

Agenda – Joint Diversity Committee (JDC)

June 1, 2017

0900 hours

2901 Third Avenue, Seattle, WA

1st Floor Agate Conference Room

- 1. Welcome and introductions**
- 2. Progress since last meeting**
- 3. Status of the Pilot Training Program**
 - a. Trainee program and handbook
 - b. Train-the-Trainer workshops
 - c. New pilot trainees
- 4. Joint Transportation Committee (JTC) Budget Bill**
 - a. Puget Sound Pilots elements
 - b. Industry element
 - c. Marine Pilotage Study (**JTC BPC Best Practice Review**)
- 5. Possible JDC activities**
 - a. Joint meetings (BPC TEC, PSP Board of Directors)
 - b. Brochure development
 - c. Scholarships
 - d. Internships
 - e. Outreach
 - f. Mentoring
 - g. Volunteer assignments
- 6. Possible JDC funding**
- 7. Future meetings and agendas**
 - a. Agenda Items
 - b. Next meeting(s)
- 8. Action Plan/Next Steps**

Washington State Board of Pilotage Commissioners | Puget Sound Pilots

Joint Diversity Committee (JDC)

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1. Welcome & Introductions

Present: Linda Styrk (PSP, JDC co-chair), Sheri Tonn (BPC Chair, JDC co-chair), Sara Thompson (DOE, BPC Commissioner), Eric vonBrandenfels (PSP), Amy Scarton (WSF), Elizabeth Kosa (WSF), Jaimie Bever (BPC), Peggy Larson (BPC), Majken Ryherd (PSP-Waypoint), Teresita Torres (PSP-Waypoint)

Telecon: Deb Demsey (CRBP Retired)

Absent: Clare Petrich, Phil Morell, Emily Reiter, Anne McIntyre, Maggie Williams, Erica Whisenant

2. Progress since last meeting (Linda)

Since the last meeting, lots of work on the Training Program, with the Legislature, and the Senate and Transportation budget bills related to the Pilotage Act.

3. Status of Pilot Training Program (Jaimie, Sheri)

Training Program and Handbook

BPC's Trainee Evaluation Committee has been working on putting together a training handbook as a resource for trainees. The idea is to have a comprehensive guide for both the PSP and Commission side of it. It is electronically available, but not on line yet. Table of Contents was distributed at the meeting. Item 17 Anti-Discrimination and Anti-Harassment policies were updated to include trainees and BPC will also be adding a grievance process. A grievance process was added into the BPC agreement with the trainee, which also has an arbitration provision. The Training Program itself had a major update and a "Train the Trainer 2017 – Summary of Key Topics" prepared by Captain John Scragg (PSP, BPC TEC member) from the Train the Trainer course held at PMI was distributed. Bill Anderson delivered the class at PMI and many principles were also useful outside of the trainer/trainee realm. The current trainees also attended and another class will be held in the fall to for remaining pilots who did not participate in this first round of training. The Summary also highlighted the three phases of the training program. Deb commented it was quite impressive and comprehensive. Some other items improved were defining an intervention and the number of interventions (4) that would disqualify a trainee from the training program.

Overview of Examination and Training (Peggy)

- Application
- Meet requirements and qualify to sit for exam
- Examination: BPC hires an outside consultant to create and administer exam and enlist subject matter experts (pilots) to write the questions and multiple choice answers. The consultant and his professional colleagues critique questions and answers and then the pilots test the answers to validate them. All questions are linked to a reliable reference. Some pilots take the exam at the same time the trainees take it to develop a cut score. The candidate is advised of the sources of information i.e. certain books. If the candidate scores above the exam cut score (based on a psychometric formula), he/she moves on to simulator phase.
- Simulator: This takes place at PMI, and simulator responses are evaluated by professional mariners and pilots selected by BPC.
- Ranking: Candidates are ranked according to the total of both cut scores.
- Call-up: Trainee candidates are called up into training in ranked order.

For example, Sandy Bendixen took the test last April and was called up this May 1st. She will do roughly 300 transits. If a person gets all the way through, the TEC/BPC determines if he/she is ready for licensing. Next the trainee needs to complete PPU training, then there needs to be a spot for that trainee in the pilotage district.

New Pilot Trainees

- Pilot trainees receive a stipend of \$6K/mo for the length of training
- Trainees are self-scheduling and contact the pilots who are generally agreeable
- Pilots see trainees as an asset
- Federal pilotage must be completed before licensure.
- How many pilots opt out of training? Not many, maybe around 5-10%
- We license, on average, about 3/year.

WSF Training Program

Amy shared information about WSF employee training program. Amy just spent 2 ½ weeks in the field and received more requests for more training than anything else; and better equipment for WSF trainers. Lynne (former Assistant Secretary) had a very specific mission focused on on-time performance and higher ridership, but they consolidated training under Chief of Staff (Liz) and now do training agency wide meaning everyone comes in together i.e. HR, deck, etc. WSF has new handbooks (employee on-boarding handbook) and courses for yearly requirements via LMS (Learning Management System).

Additional Pilot Training Program Discussion

Sara, as a member of the TEC, thought the Train-the-Trainer course was very good and hopefully get more attentive and thoughtful care in the training program.

Sheri explained the One-Minute Paper, which contains open-ended questions such as how did it go and what went well. It is supposed to be filled out by a trainee at the end of a transit to aid in discussions with the TEC. Sara mentioned that she really likes it because, before that, she observed they would come in and not really give feedback and do now with the one-minute paper.

Bottom line: the pilot training program is really long and really rigorous.

Amy inquired about all the time blocks and wondered how efficient the time lines were. Sheri elaborated that the federal pilotage added the biggest timeline.

The test application fee in WA is \$5K (most expensive in the nation) and SFO was free but recently they began charging a nominal amount (less than \$1K).

The question was posed to Sheri if BPC could waive the examination fee. Sheri reported that the fee doesn't cover the cost of developing the exam.

4. Joint Transportation Committee (JTC) Budget Bill

Sheri and Linda reviewed the legislative JTC Budget bill and the Marine Pilotage Study provision. The pilots were advocates of the study to benchmark best practices for both the commission and the pilot districts. The pilots would also like to see a better annual tariff hearing process. There is also a tariff freeze for 2 years in the proviso. Sheri cited a dental licensing case of concern to the Oregon pilots because they have 3 pilot commissioners which represents a majority of voters. The industry and the pilots are affected by the rates and the money is coming back to the pilots individually. The last bullet in the study proviso refers to the benefits, if any, of the organizational link to ferries. Some key dates for the Study were highlighted, including:

- Jul 20, first meeting consultant presenting
- Nov 14, JTC, meeting with the BPC
- Dec 14, JTC meeting consultant presenting

5. Possible JDC Activities – General Discussion

Mariner Career Pathway

There was much discussion on when is a good time to engage people to get them exposed and interested in the mariner career pathway. Deb Dempsey's experience was that most success was at the high school level before they make a decision to go to college. Also at Cal Maritime and the Women's Leadership WOW Conference. In contrast, from her own pilotage group felt you shouldn't deal with mariners until they are captains. At a past meeting, Emily had raised that her experience with Foss was getting them interested when they were chief mates on the tugs.

WSF is actively doing internships, are doing the career paths and going to high schools, trade schools and maritime academies. Their thought is it starts at home and starts at grade school. Deb indicated that with some of the pilot groups, nepotism gets in the way and pointed out that Puget Sound and the Columbia River Bar pilots are not that way, but other groups are.

Attracting Pilot Candidates

An hour discussion ensued regarding pilot candidates and what attracts them and what it takes to become a pilot.

Sheri shared observations from her visit with Oregon's Pilot Commission. The new chair is not happy with how little info they have, the relationship with pilots and that they just lost their ED, Eric Burnett, who came from the Port of Portland. It will be interesting when the JTC study compares Washington to Oregon. It's not transparent there or collaborative. When Deb was on Commission for 4 ½ years, she experienced a difficult environment. It was observed that it could take a lot of work to turn around the Oregon Pilot Commission.

Deb – 2 week internship program, learn the most, get hooked . If they are captured at the high school, an internship is a way we can get them exposed and then they are hooked. Every opportunity she gets she wants to support this type of engagement. She's also want to get the other NW pilotage groups involved as well. She would be willing to help with both these efforts.

WSF has an internship program. It's very rigorous with the maritime academy and local maritime schools and they do a sea project where they are working 6-8 weeks. Cal Maritime is less formal so cadets can get sea time. People don't really understand maritime or mariners and we need to be the first and best thing that pops up when you google pilotage.

5. Possible JDC Activities to Promote Diversity – Other Agenda Items

A. WSF Diversity Activities

Amy highlighted WSF key efforts since she took on her Assistant Secretary role for 4 months:

WSDOT – WSF – Inclusion Plan

- Workforce Development
- Contracting and procurement
- Cultural Competency Training

Starting their own sub-inclusion plan, she has been making significant efforts to diversify. For WSF Recruiting, they are doing more internships, outreach, and partnerships including Seattle Maritime Academy, Perry Technical (Senator King is on the Board). They took a trip to Port Townsend. The Exec Team meets weekly and goes out in the field once/month and talk about training quite a lot.

B. Internships – discussed above

C. Outreach Collateral (Sheri, Sara, Emily, Linda)

- Video – being a pilot is awesome (something on YouTube)
- Wikipedia – marine pilot
- eBrochure
- a. Partnerships (Eric, other volunteers?):
 - WSF – Amy/Elizabeth (Jaimie)
 - Career Fair
 - Career pathway visual
 - Recruiting documents
 - Train-the-trainer benchmarking b/t WSF & BPC programs
 - WMF - Mark Gleason
 - USCG Auxiliary – need contact info
 - USCG COTP – Linda Sturgess
 - Sea Scouts – Need contact info
 - WISTA – Dan ? [John Scragg was a guest speaker]
 - W – Not enough maritime focus
 - MM & P
- b. Maritime Schools (Sheri, Linda, Amy [will provide info])
 - Local maritime schools
 - Cal Maritime
 - Mass Maritime
 - Kingspoint

D. How to adapt the system to get more women/people of color in candidate the pool

- a. Decide how to identify the barriers
- b. Talk to women/minorities who have become pilots (Linda)
- c. Have data to back-up what the status is and why
- d. Identify what will work to reduce barriers and widen the pool at beginning without compromising the high standards for becoming a WA state pilot

E. Mentoring

- a. One and done mentoring
- b. Career mentors
- c. TSCG – Emily Jarris will be onboard (Eric mentors)
- d. Chief, 2nd and 3rd mate level (database of candidates?)

6. Possible JDC Funding

PSP would like some of their dollars going toward diversity efforts. But first, we need to figure out what JDC wants money for. Sheri will request legal advise on whether BPC funds can go towards scholarships. We will ask Liz if WSF interns are paid, how much and is it coming out of state funds? Is there any other private money we could attract? Discussed the

Adventuress (Seattle/Port Townsend), the Odyssey and the Charles Curtis(Washington Youth Marine Foundation inTacoma). In Tacoma, the Propeller Club.

7. Future Meetings and Agenda

Jaimie will send out Doodle poll for next meeting in August. No discussion on next agenda but discussed next steps to keep advancing efforts.

8. Action Plan / Next Steps:

BPC Find out what data will be gathered from the JTC study so we are not duplicating efforts

BPC Investigate funding possibilities

Clare Benchmark what PoT is doing with internships/scholarships & funding

Jaimie Doodle poll for next JDC meeting the week of Aug 7 and Aug 28

Jaimie List from MM&P (Dan Twohig, Tim Saffel)

Sheri Lynn Korwatch, Head of Marine Exchange SFO