored above the cut score of 20 and successfully passed the examination.
- **Consider Other Matters Relative to the Pilot Examination and Training Program as Necessary:** It was moved by Commissioner Hannigan and seconded by Commissioner Snyder that in accordance with the provisions of WAC 363-116-084, the Board designate COMIRA to develop the review form specified in (3) and perform the procedures in (4)(a) and (4)(b). It was moved by Commissioner Lee and seconded by Commissioner Addington to amend the motion to include the proviso that the cost to the Board is either nothing or minimal. The motion to amend carried. The amended motion carried.
- **Trainee Evaluation Reviews:** It was moved by Commissioner Snyder and seconded by Commissioner Lee that based on a complete review of Captain Katharine Sweeney's training program by the Trainee Evaluation Committee, her training program not be extended. The motion carried. The full TEC met earlier today to review and discuss Captain Sweeney's training program which was extended four times for a total program length of 13 months, consisting of 241 training trips. Her most recent extension ends today and was the reason for requesting her to attend today's TEC meeting at which time she was told that the TEC would be recommending to the Board at this special meeting that her training program not be extended. She was told that the TEC's decision was based upon repeated instances of behavior that the TEC felt was both an unsafe practice or behavior that she performed that was not appropriate and that she wasn't making measurable strides to correct or solve these problems. She was told that more training would not improve her performance. It was not the purpose of the TEC's

meeting with her to discuss individual trip performance but rather that its recommendation was based upon her overall performance. She was read a statement detailing the TEC's rationale for its recommendation of which she will be provided a copy.

Reminder: The regularly scheduled monthly Board meetings set for November 13th and December 11th have been moved to December 4, 2008.

There being no further business to come before the Board, the Chairman adjourned the special session Board meeting at 4:00 p.m.

Respectfully submitted,

Peggy Larson, Administrator

Harry H. Dudley, Chairman

Charles M. Davis, Vice Chairman

Commissioner Patrick M. Hannigan

Commissioner Vincent Addington

Absent

Commissioner Norman W. Davis

Absent

Commissioner Oliver E. Mackey

Commissioner William H. Snyder

Commissioner Craig W. Lee

Commissioner Elsie J. Hulsizer