

# State of Alaska

## Board of Marine Pilots



January 20, 2021 Teleconference

Name	Office	Board Seat		Date Appointed	Term Expires
Les (Leslie) Cronk		Agent	Ketchikan	3/1/18	3/1/22
Rick Harris		Public Member	Juneau	12/18/17	3/1/20
Peggy McLaughlin		Public Member	Dutch Harbor	5/26/17	3/1/22
Lucas Hasenbank		Agent/Manager	Anchorage	3/1/20	3/1/24
Edward Sinclair		Pilot	Juneau	3/1/19	3/1/23
Curtis Thayer	Chair	Dep.Com./DCCED/Designee	Anchorage	4/11/19	n/a
Ronald Ward II	Secretary	Pilot	Anchorage	3/1/17	3/1/21



**State of Alaska**  
**Department of Commerce, Community & Economic Development**  
**Division of Corporations, Business, and Professional Licensing**  
**Board of Marine Pilots**

Zoom Meeting Call-In # 669-900-6833  
253-215-8782  
346-248-7799

Meeting ID: 943 6164 4569  
Meeting Passcode: 674875

**TENTATIVE MEETING AGENDA**  
**January 20, 2021**

1. 10:00 am Roll call/Call to Order
2. 10:05 am Review Agenda
3. 10:15 am Ethics Disclosures
4. 10:20 am Review/approval minutes
  - a. October 9, 2020
5. 10:30 am Cruise Industry Update – M. Tibbles
6. 10:45 am Investigations Report
  - a. Executive Session (*as needed*)
7. 11:00 am Current Regulations Project (*review public comments and take action as applicable*)
8. 11:15 am Schedule future board meeting(s)
9. 11:30 am Deputy Marine Pilot Candidate Interview(s)
  - a. Executive Session
10. 11:45 am SEAPA Bylaws amendments
11. 12:00pm Association Reports
  - a. Alaska Marine Pilots
  - b. Southeast Alaska Pilots Association
  - c. Southwest Alaska Pilots Association
12. 12:30 Division Update
  - A. End of year FY2020, 1<sup>st</sup> quarter FY2021 Fiscal Report
13. 1:30 pm Information regarding COVID-19 Vaccinations
14. 1:45 pm Adjourn



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development

BOARD OF MARINE PILOTS

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**State of Alaska  
Department of Commerce, Community and  
Economic Development  
Division of Corporations, Business and Professional Licensing**

**BOARD OF MARINE PILOTS**

**MINUTES OF MEETING  
October 9, 2020**

***These draft minutes were prepared by staff of the Division of Corporations, Business and Professional Licensing. They have not been reviewed or approved by the Board.***

By authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled meeting of the Board of Marine Pilots was held via video/teleconference October 9, 2020.

**Call to Order/Roll Call October 9, 2020**

The meeting was called to order by Chairman Curtis Thayer, at 10:03 a.m. Those present, constituting a quorum of the Board were:

Curtis Thayer  
Les Cronk  
Rick Harris  
Captain Edward Sinclair  
Captain Ronald Ward II  
Lucas Hasenbank  
Peggy McLaughlin *joined at 10:05 am*

Present from the Department of Commerce, Community and Economic Development, Division of Corporations, Business and Professional Licensing, were:

Renee Hoffard, Marine Pilot Coordinator  
Greg Francois, Chief Investigator  
Jun Maiquis, Regulations Specialist

Visitors present included:

Mike Tibbles, Cruise Lines International Association, Alaska (CLIA)

Captain John Herring, Southeast Alaska Pilots Association (SEAPA)  
Jenni Zielinski, Southwest Alaska Pilots Association (SWAPA)  
Captain Andrew Wakefield, Southwest Alaska Pilots Association (SWAPA)  
Captain Clayton Christy, Alaska Marine Pilots (AMP)  
Paul Axelson, Northern Pacific Maritime and Yacht Services of Alaska  
Rick Erikson, Cruise Line Agencies of Alaska  
Jacob Resneck, CoastAlaska - Regional News Director  
Captain Jeffrey Stephens, SEAPA

### **Agenda Item 2 – Review Agenda**

**Upon a motion duly made by Rick Harris, seconded by Captain Ronald Ward, and approved unanimously, it was:**

**RESOLVED to approve the agenda as written**

### **Agenda Item 3 – Ethics Declarations/Recusals**

The board had no ethics declarations or recusals.

### **Agenda Item 4 – Review of meeting minutes**

The Board reviewed the draft minutes for the April 9, April 29, and July 29 of 2020. MPC Hoffard noted that she made corrections to the draft. Paul Axelson attended all three teleconferences representing both North Pacific Maritime and Yacht Services of Alaska. April 9 minutes had a correction of spelling from “sited” to “sighted” on page 3, section d. Chief Investigator Greg Francois’s title was corrected throughout the minutes, he is not a senior investigator.

**Upon a motion duly made by Rick Harris, seconded by Captain Ronald Ward, and approved unanimously, it was:**

**RESOLVED to approve the board meeting minutes as amended.**

**April 9, 2020**

**April 29, 2020**

**July 29, 2020**

The board moved to agenda item 6, the investigative report to allow Mr. Tibbles time to join the meeting for agenda item 5.

### **Agenda Item 6 – Investigations Report**

Chief Investigator Greg Francois joined the meeting to provide the investigative report. He informed the board that given his workload as the chief investigator for the division it has been decided to reassign the Board of Marine Pilots to a division investigator. He feels that he cannot

provide the time needed to address investigations for the program with his other responsibilities and has discussed the matter with Director Chambers.

April 9 – October 8, 2020 there have been 5 investigations closed with 3 investigations remaining as open cases. There were no disciplinary actions for the 5 cases that were closed. Chair Thayer asked if the closed cases could be explained and why they were closed.

2020-000715 was a marine pilot incident report, the pilot reported it appropriately to the division and it was determined by the reviewing board member that no violation was found.

2018-001059 was a sexual misconduct investigation that was closed for insufficient evidence.

2020-000151 was regarding unprofessional conduct. It was an incident involving 2 marine pilots where one took offense to another. This was reviewed by a licensed member of the board and was found that was no violation.

2019-000631 was a marine pilot incident report., An advisement letter was sent upon recommendation of the reviewing board member indicating the individual has to comply with the regulation requiring reporting to occur within 72 hours.

2020-000123 was a marine pilot incident report, the pilot reported it appropriately to the division and it was determined by the reviewing board member that no violation was found.

Chair Thayer asked what is the anticipated time-frame to resolve the 3 open investigations as they have been open for more than 1 year. Chief Investigator Francois stated that case 2018-000708 is with a reviewing board member. He asked that further discussion occur in executive session with the Board's approval. Chair Thayer added discussion of case 2019-0000695 to the scheduled executive session agenda items 8.

### **Agenda Item 5 – Cruise Industry Update**

Mike Tibbles of Cruise Lines International Association (CLIA), Alaska joined the meeting to provide an update on the cruise industry. He started with Europe to provide a quick overview of how things are progressing for the industry internationally. More ships that have returned to service in Europe, MSC cruises has completed five to six successful voyages. These have all been initiated under guidelines that have been developed with the European Union, this is the healthy gateways plan that's basically being implemented.

The resumption has been under a very controlled environment. But so far, the resumption has been very successful. The passengers are recording that they're enjoying the voyages, they feel safe and that the mask wearing and other protocols are to be expected at this point. The industry is seeing more success out of Europe and that is encouraging for those within the United States. On September 21, CLIA adopted and announced a set of core elements, these are health protocols that were aimed at providing some guidance to the CDC and focusing on potential restart within the United States in a very limited fashion. The core elements include things such as 100% testing for all passengers and crew, mask wearing, social distancing, improved ventilation, and increased medical facilities on board; as well as requiring limited opportunities for shore excursions that meet the same level of safety net that is being provided on board.

This is all part of the curb to curb, door to door approach that the industry's been working on to provide a safe return to service. On September 30 the CDC extended that no sale order for an additional month so that now runs until October 31. There is no indication of what will be next, but the hope is that all of the work that has being greatly assisted by a significant number of

medical experts will help give the CDC some support and hope that the industry can and has resumed safely. We could potentially see some limited sailings United States near or by the end of the year.

Mr. Tibbles moved onto Alaska. There have been a few announcements that has impacted capacity for next year, but nothing too significant as it is still early. Two ships, a Princess ship and a Holland ship, have both sold and Cunard is announced the cancellation of the 2021 season entire season for their ship. There are many things that are outside of anyone's control. The industry is working with the state closely as well as local communities. There has been frequent contact with the mayors and managers of the core communities and efforts are being made to keep them up to speed on all the developments globally. As more feedback and progress develops in the short term on some of the health protocols, as well as feedback from the CDC, the industry will be able to start more discussions with the local communities about Alaska specific protocols.

The industry is still hearing that Alaska remains in high demand. There is a lot of pent up demand for cruisers that have sailed in the past, they really are anxious to get back on board. What is being seen out of European customers is they are getting used to and accepting the new protocols, including the mask wearing and the social distancing. The customers are reporting that they feel very safe on board. These things are all really good things for the industry. It is hard to predict the future as there are so many things outside of anyone's control but CLIA remains optimistic with the encouraging information coming out.

The board had questions about plans to replace the 2 ships sold, how many voyages were cancelled with the selling of the vessels and information regarding Canada's no-sail order. Mr. Tibbles replies that there is currently no plan to replace the sold vessels that he is aware of. He believes the sales resulted in approximately 35 voyage cancellations but can verify that information for the board. The discussions with Canada been independent from the discussions with the CDC. Canada came out early and issued their own no-sail order until the end of October, which at the time was a long way out. Canada has been willing to have conversations, it appears that they're waiting to see what develops with the CDC in the direction that the United States is going to take. Given all the work that the medical professionals have done to come up with the new protocols; if those are acceptable to the United States, there is some optimism that they would be acceptable to Canada as well. There will be many lot of conversations needed to work through some of the specifics in order to move forward.

### **Agenda Item 7 – Regulations**

The board briefly reviewed the drafted regulation amendments for 12 AAC 56.028 as drafted by the Department of Law (DOL) and Southwest Alaska Pilots Association (SWAPA). Following a short discussion regarding the formatting of the draft provided by SWAPA, the board tabled the discussion pending clarification from DOL.

**Upon a motion duly made by Captain Ronald Ward, seconded by Les Cronk, and approved via roll call, it was:**

**RESOLVED to table the discussion of regulation amendments pending clarification from Department of Law regarding public notice of draft amendments.**

**Agenda Item 8 – Executive Session - Oral Interviews/Application Review**

**Upon a motion duly made by Captain Ronald Ward, seconded by Les Cronk, and approved unanimously, it was:**

**RESOLVED to enter into executive session for the purpose of discussing matters subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion. Board staff to remain during the session.**

*Off record at 10:36 am*

*Back on record at 11:08 am*

**Upon a motion duly made by Captain Sinclair, seconded by Les Cronk, and approved via roll call, it was:**

**RESOLVED to approve the Deputy Marine Pilot license for Captain Jeffrey Stephens for pilotage on vessels up to 50,000 gross tons in Region 1 with the exception of Klawock Inlet, West Coast Prince of Wales, South Coast Prince of Wales, and Lisianski Inlet.**

**Agenda Item 9 – SWAPA – Training Program and Bylaws amendments**

Jenni Zielinski and Captain Andrew Wakefield joined the board to discuss the proposed amendments. Ms. Zielinski started with the bylaws amendments.

The proposed amendments are a measure to bring the bylaws current, allowing for electronic ballots. The previous version was set up to allow only mail ballots, the terminology was updated to the option of a paper ballot or an electronic ballot. The main sections being changed would be under articles five and nine. The training endorsements were also updated to reflect changes to the regulations that were effective September 19, 2020. These changes were approved by the membership of SWAPA via a mail ballot.

**Upon a motion duly made by Captain Ronald Ward, seconded by Rick Harris, and approved via roll call, it was:**

**RESOLVED to accept the bylaws for the Southwest Alaska Pilots Association as presented.**

Captain Wakefield moved to the discussion of the training program proposed amendments. SWAPA is proposing changes to the training program to update the requirements based on changes in Region II shipping traffic and recent regulations changes to tonnage endorsements for licenses. The requirement for 2 dockings and 2 undockings in Seward/Resurrection Bay 10/1 – April 1 has been deleted due to lack of winter traffic for that port. TAPS vessel observations were amended to match the traffic and tonnage changes. The Coal dock requirement for Seward was removed as the dock has not been in use and is not anticipated to be utilized in the future. Womens Bay Tanker Clearance requirement for 2 docking and 2 undockings has been removed due to lack of traffic. The requirement to be a full Marine Pilot before doing unsupervised work on tankers in this port remain. The requirements for Drift River have been removed and amended; requires a full Marine Pilot to perform unsupervised work at this port. Drift River is



not currently an active port and was decommissioned in 2019. The LNG ship clearance has been amended to remove old and outdated information regarding prior operator requirements.

Captain Ward brought up an issue he had with a requirement on page 10 of the draft regarding the License 110,000 gross tons, step 2(b). Potentially a trainee could do all of those requirements on a medium range vessel; the reason for this specific section of training is to train on VLCC's (Very Large Crude Carrier). He proposed a change to read: "observe at least six transits inbound from the pilot station and six transits outbound to the pilot station on VLCC vessels." Therefore, the only change will be various VLCC vessels instead of different types of vessels. Captain Wakefield agreed with the recommended change, the newer pilot would already have experience on the smaller vessels and need to be exposed to VLCC's.

**Upon a motion duly made by Captain Ronald Ward, seconded by Rick Harris, and approved via roll call, it was:**

**RESOLVED to accept the training program for the Southwest Alaska Pilots Association as amended during this meeting.**

### **Agenda Item 10 – Association Reports**

#### *SEAPA:*

Captain John Herring provided the association report. SEAPA appreciates the flexibility the board has shown with exams and candidate interviews over the summer. Current roster of 39 full pilots, 11 deputy pilots with the approval of Captain Stephens, and 16 trainees. SEAPA has a pilot trainee selection event planned for the week of October 12. No trainees have been able to observe on Alaska Marine Highways vessels. This combined with the current pandemic has made it a difficult year to make progress on federal pilotage. Due to the lack of traffic, 17 of SEAPA's pilots did not work this past summer. SEAPA appreciates the board waiver for renewals this year, without it many of their pilots would not be able to renew. The board had no questions for SEAPA.

#### *SWAPA:*

Captain Wakefield provided the report. Current roster of 16 full pilots 4 deputy pilots; 2 of which have 90,00 gross ton endorsements and 2 that hold 110,000 gross ton endorsements. They have recently been allowed to restarted training in Valdez on a few of the vessels. They are working with a few more companies to add to the training opportunities. A long-standing pilot recently announced his retirement, Captain Eric Eliassen will be retiring at the end of November. SWAPA has had some issues with transportation due to the closure of Ravn Air. They are currently using the road system but would like to have alternatives before the winter weather starts. The board had no questions for SWAPA.

#### *AMP:*

Captain Clayton Christy provided the report. AMP has a current roster of 9 full pilots with 2 trainees in the 4<sup>th</sup> year and 1 apprentice working towards federal pilotage. AMP shares the concerns of the other associations regarding federal pilotage, Alaska Marine Highways not allowing pilot observers is proving to be a hinderance. As with SWAPA, transportation has been an issue but they are managing. The board had no questions for AMP.

**Agenda Item 11 – Foreign Pleasure Craft (FPC) Exemption – Subcommittee Report**

Captain Sinclair led the discussion of the findings from the subcommittee. They reviewed the statutes and regulations for the FPC exemptions and created a document of their findings with recommendations as well as items that they felt need clarification from DOL. The board had previously asked for guidance on requesting proof of insurance for FPC exemption applications. DOL responded that they can ask for the verification but do not have the authority to require it. Such authority would require a statute change. MPC Hoffard was tasked with sending a memo to DOL listing the board's requests for clarification and potential regulation amendments for draft language.

**Upon a motion duly made by Les Cronk, seconded by Rick Harris, and approved unanimously, it was:**

**RESOLVED for MPC Hoffard to submit the following items to the State of Alaska, Department of Law for review and/or guidance as discussed.**

Requests for clarification:

- a. 30-day timeframe for FPC exemptions - The board has received guidance in the past that they could not issue an exemption until the 30 days had lapsed – which appears to contradict the 10-day time limit for them to approve or deny an application. If that is the case; may the board adopt by regulation or board order minimum standards of what constitutes the submitted application to start the 30-day clock?
- b. What is the Board's authority to interpret 12 AAC 56.115(c); can the Board round the length of a vessel to the nearest foot? For example, if an application lists the vessel length at 100 ft., 3 inches; may the Board round that down to 100 ft.?

Regulation amendment draft language for 12 AAC 56.11:

- (a)(2)(A) – simply the language for AIS, removing class A or B
- (a)(2)(B) – remove ARPA and require all vessels to have radar with the means to automatically track the range and bearing of other targets to determine collision risk
- (a)(2)(D) add “other means or compass heading instruments” to the requirement for magnetic deviation compasses
- (a)(2)(E) simplify the language, removing channels 13 and 16; the vessel needs at least 2 transceivers to ensure they meet the federal requirements for watchkeeping
- (c) add language that allows for masters to have completed radar training in the five years before applying if they don't hold a radar unlimited endorsement

MPC Hoffard was also tasked with drafting a letter to be sent to the Department of Environmental Conservation (DEC) in regard to the certificate of financial responsibility (COFR). DEC issues the certificate to vessels over 400 gross register tons (GRT); however, GRT is an outdated measurement system and rarely, if ever, will it be indicated on a vessels' documents. Instead the gross tonnage is typically noted, the measurement systems are not the same and there is no conversion.

Lastly, MPC Hoffard will work to revise the FPC exemption application to include a question for applicants to ensure the insurance they carry do not exclude Alaskan waters and make revisions that require the applicants to indicate the actual dates of publication for the documents in the

navigation packet per 12 AAC 56.115(a)(3). The applicants are required to have the vessels on board at time of application and given the documents are available electronically this should not be an issue. The vessel agent may continue to provide the packet upon the vessel's arrival as an exception – not as a practice.

### **Agenda Item 12 – Division Update**

MPC Hoffard provided the division update. The fiscal report was reviewed by the board at a previous meeting; the program ended the 3<sup>rd</sup> quarter of FY2020 with a surplus of \$239,138 headed into renewal 12/31/2020. The end of year report is scheduled to be available by the end of October and will be emailed to board members as soon as possible.

MPC Hoffard anticipates mailing renewal notices October 14. The board adopted an order earlier in the summer waiving renewal requirements for this renewal only in response to steps taken by the US Coast Guard in light of the COVID-19 pandemic. The renewal application was revised in a manner that makes it very clear that while requirements were waived for this renewal, they will be fully enforced for the 2022 renewal. This also includes the physical exam, the requirement to submit the physical was waived but pilots are still expected to adhere to the physical standards as required. Mr. Harris asked if the division had made any concessions on the renewal fees; SEAPA had just mentioned in their report that 17 of their pilots did not work during the summer season. MPC Hoffard stated that the division can offer an option for license holders, information regarding that is included in the renewal notices.

Chair Thayer had asked MPC Hoffard to put together a small report on the FPC exemption over the past few years. 2020 had a total of 16 vessels, this was in the average for vessels per year since 2016. The revenue generated was slightly higher than 2019 and in fact the second highest revenue in the past five years. This report was simply informational.

MPC Hoffard asked the board to clarify how long they intended to extend the current exam policy; permitting the association and/or board member to administer the exams given state office closures. It was determined this policy will be in effect until such time as the board returns to in-person meetings as the exam has historically been given the day before the board meeting.

The board returned to the discussion of regulations.

### **Agenda Item 7 – Regulations**

DOL had responded to the email sent by MPC Hoffard regarding public notice of the proposed language for the amendment to 12 AAC 56.028(j). DOL stated that due to the fact that they informed at the board at the last meeting that any substantive changes would require a supplemental notice, the language as drafted by SWAPA is appropriate to be sent out for public notice given that the board may change the language based on additional public comment. DOL may have questions but will not stop the public comment process. There were some questions regarding the percentage of training movements going from 25% to 125% but MPC Hoffard had addressed those via email and DOL appeared to be comfortable with the changes recommended to the draft language.

**Upon a motion duly made by Captain Edward Sinclair, seconded by Captain Ronald Ward, and approved via roll call, it was:**

**RESOLVED to move the draft language amending 12 AAC 56.028(j) and 12 AAC 56.033(b)(2) forward for supplemental public notice. This notice shall be for written comments only.**

12 AAC 56.028 is amended to add a new subsection to read:

(j) An apprentice who has completed not less than 12 months of apprenticeship training may make a request to receive credit for one year's experience under 12 AAC 56.028 by submitting to the marine pilot coordinator documentation that demonstrates the trainee has completed 125 percent of supervised movements in subsection (a) (1), (b) (1), or (c) (1) of this section. The marine pilot coordinator shall forward the request and documentation to the board. The board may grant credit equal to one year's experience to the trainee for the region for which the trainee has requested credit. A trainee may not request experience credit more than one time and for only one region specified in this section.

12 AAC 56.033 (b) (2) is amended to read:

(2) has completed a minimum of four years of training as an apprentice in a deputy marine pilot apprenticeship program approved under this section in the pilotage region for which the deputy marine pilot license is sought; an apprentice may receive credit equal to one year's training for documented experience approved by the board under 12 AAC 56.028;

MPC Hoffard will pole the board to set the date(s) for the January 2021 board meeting.

With no further business to discuss, Chair Thayer adjourned the meeting at 12:47 pm.

Respectfully Submitted:

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Renee Hoffard  
Marine Pilot Coordinator

Approved:

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Curtis Thayer, Chair  
Alaska Board of Marine Pilots

Date: \_\_\_\_\_

Marine Pilot Board, Executive Session Motion

**In accordance with the provisions of Alaska Statute 44.62.310 (c), I \_\_\_\_\_ move that the State of Alaska, Board of Marine Pilots into executive session for the purpose of discussing matters which by law, municipal charter, or ordinance are required to be confidential. Board staff is requested to remain during the session.**

**Chapter 56. Board of Marine Pilots.**

12 AAC 56.028 is amended by adding a new subsection to read:

(j) An apprentice who has completed not less than 12 months of apprenticeship training may make a request to receive credit for one year's experience under this section by submitting to the marine pilot coordinator documentation that demonstrates the trainee has completed 125 percent of supervised movements in (a)(1), (b)(1), or (c)(1) of this section. The marine pilot coordinator shall forward the request and documentation to the board. The board may grant credit equal to one year's experience to the trainee for the region for which the trainee has requested credit. A trainee may not request experience credit more than one time and for only one region specified in this section. (Eff. 10/2/93, Register 127; am 11/10/93, Register 128; am 7/15/95, Register 135; am 5/26/96, Register 138; am 6/16/96, Register 138; am 8/9/97, Register 143; am 1/23/99, Register 149; am 10/18/2001, Register 160; am 10/24/2002, Register 164; am 12/1/2002, Register 164; am 4/28/2005, Register 174; am 9/12/2006, Register 179; am 5/26/2007, Register 182; am 1/29/2009, Register 189; am 10/28/2010, Register 196; am 6/1/2013, Register 206; am 9/29/2017, Register 223; am \_\_\_\_/\_\_\_\_/\_\_\_\_\_, Register \_\_\_\_\_)

**Authority:** AS 08.62.040 AS 08.62.097

12 AAC 56.033(b)(2) is amended to read:

(2) has completed a minimum of four years of training as an apprentice in a deputy marine pilot apprenticeship program approved under this section in the pilotage region for which the deputy marine pilot license is sought; **an apprentice may receive credit equal to one year's training for documented experience approved by the board under 12 AAC 56.028;**

Register \_\_\_\_\_, \_\_\_\_\_ 2021 **PROFESSIONAL REGULATIONS**

(Eff. 6/16/96, Register 138; am 1/29/2009, Register 189; am 9/19/2020, Register 235; am  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_, Register \_\_\_\_\_)

**Authority:** AS 08.62.040 AS 08.62.097 AS 08.62.175  
AS 08.62.093

## SUPPLEMENTAL NOTICE OF PROPOSED CHANGES IN THE REGULATIONS OF THE ALASKA BOARD OF MARINE PILOTS

**BRIEF DESCRIPTION:** The Board of Marine Pilots proposes to update regulations relating to regional requirements and apprenticeship program for deputy marine pilots.

The Board of Marine Pilots (Board) proposes to adopt regulation changes in Title 12, Chapter 56, of the Alaska Administrative Code including the following:

1. **12 AAC 56.028. Regional requirements for deputy marine pilot license**, is proposed to amend the regional training experience requirements for deputy marine pilot license.
2. **12 AAC 56.033 Deputy marine pilot apprenticeship program**, is proposed to amend the apprenticeship training experience requirements, and to conform with the changes made in 12 AAC 56.028.

This is a **SUPPLEMENTAL NOTICE** adding to the **NOTICE OF PROPOSED CHANGES** that was issued on March 26, 2020, concerning these proposed regulation revisions contained in the Department of Law file number 2020101086. This **SUPPLEMENTAL NOTICE** is being issued because the Board tabled its proposed changes dealing with deputy marine pilot apprenticeship program under its initial **NOTICE OF PROPOSED CHANGES**, added conforming amendments to regional requirements for deputy marine pilot license, and is extending the written comment period regarding these proposed regulation changes. If you previously submitted written comments under the March 26, 2020 **NOTICE OF PROPOSED CHANGES**, you need not resubmit those comments under this notice as those comments are part of the record and will be considered by the Board.

You may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed changes, by submitting written comments to Jun Maiquis, Regulations Specialist, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806. Additionally, the Board will accept comments by facsimile at (907) 465-2974 and by electronic mail at [RegulationsAndPublicComment@alaska.gov](mailto:RegulationsAndPublicComment@alaska.gov). Comments may also be submitted through the Alaska Online Public Notice System by accessing this notice on the system at <http://notice.alaska.gov/200001>, and using the comment link. **The comments must be received not later than 4:30 p.m. on December 9, 2020.** Comments received after this deadline will not be considered by the Board.

You may submit written questions relevant to the proposed action to Jun Maiquis, Regulations Specialist, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806 or by e-mail at [RegulationsAndPublicComment@alaska.gov](mailto:RegulationsAndPublicComment@alaska.gov). **The questions must be received at least 10 days before the end of the public comment period.** The Board will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System and on the Board's website at <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofMarinePilots.aspx>. The Board may, but is not required to, answer written questions received after the 10-day cut-off date and before the end of the comment period.

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact Jun Maiquis at (907) 465-2537 or [RegulationsAndPublicComment@alaska.gov](mailto:RegulationsAndPublicComment@alaska.gov) not later than December 2, 2020 to ensure that any necessary accommodation can be provided.

A copy of the proposed regulation changes is available on the Alaska Online Public Notice System and by contacting Jun Maiquis at (907) 465-2537 or [RegulationsAndPublicComment@alaska.gov](mailto:RegulationsAndPublicComment@alaska.gov), or go to <https://www.commerce.alaska.gov/web/portals/5/pub/MAR-1020-Part2.pdf>.



After the public comment period ends, the Board will either adopt the proposed regulation changes or other provisions dealing with the same subject, without further notice, or decide to take no action. The language of the final regulation may be different from that of the proposed regulation. **You should comment during the time allowed if your interests could be affected.** Written comments and questions received are public records and are subject to public inspection.

**Statutory Authority:** AS 08.62.040; AS 08.62.093; AS 08.62.097; AS 08.62.175

**Statutes Being Implemented, Interpreted, or Made Specific:** AS 08.62.040; AS 08.62.093; AS 08.62.097; AS 08.62.175

**Fiscal Information:** The proposed regulation changes are not expected to require an increased appropriation.

DATE: 11/3/2020 \_\_\_\_\_ /s/ \_\_\_\_\_  
Jun Maiquis, Regulations Specialist  
Division of Corporations, Business and  
Professional Licensing

For each occupation regulated under the Division of Corporations, Business and Professional Licensing, the Division keeps a list of individuals or organizations who are interested in the regulations of that occupation. The Division automatically sends a Notice of Proposed Regulations to the parties on the appropriate list each time there is a proposed change in an occupation's regulations in Title 12 of the Alaska Administrative Code. If you would like your address added to or removed from such a list, send your request to the Division at the address above, giving your name, either your e-mail address or mailing address (as you prefer for receiving notices), and the occupational area in which you are interested.

### **ADDITIONAL REGULATION NOTICE INFORMATION (AS 44.62.190(d))**

- 1. Adopting agency:** Board of Marine Pilots – Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing.
- 2. General subject of regulation:** Regional requirements for deputy marine pilot license and deputy marine pilot apprenticeship program.
- 3. Citation of regulation:** 12 AAC 56.028 and 12 AAC 56.033.
- 4. Department of Law file number:** 2020101086 (Part 2).
- 5. Reason for the proposed action:** Update and clarification of current regulations.
- 6. Appropriation/Allocation:** Corporations, Business and Professional Licensing – #2360.
- 7. Estimated annual cost to comply with the proposed action to:**  
A private person: None known.  
Another state agency: None known.  
A municipality: None known.
- 8. Cost of implementation to the state agency and available funding (in thousands of dollars):**  
No costs are expected in FY 2021 or in subsequent years.
- 9. The name of the contact person for the regulation:**  
Renee Hoffard, Marine Pilot Coordinator  
Board of Marine Pilots



**Chapter 56. Board of Marine Pilots.**

(Words in **boldface and underlined** indicate language being added; words [CAPITALIZED AND BRACKETED] indicate language being deleted. Complete new sections are not in boldface or underlined.)

12 AAC 56.028 is amended by adding a new subsection to read:

(j) An apprentice who has completed not less than 12 months of apprenticeship training may make a request to receive credit for one year's experience under this section by submitting to the marine pilot coordinator documentation that demonstrates the trainee has completed 125 percent of supervised movements in (a)(1), (b)(1), or (c)(1) of this section. The marine pilot coordinator shall forward the request and documentation to the board. The board may grant credit equal to one year's experience to the trainee for the region for which the trainee has requested credit. A trainee may not request experience credit more than one time and for only one region specified in this section. (Eff. 10/2/93, Register 127; am 11/10/93, Register 128; am 7/15/95, Register 135; am 5/26/96, Register 138; am 6/16/96, Register 138; am 8/9/97, Register 143; am 1/23/99, Register 149; am 10/18/2001, Register 160; am 10/24/2002, Register 164; am 12/1/2002, Register 164; am 4/28/2005, Register 174; am 9/12/2006, Register 179; am 5/26/2007, Register 182; am 1/29/2009, Register 189; am 10/28/2010, Register 196; am 6/1/2013, Register 206; am 9/29/2017, Register 223; am \_\_\_\_/\_\_\_\_/\_\_\_\_\_, Register \_\_\_\_\_)

**Authority:** AS 08.62.040 AS 08.62.097

12 AAC 56.033(b)(2) is amended to read:

(2) has completed a minimum of four years of training as an apprentice in a deputy marine pilot apprenticeship program approved under this section in the pilotage region for which the deputy marine pilot license is sought; **an apprentice may receive credit equal to one**

**year's training for documented experience approved by the board under 12 AAC 56.028;**

(Eff. 6/16/96, Register 138; am 1/29/2009, Register 189; am 9/19/2020, Register 235; am

\_\_\_\_/\_\_\_\_/\_\_\_\_\_, Register \_\_\_\_\_)

**Authority:** AS 08.62.040 AS 08.62.097 AS 08.62.175

AS 08.62.093

6. 12 AAC 56.031.
7. 12 AAC 56.033
8. 12 AAC 56.990.

Captain David Arzt, President, Alaska Marine Pilots – Captain Arzt is in support of the regulation amendments as outlined by Chair Thayer. He believes that the amendments will result in deputy marine pilots that are higher qualified, bringing them up the level of vessels that are now being seen in various regions within the state. He feels the amendments to the apprenticeship training program, it will enhance the development of the candidate. It will improve associations ability to respond to changes in traffic and will be a benefit to customers served by pilot associations in the state.

Captain Donal Ryan, Training Chair, Southwest Alaska Pilots Association. - Captain Ryan stated he supports the amendments. He feels the amendments for trainees will allow trainees to complete the training in a more efficient manner. It will allow for more practical and efficient training for candidates. It will allow more flexibility for association training programs which may allow for more trainee's overtime to be in the training program while maintaining or increasing the standards of training.

As no one else expressed interest in providing oral testimony. Chair Thayer reminded the public that written comments will be accepted until 4:30 pm on April 27, 2020. Anyone wishing to provide written comment should ensure that those comments are submitted to the division by the deadline. Chair Thayer closed oral testimony.

MPC Hoffard provided a brief overview of the regulation amendments process and estimated timelines.

The board returned to the discussion of the exam protocols.

**Upon a motion duly made by Captain Ward, seconded by Les Cronk, and approved unanimously, it was:**

**Resolved to withdraw the table motion for exam protocols in response to COVID-19.**

**Upon a motion duly made by Captain Ward, seconded by Les Cronk, and approved unanimously via roll call, it was:**

**Resolved to adopt the following exam protocols in response to COVID-19.**

**Due to the travel restrictions caused by the Covid-19 virus, the procedures for Marine Pilot exams will use the following; the licensing exams will be proctored by the association president or the training chair at a location they select. In addition, a Board of Marine Pilot member must be present either in person or by video conference. These procedures will remain in effect for the duration of the Covid-19 travel restrictions.**

MPC Hoffard informed the board that the division had approved the board's recommendation via email and she will work with the associations to schedule exams for the qualified candidates.

# STATE OF ALASKA 2021

## State Holidays

Date	Holiday
01/01	New Year's Day
01/18	MLK Jr.'s Birthday
02/15	Presidents' Day
03/29	Seward's Day
05/31	Memorial Day
07/04	Independence Day (observed 7/5)
09/06	Labor Day
10/18	Alaska Day
11/11	Veterans' Day
11/25	Thanksgiving Day
12/25	Christmas Day (observed 12/24)
01/01/22	New Year's Day (observed 12/31/21)

Biweekly employees please refer to appropriate collective bargaining unit agreement for more information regarding holidays.

 Holiday  
 Payday



State calendar maintained by the  
Division of Finance,  
Department of Administration  
<http://doa.alaska.gov/calendars.html>  
Revised 10/15/2020

# STATE CALENDAR

## JANUARY

S	M	T	W	T	F	S
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31						

## FEBRUARY

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## MARCH

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## APRIL

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## AUGUST

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## SEPTEMBER

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## NOVEMBER

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## DECEMBER

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Marine Pilot Board, Executive Session Motion

**In accordance with the provisions of Alaska Statute 44.62.310 (c), I \_\_\_\_\_ move that the State of Alaska, Board of Marine Pilots into executive session for the purpose of discussing matters which by law, municipal charter, or ordinance are required to be confidential. Board staff is requested to remain during the session.**

## **SOUTHEAST ALASKA PILOTS' ASSOCIATION BYLAWS**

### **ARTICLE I. IDENTIFICATION**

#### **Section 1. Name.**

The name of the Association is the SOUTHEAST ALASKA PILOTS' ASSOCIATION (Association).

#### **Section 2. Office.**

The Association's principal office is in Ketchikan, Alaska, with a mailing address of 1621 Tongass Avenue, Suite 300 Ketchikan, Alaska 99901. The Association may have other offices as designated by its members or Board of Directors.

#### **Section 3. Agent for Process.**

The agent for service of process upon the Association is Southeast Alaska Pilots' Association, 1621 Tongass Avenue, Suite 300, Ketchikan, Alaska 99901.

#### **Section 4. Purpose.**

The purposes of the Association include considering and dealing with, by all lawful means 1) problems involved in promoting and advancing the profession of marine pilotage; 2) advancing safety within the marine transportation industry and the general welfare of professional marine pilots within the Southeastern Alaska Region; and, 3) securing cooperative action in advancing the purposes of the Association.

#### **Section 5. Area of Operations.**

The Southeastern Alaska Region covers the compulsory pilotage waters of Southeast Alaska commencing at the southern border of Canada, then west to and north on 141 degrees west longitude, and extending from Dixon Entrance to Cape Spencer including Yakutat as established by the Alaska Board of Marine Pilots (BMP).

#### **Section 6. Dispatch Scheduling.**

The Association will provide year round, 24-hour per day dispatch of pilots within the Southeastern Alaska Region to the extent reasonably possible given the size of the Association's membership as authorized by the Alaska Marine Pilotage Act AS 08.62 (Act).

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**Section 7. Fiscal Year.**

The Association's fiscal year begins on January 1 and ends the same year on December 31.

**Section 8. Recognition of State Law.**

The Association will comply with the standards for recognition established by law without waiving any legal challenges to those provisions or any other terms of the Act or regulations adopted under the Act.

**Section 9. Powers.**

The Association will have the power to 1) collect and disseminate statistics and other information; 2) conduct investigations; 3) engage in various funding and fund raising activities; 4) conduct promotional activities, including advertising and publicity, in or by any suitable manner or media; 5) hold property it deems necessary; 6) provide for the pooling of income and expenses of its members; 7) provide for a rotation and dispatching system of assignments for pilotage services performed by each individual member as an independent contractor.

**ARTICLE II. MEMBERSHIP**

**Section 1. Purpose.**

Membership in the Association is designed to provide for 1) the dispatch and training of pilots; 2) management of the Association's affairs; 3) compliance with all applicable laws; 4) the collection and distribution of funds earned through piloting services; 5) associating together as independent contractor marine pilots for the common purpose of having a pilot dispatch service; and 6) the promotion of pilotage in the best interests of the State of Alaska.

**Section 2. Service.**

The Association promotes the highest quality marine pilotage service in the Southeastern Alaska Region. It is the policy of the Association that each pilot, acting as an independent contractor, will maintain a commitment to excellence in the pilotage profession and through this commitment, prevent the loss of lives and property and protect the marine environment.

**Section 3. Non-Discrimination.**

The Association will treat both its members and applicants for membership in a uniform, nondiscriminatory, and otherwise lawful manner. The Association is open to membership by all persons licensed by the State of Alaska to pilot

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vessels in the Southeastern Alaska Pilotage Region, except such persons may not be a member of, or dispatched by, another pilot organization in the State of Alaska.

#### **Section 4. Membership.**

Membership in the Association is comprised of the following categories.

(a) Pilot Member (PM).

The Pilot Member (PM) membership category is open to any person who holds a current, unrestricted Marine Pilot license issued by the State of Alaska under the Act for the Southeastern Alaska Region. PMs who subsequently do not meet the requirements specified in this subsection automatically revert to a membership status appropriate with their State of Alaska and/or federal license. All PMs must meet all the Association's and State of Alaska's training requirements before becoming eligible for dispatch. PMs must commit to being dispatched for 90 days between May 16 and September 15 and must meet license requirements for dispatch in the PM category, and may be dispatched in excess of 90 days each year that they are PMs. A PM will not be excluded from membership due to illness or injury. PMs may be dispatched between September 16 and May 15, and will have priority to dispatch between May 1-15 and September 16-30, additional dispatch will be rotated as equitably as possible. Written solicitation of PM availability, non-availability, or additional dispatch will be made by August 1 each year. PMs may become a General Pilot Member at any time without Board of Directors' approval upon 30 days written notice to the Association. PMs have ONE VOTE on Association business.

(b) General Pilot Member (GPM).

The General Pilot Member (GPM) membership category consists of pilots who hold a Marine or Deputy Marine License issued by the State of Alaska under the Act for the Southeastern Alaska Region. The GPM membership category is for licensed pilots who have chosen not to become PMs and previous PMs who choose to work for shorter periods. A GPM may apply for other membership categories provided the GPM holds a current State of Alaska unrestricted Marine Pilot license and the GPM meets the State of Alaska's and the Association's training requirements before the GPM applies. The Board of Directors will select the GPM applicant(s) for dispatch who best meets the Association's dispatch requirements. GPMs will be dispatched as fairly and equitably as their license, availability, and the Association's dispatch requirements allow. GPMs have NO VOTE on Association business.

(c) Select Pilot Member (SPM).

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The Select Pilot Member (SPM) membership category consists of pilots who hold a Marine Pilot License issued by the State of Alaska under the Act for the Southeastern Alaska Region. This membership category is for licensed pilots who have chosen to make themselves available for less than 90 days during a select period of the summer season defined by the Board of Directors. SPMs must meet all Association and State of Alaska training requirements before becoming eligible for dispatch. PMs desiring to transition to the SPM membership category must declare their intent for the upcoming summer season in writing not more than 30 days after the Board of Directors solicits members for inclusion in this category. The solicitation will be made no later than January 15 for the upcoming summer season and will define the period in which this membership category is available. SPMs may become a GPM at any time without Board of Directors' approval upon 30 days written notice to the Association. SPMs are considered on roster for the period mutually agreed to by the SPM and the Board of Directors. SPMs will be compensated and will share in the Association expenses for each day on roster. Short term disability benefits will not exceed the number of days on roster. SPMs are governed by the Association's Bylaws and Operating Rules. When SPMs are not specifically identified, these Bylaws and Operating Rules pertaining to GPMs apply. Additional seasons of this pilot category are allowed if approved by a two-thirds affirmative vote of the membership. SPMs have NO VOTE on Association business. This membership category expires October 1, 2022.

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#### **Section 5. Training and Continuing Education.**

In order to maintain the highest quality of pilotage services, all pilots dispatched by the Association are required to satisfy the Association's and the State of Alaska's training requirements before becoming eligible for dispatch. Training requirements are established in the Association's BMP-approved Training Program. It is each pilot's responsibility to provide documentation to satisfy training and continuing education requirements.

#### **Section 6. Availability for Dispatch.**

The Association will dispatch all licensed members from a list of names maintained on a dispatch roster, in accordance with the commitments made by the pilot to the Association. To be on the dispatch roster, a pilot must 1) abide by the Association's Bylaws and Operating Rules; 2) cannot have consumed alcohol or a controlled substance any time between 12 hours before going on duty and the conclusion of duty; and 3) meet all other requirements under the Act and federal law that pertain to pilotage in the Southeastern Alaska Region.

#### **Section 7. Assent to Bylaws and Operating Rules.**

All PMs, GPMs, SPMs, Pilot Trainees, and Apprentice Pilots agree to adhere to, and be bound by, the Association's Bylaws and Operating Rules as they may be

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amended before being dispatched by the Association.

**Section 8. Temporary Absence from Duty.**

The Association's President may approve the temporary absence from duty of a pilot in accordance with the Association's Operating Rules.

**Section 9. Independent Contractors.**

All marine pilots must be members of the Association, independent contractors, and have a State of Alaska business license to be eligible for dispatch by the Association.

**Section 10. Drug and Alcohol Testing.**

All pilots dispatched by the Association must participate in a random drug and alcohol testing program. All applicants for membership must provide a "pre-dispatch" drug test conducted within 60 days that they first apply for membership.

**Section 11. License Insurance.**

All pilots dispatched by the Association must obtain license insurance and provide proof of that insurance to the Association.

**Section 12. Suspension and Termination of Membership.**

A suspended member cannot vote, participate in Association business, be dispatched, or share in the expenses, revenues, or other Association benefits. A member who becomes ineligible for membership is suspended on the date that the member becomes ineligible. If the member becomes eligible for membership again within 12 months and a day of their suspension or termination, that member will return to the member's previous membership status without regard to the number of members set by the membership. If the former member cannot cure the member's ineligibility for membership within 12 months and a day and thereby cannot become fully eligible for membership, that pilot's membership is automatically terminated and all rights to the benefits of membership are terminated on the 366th day after the day of membership termination or suspension. A pilot who was terminated or suspended may apply for membership any time after that pilot again becomes fully qualified to do so.

**Section 13. Resignation or Retirement of Members.**

Any member of the Association who desires to resign or retire must give 30 days written notice to the Board of Directors before the resignation or retirement becomes effective. A member who has resigned or retired may apply for

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membership once the member again becomes fully qualified to do so.

**Section 14: Association Management.**

In order to provide for the management of the Association's affairs, the Association may contract with a management corporation. The Association's management corporation is Sea Pilots, Inc. Any pilot dispatched by the Association must be a Director of Sea Pilots, Inc.

**ARTICLE III. MEETINGS OF THE MEMBERSHIP**

**Section 1. Semi-Annual Meetings, Attendance, and Location.**

A semi-annual meeting of the Association will be held in May each year at a time, date, and place designated by the President, and in September each year at a time, date, and place designated by the President. Written notification of membership meetings must be provided to members at least fourteen days before the meeting. The tentative agenda for purposes of establishing proxy voting rights at the semi-annual membership meetings will be noticed to the membership not less than 72 hours before the published meeting date and time. Failure to hold the semi-annual meetings at the designated time will not work a forfeiture or dissolution of the Association. PMs, GPMs, and SPMs may attend semi-annual meetings.

**Section 2. Special Meetings.**

Special meetings of the Association may be called by the President, the Board of Directors, or by any five members requesting a special meeting in writing. Special meetings may be held without advance notice provided there is a quorum. PMs, GPMs, and SPMs may attend special meetings.

**Section 3. Voting at Meetings.**

(a) Voting Rights.

At membership meetings, only PMs have one vote. GPMs and SPMs have no voting rights at membership meetings.

(b) Quorum.

A majority of PMs represented in person or by proxy, constitutes a quorum at membership meetings. PMs present at a duly organized meeting may continue to do business until adjournment, notwithstanding the withdrawal of enough members that leaves less than a quorum.

(c) Proxies.

A PM may vote either in person or by proxy. Proxies may only be given to a PM.

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Any one member present at each meeting may hold no more than two proxies. The President cannot hold any proxies. Proxies may be authorized only on the Association's proxy form. Proxy voting is limited to the authorization identified on the Association's proxy form. A proxy is valid for one meeting only, and the power to vote a proxy may be revoked by the member giving the proxy at any time before actual voting. The proxy must be received by the President or the person presiding at the meeting at or before the meeting convenes; however, a member present at a meeting who is called out by assignment or by other business before a vote will be entitled to leave a proxy with another PM.

(d) Voting Procedure.

Voting procedures will conform to Roberts Rules of Order as revised, provided they are not inconsistent with these Bylaws. Proposed Bylaw changes, Operating Rule changes, recommended changes to Alaska marine pilot laws, and major decisions affecting the welfare and business of the Association must be noticed on the tentative agenda to be voted on at a meeting or voted via postal ballot.

**Section 4. Ballots.**

Ballots, when required under these Bylaws, will be conducted as follows:

(a) The ballot for members and officers of the Board of Directors will be secret. Ballots for issues must be signed by members.

(b) The ballot will, at the option of the member, be either hand delivered, electronically transmitted by email or fax, or mailed by first class mail to each PM. The ballot will be sent to the member's postal or electronic address as it appears in the Association's membership books.

(c) The ballot must be received at the Association's principal office not more than 20 days following the date of its notice of availability. All ballots, postal or otherwise, will be noticed electronically on the day of availability. Ballots returned after that twenty-day period will not be considered.

(d) The ballot will be counted by at least three PMs to validate the result. The validation of the count will be retained in the Association's file for 90 days. If the result of the ballot is challenged by a PM, the Board of Directors will decide to either disapprove the challenge, postpone the decision that was the subject of the ballot until the next membership meeting, or reissue the ballot. Any unsigned ballots will not be considered.

(e) At the discretion of the Board of Directors, balloting may be conducted by electronic means that conforms to the standards in this Section.

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## **ARTICLE IV. BOARD OF DIRECTORS**

### **Section 1. Number and Qualification.**

The Board of Directors will consist of seven members each of whom must be a PM.

### **Section 2. Election.**

An annual membership referendum of PMs will be conducted by ballot each year between July 15 and August 15.

### **Section 3. Nominating and Balloting.**

There will be no nominations for elections to the Board of Directors. Each PM will be entitled to vote for seven members, and the seven members receiving the highest number of votes in the election will be elected to the Board of Directors. In case of a tie vote for any unfilled positions on the Board of Directors, another ballot, limited to the members tied in the previous ballot, will be immediately submitted to voting members for another vote to be counted within 10 days.

### **Section 4. Term of Office.**

The terms of office of Board of Directors members is one year and the terms commence immediately after the September membership meeting.

### **Section 5. Vacancies.**

Any vacancy occurring on the Board of Directors will be filled by the affirmative vote of voting members on a ballot listing all eligible members for the vacancy. The member receiving the highest number of votes will be elected to complete the remaining term of the member's predecessor in office.

### **Section 6. Place of Meetings.**

All Board of Directors meetings will be held at the Association's principal office, or other such place that a majority of the Board of Directors designates. The Board of Directors may convene and conduct any Board of Directors' meetings telephonically.

### **Section 7. Semi-annual Meetings.**

The Board of Directors will meet immediately after the semi-annual membership meeting, at the place where the membership meeting was held, for the purpose of organization and consideration of any other business that

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may properly be brought before the Association or the Board of Directors.

**Section 8. Special Meetings.**

Special meetings of the Board of Directors may be called by the President or by any four members of the Board of Directors. Special meetings may be held without advance notice, provided a quorum is present.

**Section 9. Quorum.**

At all Board of Directors meetings, a total majority of four directors constitutes a quorum to transact business. The act of the majority of the Directors present at a meeting in which a quorum is present will be the act of the Board of Directors. Proxy voting is not permitted.

**Section 10. Removal.**

The entire Board of Directors, or any individual Directors, may be removed from office without assigning any cause, by a two-thirds affirmative vote of voting members at any regular or special membership meeting. Such removal of one or more of the Directors will be deemed to create a vacancy or vacancies in the Board of Directors.

**Section 11. Compensation.**

Members of the Board of Directors serve without compensation.

**Section 12. Limitation on Authority.**

Authority to make major decisions affecting the Association's welfare and business is reserved to all voting members. A majority of voting members may annul, amend, or supersede any action made by the Board of Directors. The Board of Directors will submit to the membership, by ballot, any issue of major importance, policy, or expenditure in excess of \$7,500, or that in the exercise of good judgment may be considered a major policy decision affecting the Association's welfare or business. A majority of voting members will decide the issue.

**Section 13. Duties.**

The duties of the Board of Directors include:

- (a) Calling special membership meetings under Article III, Section 2 of these Bylaws;
- (b) Deciding whether to retain a certified public accountant to audit books and

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accounts;

(c) Obtaining legal counsel for advice;

(d) Developing an annual budget for the Association for approval by the voting members at the Annual Spring Membership Meeting;

(e) Making adjustments to the annual budget as necessary to sustain the Association's business between the semi-annual meeting dates;

(f) Monitoring the Association's business and affairs to ensure they are being carried out according to the Association's Bylaws and Operating Rules;

(g) Addressing controversies arising under the Association's Bylaws or Operating Rules and follow due process procedures outlined in these Bylaws;

(h) Determining annually the work available for GPMs based on the President's recommendations;

(i) Providing clear guidance and direction to the President on policies concerning the Association's welfare;

(j) Deciding whether to contract with a management corporation for the purpose of maintaining an office, employees and providing other business services as directed by the Board of Directors or to enter an agreement with such management corporation. The decision to enter into a contract with a management corporation must be approved by a two-thirds affirmative vote of voting members. All administrative employees of the management corporation must be bonded;

(k) Establishing and amending Operating Rules for the Association and submitting all Operating Rule amendments to the membership for review and approval by a majority of voting members.

#### **Section 14. Conflict of Interest.**

A member of the Board of Directors who has a material financial interest in any entity, or who serves on the Board of Directors of an entity that enters into a contract or other transaction with the Association must disclose the material facts as to the transaction and the director's interest in the entity before voting on the contract or other transaction. Unless a majority of the Board of Directors objects, the member of the Board of Directors making the disclosure does not have to refrain from voting on the contract or other transaction.

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## **ARTICLE V. OFFICERS**

### **Section 1. Officers.**

The Association's officers are President, Vice President, and Secretary. No person may hold more than one officer position.

### **Section 2. Election.**

The voting members will elect officers from among the Board of Directors, by referendum of the voting members conducted by ballot each year between August 15 and September 15. The president will distribute a ballot to voting members listing the names of the seven members of the Board of Directors who are eligible to serve as an officer with instructions to vote for one of those members for President, one of those members for Vice President, and one of those members for Secretary. The officer ballot shall be open for twenty days. In case of a tie vote for any position, another ballot listing only the members tied in the previous ballot will be immediately submitted to voting members for another vote to be counted within 10 days.

### **Section 3. Term of Office.**

The term of office of an officer is one year, and commences as soon after the September membership meeting as officers are elected and qualified and continues until the officer's successor is elected and qualified. The President cannot serve more than two consecutive terms within any six year period.

### **Section 4. Removal.**

Any officer may be removed from office by a two-thirds vote of all voting members at any regular or special meeting.

### **Section 5. Vacancies.**

Whenever any vacancies occurs in any office, the vacancy will be filled by affirmative vote of voting members, and the officer elected will hold office until a successor is chosen and qualified.

### **Section 6. Compensation.**

Officers serve without compensation.

### **Section 7. Duties of the President.**

The President will preside at all Association and Board of Directors meetings,

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discharge all the duties of a presiding officer, and perform such other duties as prescribed by the Board of Directors or these Bylaws. The President will sign all notes, contracts, or other legal documents necessary to conduct the Association's business. The President will work with the Board of Directors in formulating major policy changes that will require a vote of the voting members. The President is responsible for all Association pilot matters including the dispatch of pilots. The President may delegate duties to another member. The President may represent the Association as its spokesperson with the BMP, ship owners, government officials, or other persons regarding marine, navigational, and pilot matters. The President may attend, as the Association's official delegate, American Pilots Association conventions or meetings, or designate an alternate. The President will set the time for all regular or special meetings of the Association's membership and the Board of Directors. The President will keep the Board of Directors appropriately informed of matters of significance affecting the Association.

#### **Section 8. Duties of the Vice President.**

The Vice President will attend all membership and Board of Directors meetings, be responsible for keeping, in a book provided for that purpose, an accurate record of the proceedings of such meetings, and when required, perform a like duty for all standing committees appointed by the Board of Directors. The Vice President will distribute all notices of the Association, and perform such other duties as these Bylaws may require or the Board of Directors may prescribe. The Vice President will monitor all the Association's accounting procedures, bring any discrepancies to the attention of the Board of Directors and make such recommendations as the Vice President deems desirable. The Vice President will assist in the preparation of Association correspondence for the President's signature or sign correspondence when authorized by the President. The Vice President will carry out the duties of the President in the absence of the President.

#### **Section 9. Duties of the Secretary.**

The Secretary assists the Vice President in the performance of the Vice President's duties. The Secretary will carry out the duties of Vice President in the absence of the Vice President when the Vice President acts as President in the absence of the President.

### **ARTICLE VI. TRAINING AND CONTINUING EDUCATION**

#### **Section 1. Training Program.**

The Association will establish and create a Training Program and submit it to the BMP for approval subject to the limitations in Article VI.

#### **Section 2. Training Committee.**

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- a. The President will appoint PMs to the Training Committee.
- b. The President will appoint a Training Committee Chair from among the Training Committee's members.
- c. The Training Committee Chair is responsible for the administration of the Association's Training Program.
- d. The Training Committee Chair may delegate the Chair's duties and tasks to members of the Training Committee.
- e. The Training Committee will meet periodically to review and monitor the progress of all Trainees and provide oversight and direction to the Training Committee Chair.
- f. The Training Committee will prepare and submit all reports, notifications, and evaluations required of the Association by the BMP.
- g. Amendments to the Training Program will be submitted to the voting members for review and approval by a majority of the voting members. The Training Committee may make minor or clarifying amendments to the Training Program as provided in Volume II of the Training Program. Any amendments must pass by a two-thirds majority vote of the Training Committee and will take effect upon posting notice of the amendments in the Association's office. The Training Chair will submit all amendments to the voting members for review and approval at the next meeting of the membership. The Association will then submit the amended Training Program to the BMP for final approval.

**Section 3. Categories.**

The Association has three categories of Pilot Trainees: Marine Pilot Trainee, Deputy Marine Pilot Trainee, and Apprentice Deputy Marine Pilot Trainee. The voting members will set the total number of positions in the Pilot Trainee (PT) category, which must pass with a two-thirds affirmative majority. The Training Positions opened by the Association will be available to the most qualified candidates and will not stipulate the category of Trainee. It is the Association's policy to follow a uniform, fair, open, and nondiscriminatory process of selecting new Trainees. Determination of Association Training Positions, and subsequent Trainee application, evaluation, and selection will be in accordance with the applicable requirements of the membership approved Association Training Program. The Trainee categories and minimum qualifications are described below:

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(1) Marine Pilot Trainee (MT).

The MT category consists of those individuals who 1) hold a current State of Alaska marine pilot license issued under the Act in an Alaska pilotage region of Alaska, other than the Southeastern Alaska Region; 2) have successfully completed the requirements of Volume I of the Association's Training Program; and 3) have been offered and accepted a Training Position. After a MT has completed the State of Alaska's requirements and the requirements of Volume II of the Association's Training Program and received an unrestricted Marine Pilot License issued by the State of Alaska under the Act for the Southeastern Alaska Region, the MT will automatically become a PM. MTs have NO VOTE on Association business.

(2) Deputy Marine Pilot Trainee (DT).

The DT category consists of those individuals who: 1) hold a current U.S. Coast Guard (USCG) License and meet the experience requirements which qualifies for issuance of a State of Alaska license under AS 08.62.093 (a) and (b)(1)(5), but who may not have the required First Class Pilotage Endorsements for a State of Alaska license in the Southeastern Alaska Region; 2) have successfully completed the requirements of Volume I of the Association's Training Program; and 3) have been offered and accepted a Training Position. After a DT has completed the State of Alaska's requirements and the requirements of Volume II of the Association's Training Program and received a Deputy Marine Pilot License issued by the State of Alaska under the Act for the Southeastern Alaska Region, the DT will automatically become a GPM in the Association. After a DT has received an unrestricted Marine Pilot license issued by the State of Alaska under the Act for the Southeastern Alaska Region, the DT will automatically become a PM. DTs have NO VOTE on Association business.

(3) Deputy Marine Pilot Apprentice Trainee (AT).

The Association has established a Deputy Marine Pilot Apprenticeship Program (Apprentice Program). The AT category consists of those individuals who 1) hold a minimum of at least a current USCG License of Master Not Greater Than 1600 Gross Tons; 2) are High School graduates; 3) meet the requirements of AS 08.62.093(a); 4) do not have the license and experience required under AS 08.62.093 (b)(1)-(5) to meet State of Alaska license requirements as a Deputy Marine Pilot; 5) may not have the required First Class Pilotage Endorsements for a State of Alaska license in the Southeastern Alaska Region; 6) have successfully completed the requirements of Volume I of the Association's Training Program; and 7) have been offered and accepted a Training Position. ATs will automatically become DTs if they achieve the necessary requirements under AS 08.62.093(b)(1)-(5) to enter the DT category. AT's must also advise the Association how the AT will complete four years of training as an AT, including

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required in-Region training requirements without any income distributions from the Association. After an AT has completed the State of Alaska's requirements and the requirements of Volume II of the Association's Training Program and received a Deputy Marine Pilot License issued by the State of Alaska under the Act for the Southeastern Alaska Region, the AT will automatically become a GPM. After an AT has received an unrestricted Marine Pilot license issued by the State of Alaska under the Act for the Southeastern Alaska Region, the AT will automatically become a PM. ATs have NO VOTE on Association business.

#### **Section 4. Trainee Due Process.**

All due process, grievance, misconduct, discipline, violation, sanction, and dismissal procedures (Due Process Procedures) related to Trainees are contained in the Association's Training Program and delegated to, and developed by, the Training Committee. Decisions by the Training Committee to dismiss a Trainee must be ratified by a majority of voting members based upon a recommendation of dismissal by the Training Committee and the Association's Board of Directors before a Trainee is dismissed by the Training Committee. After a vote by the voting members that ratifies a Trainee's dismissal, any Due Process Procedures will be implemented and adopted by the Training Committee in the Training Program. Any part of these Bylaws referring or related to dismissal, grievances, arbitration, or due process, and specifically Article X of these Bylaws, does not apply to Trainees in the Training Program.

### **ARTICLE VII. INCOME AND EXPENSE POOLING AND DISTRIBUTION**

#### **Section 1. Purpose.**

The purpose of Article VII is to provide for the equitable pooling of income and expenses of the membership and the equitable distribution of the net income to the individual members.

#### **Section 2. Compensation.**

Pilots dispatched by the Association will share earnings on a unit-day basis from May 16 through September 15 (Summer Schedule) and September 16 through May 15 for the pilots working the Winter Schedule. All pilots dispatched by the Association share in the earnings only for those days they are on the dispatch roster. Compensation of pilots dispatched by the Association is based upon the limitations (including partial suspension) of the license held by the pilot, according to the following compensation schedule:

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License Category		Percent of Share
(a)	Marine Pilot	100
(b)	<del>110,000</del> ton	90
(c)	95,000 ton	80
(d)	50,000 ton or less	70

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**Section 3. Expenses.**

All PM's will share annual expenses on an equal share basis from June 1 through August 31. All SPM's will share annual expenses on an equal share basis, for each day on roster, from June 1 through August 31. All GPM's will share annual expenses on an equal share basis, prorated by days dispatched, during the period from June 1 through August 31.

**Section 4. Redistribution Money.**

Redistribution money will be distributed equally among all PMs.

**Section 5. Expense Pooling.**

Association operating and miscellaneous expenses will be pooled on a January 1 to December 31 cycle basis. The Board of Directors will budget the cycle expenses on or before January 1 of each year. Over and under budget adjustments for each cycle will be reflected in the budget projection for the ensuing year. Total expenses for the cycle will be pooled from June 1 through August 31 prorated by days dispatched on the dispatch roster during this period.

**Section 6. Income Determination.**

Transportation and subsistence expenses will be reimbursed to the individual pilot who provided the service that incurred the expenses. All remaining gross income for pilotage services, and all other miscellaneous income earned and billed during each calendar month will be pooled, and a daily rate of income determined. Daily rates for member pilots will then be computed at the prevailing percentages provided for in Article VII, Section 2 and Section 4 of these Bylaws. The daily rate of income will be computed by adding the total number of duty days for each member for the calendar month and dividing the resulting gross income for the month, exclusive of the transportation fees, by this total of duty days. Each member's account will be credited every month with the product resulting from multiplying the daily rate of income for their particular pilot category by their duty days during the calendar month.

**Section 7. Special Expenses.**

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The Board of Directors, at its discretion, may reimburse any member for non-recurring expenses that would result in inequitable charges.

**Section 8. Individual Expenses.**

The Association will pay American Pilots Association dues, I.O.M.M.& P, Pilots' Division dues, Long Term Disability Plan premiums, Long Term Care Plan premiums, and other dues, premiums, and expenses from the individual member's accounts as directed by that individual.

**Section 9. Income Distribution.**

The Association will maintain a bookkeeping and accounting system that enables the Association to prepare and retain accurate and detailed financial records of the Association. During the period from September 16 through May 15, pay distributions will be made monthly. Draws will neither be allowed to reduce the Association's operating bank account below Five Thousand Dollars (\$5,000.00) at any time, nor may they exceed five percent (5%) of the balance due to any pilot's account. An exception to this requirement may be made during a period of Association debt from uncontrollable events in which case the membership must authorize a debt limitation not to be exceeded by the Board of Directors. Such authorization must pass by a two-thirds majority vote of voting members. The President will equalize all draws as much as possible, and will adjust the mid-monthly draw when necessary to bring the individual pilot account balance into close agreement. Checks for pilot compensation draws will be signed by an officer of the Association or by an administrative employee of the Management Corporation. The Association will distribute income in the name of a member, corporation, or business, as designated by the member.

**Section 10. Reimbursable Expenses.**

Members will be entitled to reimbursement for expenses incurred on Association business, which have prior approval of the Board of Directors. Travel and per diem expenses will be reimbursed at the same rate as published in the Federal Register. Any additional expenses must be supported with receipts. However, the Board of Directors may disallow any unreasonable or unsupported expenditures.

**Section 11. Dissolution of Association.**

If Association dissolves, the voting members will decide by majority vote the manner in which the Association will distribute its assets.

**ARTICLE VIII. OPERATING RULES**

The Board of Directors will establish Operating Rules for the Association.

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Amendments to the Operating Rules must pass by a majority vote of the Board of Directors and will take effect upon posting notice of the amendments in the Association's office. The Board of Directors will submit all amendments to the Operating Rules to the membership for review and approval at the next meeting of the membership according to Article IV, Section 13(k). The Association will then submit the amended Operating Rules to the BMP for approval.

## **ARTICLE IX. DISABILITY AND BENEFITS**

### **Section 1. Short Term Disability.**

#### **A. PMs on Summer Roster:**

(a) During the period May 16 through September 15 of each calendar year, any pilot then on the active duty list who becomes unfit for duty due to illness or injury, for a period in excess of three consecutive days, and whose unfitness for duty is duly certified by a medical doctor whose qualifications are found to be acceptable by the Board of Directors, may apply to the Board of Directors to be removed from the active duty list, and to receive an income distribution during the pilot's period of disability in accordance with subsection 1.A.(c) and subsection 1.B.(e) of this Section for a period not in excess of 90 days for PMs, and for a period not in excess of 90 days (or for a period in excess of the remaining negotiated work period, whichever period is the lesser) for GPMs including Deputy Pilot members.

(b) Should a Summer Roster Pilot become disabled before the summer dispatch period, and that injury extends beyond May 15, that pilot may receive income distribution authorized under subsection 1.A.(c) of this Section beginning on May 16 but an income distribution cannot exceed 90 days from the date of injury.

(c) This income distribution is in lieu of the full pay authorized under Section 1 of the Operating Rules. Summer Roster Pilot short term disability benefits are not cumulative, are not convertible into any exchange upon termination of membership, and may not extend beyond September 15 of any calendar year or extend beyond the termination date of the disabled pilot's membership irrespective of the date of the onset of the disability. This off-duty disability income distribution is subject to the terms, conditions, and limitations contained in Article IX and these Bylaws.

#### **B. Winter Roster Pilots:**

(a) PMs who are injured between May 15 and September 15, and who worked the previous winter work period or have applied in writing for the upcoming winter work period, are eligible for winter roster short term disability should the pilot's injuries carry beyond September 15 (up to September 15, the Summer Roster

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Pilot rules apply). The total number of days of short term disability collected from a combination of summer and winter dispatch periods will not exceed 90 days. From September 16 until the expiration of the 90 days from date of injury, or until a physician certifies the pilot fit for duty, whichever is less, the PM will receive a share from the winter roster income pool in accordance with subsection 1.B.(c) and subsection 1.B.(e) of this Section.

(b) Winter Roster Pilots who are injured between September 16 and May 15 will receive a share from the winter roster income pool in accordance with subsection 1.B.(c) of this Section for a maximum of 90 days or until a physician certifies the pilot fit for duty, whichever is less.

(c) Should the Winter Roster Pilot's injuries carry beyond May 15, the pilot may be eligible for summer short term disability as prescribed in this Section of these Bylaws. The total number of days of short term disability collected from a combination of summer and winter programs will not exceed 90 days.

(d) The Winter Roster Pilot benefits conferred are not cumulative, are not convertible into any exchange upon termination of membership, and may not extend beyond the termination date of the disabled pilot's membership irrespective of the date of the onset of the disability.

(e) During all periods, income distribution to injured pilots will be at the rate of fifty percent (50%) of the net earnings distribution that the pilot would have otherwise received for the dispatch period in which they are unable to work.

(f) The Board of Directors will be entitled at any time, before or during a pilot's disability period, to have the pilot that is on disability status examined or re-examined by a medical doctor of the Board of Director's choice and, upon the doctor's certification of fitness for duty, to return the pilot to active duty status.

(g) A pilot may be compensated only once during a three-year period for any recurring illness.

(h) In case of injury and the injured pilot at a later date is reimbursed by court order or negotiated settlement for earnings lost due to the injury, the injured pilot will reimburse the Association for a proportionate share of any money previously paid to the injured pilot under the terms of this Section. A proportionate share is defined as fifty percent (50%) of any lost earnings settlement not to exceed the total amount paid the injured pilot under the terms of this Section.

(i) Notwithstanding any other provision of these Bylaws to the contrary, the determination of whether to pay a disability advance, whether a member should be determined to be disabled, the term of any payment made as a disability advance, and any other application of payment made under Article IX will be made solely by

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the Board of Directors and will be made at its sole discretion, and no pilot is entitled to any payment from the Association for any claim of illness or disability.

### **Section 2. Long Term Disability.**

(a) All PMs who meet the eligibility requirements of the Long Term Disability Plan (LTD Plan) will participate in the LTD Plan. Each participant will contribute equal shares of the total monthly premium as described in the LTD Plan in accordance with Article VII, Section 8.

(b) This Section applies to all PMs, according to the eligibility requirements of the LTD Plan.

### **Section 3. Long Term Care.**

(a) All PMs who meet the eligibility requirements of the Long Term Care Plan (LTC Plan) will participate in the LTC Plan. Each participant will contribute equal shares of the total monthly premium as described in the LTC Plan in accordance with Article VII, Section 8.

(b) This Section applies to all PMs, according to the eligibility requirements of the LTC.

## **ARTICLE X. MISCONDUCT AND GRIEVANCE PROCEDURES**

### **Section 1. Misconduct.**

The Association will not adjudicate charges of misconduct as defined in the Act made against a member. Complaints against a member must be in writing, signed by the complainant, in sufficient detail and substance to allege that a person 1) is incompetent in the performance of pilotage duties; 2) is chemically impaired; 3) illegally possesses, uses, or sells narcotic or hallucinogenic drugs; 4) makes a false statement to obtain a license; 5) violates a provision of the Act or a regulation adopted under the Act; 6) has had the person's USCG pilot license conditioned, suspended, or revoked; or 7) charges, collects, or receives an amount for pilotage services that is different from the rate adopted under the Act or the rate agreed to under the Act by the Association. Such charges will be forwarded to the BMP with a copy to the member charged with misconduct. Due process in these matters must be provided by the BMP and not the Association.

### **Section 2. Violations of Bylaws or Operating Rules.**

Charges of violations of the Association's Bylaws or Operating Rules will be processed and resolved under this Section. The Board of Directors may impose any sanction it deems appropriate, including, but not limited to 1) prescribing a

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course of remedial action which is related to the violation; 2) sanctioning the member by providing a verbal reprimand or a written letter of censure; 3) imposing a specific period of suspension; 4) requiring the member to reimburse the Association for any financial loss; 5) dismissing the charge of violation; or, 6) any combination of the above.

(a) Hearing Panel.

The Board of Directors will hear charges of Bylaw or Operating Rule violations brought against a member.

(b) Notice.

The member charged with a violation of these Bylaws or Operating Rules will be provided written notice by the President as soon as practicable after charges have been filed. Thirty days' notice of the time and place of the hearing will be provided to the member charged. The member charged will be entitled to representation at the meeting. The member may waive a hearing by the Board of Directors on the charge if the waiver is in writing from the member.

(c) Sanctions.

The Board of Directors may impose any sanction as described in Article X, Section 2. The member charged with a violation may stipulate in writing to any sanctions by the Board of Directors.

(d) Appeals and Arbitration.

Appeals from the decisions of the Board of Directors will be settled by binding and final arbitration. The written appeal will be submitted to the Board of Directors within 15 days after the date of the Board of Director's decision. The Board of Directors and the member making the appeal will work in good faith to resolve their differences over the Board of Director's decision made under Article X, Section 2. The process of arbitration will begin by the Association and the member making the appeal mutually agreeing to an arbitrator. If they cannot agree on an arbitrator, then they will each select an individual within seven days of the date that the parties declare a failure to resolve the Board of Director's decision under Article X, Section 2. These two individuals will then agree to the selection of a mutually agreeable third person within seven days to act as arbitrator. This arbitrator is authorized to investigate the decision of the Board of Directors, contact parties with relevant information, conduct a hearing, take testimony under oath and review evidence, and make a ruling of whether the Board of Directors' decision under Article X, Section 2 is appropriate, or if it should be modified and if so, how it should be modified. The arbitrator's ruling will be made within 30 days of receiving the appeal. The arbitrator may not award compensatory remedies, punitive damages, or damages of any kind. The costs of the arbitration will be split equally among the parties. The decision made following arbitration will be binding and conclusive on all parties involved and judgment upon such decision may be enforced in any court of competent

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jurisdiction.

**Section 3. Grievances.**

Any member with a grievance against the Association must file it in writing and serve the Board of Directors of the Association of notice of the grievance within ten days. Due process will be provided to the aggrieved member by having the member address the Board of Directors or the Association at large with the grievance at the earliest possible time set by the Board of Directors. The member is entitled to a hearing before the Board of Directors on the grievance. If the Board of Directors or the member cannot resolve the grievance, the Association or the member filing the grievance may submit the grievance to arbitration as described in Article X, Section 2.

**Section 4. Continuing Education.**

All continuing education requirements are contained in the Association's Training Program. Any grievance by a member related to the membership's continuing education requirements set forth in the Training Program are subject to, and dealt with according to, the grievance procedures set forth in Article X of the Association's Bylaws and not the Due Process Procedures in the Training Program.

**ARTICLE XI. AMENDMENTS**

The Board of Directors may make minor amendments to these Bylaws subject to formal approval of a two-thirds vote of all voting members at the next membership meeting. The power to make any amendments other than temporary minor revisions to these Bylaws is reserved to the Association's voting members by an affirmative vote of not less than two-thirds of the voting members.

**ARTICLE XII. DEFINITIONS**

- a) "Day Count": Days on the Summer Season Dispatch Schedule a member is assigned to a specific pilotage assignment or authorized credit as provided under Article II, Section 6.
- b) "Dispatch Schedule": A listing of members by membership category indicating specific dispatch assignments, dispatch standby and off-dispatch / off-pay status.
- c) "Duty": As used in 12 AAC 56.940 and 12 AAC 56.960.
- d) "Duty Day": Any day that a member is on the Dispatch Schedule either on assignment or in a standby status.
- e) "Pilot Member": An individual that holds a current unrestricted

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Marine Pilot license issued by the State of Alaska under the Act for the Southeastern Alaska Region as defined in Article II, Section 4(a).

- f) "Non-Duty Day": Any day that is not a duty day is a non-duty day, which is a day off-dispatch / off-pay and will be indicated on the Dispatch Schedule.
- g) "Redistribution Money": The income resulting from the product of the duty days for all Deputy licensed pilots and the difference between a full share and the daily rates that are computed at the prevailing percentages for Deputy licensed pilots provided for in Article VII, Section 2.
- h) "Shoulder Periods": Part of the "Winter Season" consisting of the days between May 01 and May 15 and between the days of September 16 and September 30 inclusive.
- i) "Summer Season": That period between May 16 and September 15 inclusive.
- j) "Summer Season Pilot": A member properly authorized on the Dispatch Schedule for the Summer Season consistent with Article II, Section 6.
- k) "Winter Season": That period between September 16 and May 15 inclusive.
- l) "Winter Season Pilot": A member properly authorized on the Dispatch Schedule for the Winter Season consistent with Article II, Section 6.

#### **NOTICE OF APPROVAL OF AMENDED BYLAWS**

These Bylaws of the Southeast Alaska Pilots' Association were duly approved as amended by the Association's voting members on September 23, 2020 and submitted to the BMP for approval in accordance with the Act. These Bylaws of the Southeast Alaska Pilots' Association were accepted and duly approved by the BMP on \_\_\_\_\_.

\_\_\_\_\_  
John Herring  
Southeast Alaska Pilots' Association  
Its: President

\_\_\_\_\_  
Renee Hoffard  
State of Alaska  
Its: Marine Pilot Coordinator

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<b>Board of Marine Pilots and Foreign Pleasure Craft</b>	<b>FY 14</b>	<b>FY 15</b>	<b>Biennium</b>	<b>FY 16</b>	<b>FY 17</b>	<b>Biennium</b>	<b>FY 18</b>	<b>FY 19</b>	<b>Biennium</b>	<b>FY 20</b>
<b>Revenue</b>										
Revenue from License Fees	\$ 48,500	\$ 277,450	\$ 325,950	\$ 65,188	\$ 281,640	\$ 346,828	\$ 91,150	\$ 206,450	\$ 297,600	\$ 86,250
Allowable Third Party Reimbursements	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 48,500</b>	<b>\$ 277,450</b>	<b>\$ 325,950</b>	<b>\$ 65,188</b>	<b>\$ 281,640</b>	<b>\$ 346,828</b>	<b>\$ 91,150</b>	<b>\$ 206,450</b>	<b>\$ 297,600</b>	<b>\$ 86,250</b>
<b>Expenditures</b>										
Non Investigation Expenditures										
1000 - Personal Services	93,647	79,353	173,000	57,669	38,731	96,400	83,020	78,538	161,558	70,082
2000 - Travel	14,262	14,410	28,672	11,698	10,370	22,068	14,158	8,709	22,867	7,442
3000 - Services	4,001	10,416	14,417	6,464	5,294	11,758	3,398	4,919	8,317	3,687
4000 - Commodities	108	734	842	541	587	1,128	195	702	897	1,805
5000 - Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Non-Investigation Expenditures	112,018	104,913	216,931	76,372	54,982	131,354	100,771	92,868	193,639	83,016
Investigation Expenditures										
1000-Personal Services	920	802	1,722	4,398	96	4,494	9,360	14,528	23,888	295
2000 - Travel	-	-	-	-	-	-	-	1,341	1,341	-
3023 - Expert Witness	-	-	-	-	3,454	3,454	-	200	200	-
3088 - Inter-Agency Legal	18,690	1,804	20,494	1,418	241	1,659	795	33	828	-
3094 - Inter-Agency Hearing/Mediation	-	-	-	-	-	-	-	87	87	-
3000 - Services other	-	-	-	-	-	-	-	5	5	-
4000 - Commodities	-	-	-	-	-	-	-	-	-	-
Total Investigation Expenditures	19,610	2,606	22,216	5,816	3,791	9,607	10,155	16,194	26,349	295
<b>Total Direct Expenditures</b>	<b>131,628</b>	<b>107,519</b>	<b>239,147</b>	<b>82,188</b>	<b>58,773</b>	<b>140,961</b>	<b>110,926</b>	<b>109,062</b>	<b>219,988</b>	<b>83,311</b>
Indirect Expenditures										
Internal Administrative Costs	2,643	6,000	8,643	6,152	6,628	12,780	13,970	13,964	27,934	9,457
Departmental Costs	9,329	10,521	19,850	8,334	8,047	16,381	14,865	16,624	31,489	8,659
Statewide Costs	8,218	6,988	15,206	3,670	4,761	8,431	10,324	9,685	20,009	9,272
<b>Total Indirect Expenditures</b>	<b>20,190</b>	<b>23,509</b>	<b>43,699</b>	<b>18,156</b>	<b>19,436</b>	<b>37,592</b>	<b>39,159</b>	<b>40,273</b>	<b>79,432</b>	<b>27,388</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 151,818</b>	<b>\$ 131,028</b>	<b>\$ 282,846</b>	<b>\$ 100,344</b>	<b>\$ 78,209</b>	<b>\$ 178,553</b>	<b>\$ 150,085</b>	<b>\$ 149,335</b>	<b>\$ 299,420</b>	<b>\$ 110,699</b>
<b>Cumulative Surplus (Deficit)</b>										
Beginning Cumulative Surplus (Deficit)	\$ 93,703	\$ (9,615)		\$ 136,807	\$ 101,651		\$ 305,082	\$ 246,147		\$ 303,262
Annual Increase/(Decrease)	(103,318)	146,422		(35,156)	203,431		(58,935)	57,115		(24,449)
Ending Cumulative Surplus (Deficit)	\$ (9,615)	\$ 136,807		\$ 101,651	\$ 305,082		\$ 246,147	303,262		278,813
										* No fee changes needed
<b>Statistical Information</b>										
Number of Licenses for Indirect calculation	90	93		138	154		152	132		124
<b>Additional information:</b>	<ul style="list-style-type: none"> <li>• Fee analysis required if the cumulative is less than zero; fee analysis recommended when the cumulative is less than current year expenditures; no fee increases needed if cumulative is over the current year expenses *</li> <li>• Most recent fee change: Fee reduction FY19</li> <li>• Annual license fee analysis will include consideration of other factors such as board and licensee input, potential investigation load, court cases, multiple license and fee types under one program, and program changes per AS 08.01.065.</li> </ul>									

Appropriation Name (Ex)	(All)
Sub Unit	(All)
PL Task Code	(Multiple Items)

Sum of Budgetary Expenditures Object Name (Ex)	Object Type Name (Ex)				Grand Total
	1000 - Personal Services	2000 - Travel	3000 - Services	4000 - Commodities	
1011 - Regular Compensation	40,836.55				40,836.55
1023 - Leave Taken	4,988.97				4,988.97
1028 - Alaska Supplemental Benefit	2,786.67				2,786.67
1029 - Public Employee's Retirement System Defined Benefits	4,974.68				4,974.68
1030 - Public Employee's Retirement System Defined Contribution	1,201.06				1,201.06
1034 - Public Employee's Retirement System Defined Cont Health Reim	792.92				792.92
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical	301.25				301.25
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab	2,728.24				2,728.24
1039 - Unemployment Insurance	148.19				148.19
1040 - Group Health Insurance	8,984.99				8,984.99
1041 - Basic Life and Travel	6.09				6.09
1042 - Worker's Compensation Insurance	351.44				351.44
1047 - Leave Cash In Employer Charge	990.93				990.93
1048 - Terminal Leave Employer Charge	620.73				620.73
1053 - Medicare Tax	635.15				635.15
1069 - SU Business Leave Bank Contributions	20.25				20.25
1077 - ASEA Legal Trust	3.82				3.82
1079 - ASEA Injury Leave Usage	0.45				0.45
1080 - SU Legal Trst	4.53				4.53
2000 - In-State Employee Airfare			778.45		778.45
2001 - In-State Employee Surface Transportation			82.40		82.40
2002 - In-State Employee Lodging			1,251.00		1,251.00
2003 - In-State Employee Meals and Incidentals			603.00		603.00
2005 - In-State Non-Employee Airfare			2,440.18		2,440.18
2007 - In-State Non-Employee Lodging			1,031.00		1,031.00
2008 - In-State Non-Employee Meals and Incidentals			660.00		660.00
2009 - In-State Non-Employee Taxable Per Diem			64.00		64.00
2010 - In-State Non-Employee Non-Taxable Reimbursement			527.79		527.79
2036 - Cash Advance Fee			4.06		4.06
3035 - Long Distance				2.26	2.26
3036 - Local/Equipment Charges				1.05	1.05
3045 - Postage				65.30	65.30
3046 - Advertising				956.74	956.74
3069 - Commission Sales				4.50	4.50
3085 - Inter-Agency Mail				523.08	523.08
3088 - Inter-Agency Legal				2,114.50	2,114.50
4002 - Business Supplies				1,804.55	1,804.55
3005 - Management/Consulting				-	-
3010 - Insurance/Bonds				20.00	20.00
<b>Grand Total</b>	<b>70,376.91</b>	<b>7,441.88</b>	<b>3,687.43</b>	<b>1,804.55</b>	<b>83,310.77</b>



**FY 2020 CBPL COST ALLOCATIONS**

Name	Task Code	Direct Revenues	3rd Party Reimbursement	Total Revenues	Direct Expense	Percentage of board licenses/total licensees:	Division cash receipt transactions % by Personal Services \$	Department certified transactions % by Fiscal Revenue \$	Indirect Expense (Total Non-PCN Allocated)	Percentage of program direct Personal Services:	Total Indirect Expenses	Total Expenses	2020 Annual Surplus (Deficit)
Acupuncture	ACU1	\$ 1,630	\$ -	\$ 1,630	\$ 5,232	\$ 3,042	\$ 190	\$ 484	\$ 3,716	1,581	\$ 5,297	\$ 10,529	\$ (8,899)
Architects, Engineer	AEL1	\$ 932,985	\$ 4,143	\$ 937,128	\$ 295,445	\$ 185,198	\$ 16,614	\$ 4,832	\$ 206,644	79,296	\$ 285,940	\$ 581,385	\$ 355,743
Athletic Trainers	ATH1	\$ 6,640	\$ -	\$ 6,640	\$ 2,787	\$ 1,336	\$ 139	\$ 674	\$ 2,149	860	\$ 3,009	\$ 5,796	\$ 844
Audiology and Speech Pathologists	AUD1	\$ 55,675	\$ -	\$ 55,675	\$ 21,140	\$ 17,164	\$ 3,464	\$ 1,457	\$ 22,085	6,643	\$ 28,728	\$ 49,868	\$ 5,807
Barbers & Hairdressers	BAH1	\$ 1,034,860	\$ -	\$ 1,034,860	\$ 400,515	\$ 184,506	\$ 37,450	\$ 3,899	\$ 225,855	114,194	\$ 340,049	\$ 740,564	\$ 294,296
Behavior Analysts	BEV1	\$ 9,490	\$ -	\$ 9,490	\$ 6,140	\$ 1,830	\$ 455	\$ 621	\$ 2,906	1,343	\$ 4,249	\$ 10,389	\$ (899)
Chiropractors	CHI1	\$ 24,395	\$ -	\$ 24,395	\$ 105,462	\$ 8,483	\$ 1,808	\$ 1,130	\$ 11,421	25,805	\$ 37,226	\$ 142,688	\$ (118,293)
Collection Agencies	COA1	\$ 83,015	\$ -	\$ 83,015	\$ 46,356	\$ 20,578	\$ 1,972	\$ 1,403	\$ 23,953	13,687	\$ 37,640	\$ 83,996	\$ (981)
Concert Promoters	CPR1	\$ 3,500	\$ -	\$ 3,500	\$ 2,119	\$ 420	\$ 76	\$ 436	\$ 932	682	\$ 1,614	\$ 3,733	\$ (233)
Construction Contractors	CON1	\$ 937,745	\$ -	\$ 937,745	\$ 583,443	\$ 220,171	\$ 22,341	\$ 5,591	\$ 248,103	97,148	\$ 345,251	\$ 928,694	\$ 9,051
Home Inspectors	HIN1	\$ 25,735	\$ -	\$ 25,735	\$ 8,886	\$ 2,745	\$ 291	\$ 1,089	\$ 4,125	2,874	\$ 6,999	\$ 15,885	\$ 9,850
Dental	DEN1	\$ 77,965	\$ -	\$ 77,965	\$ 299,500	\$ 57,800	\$ 5,057	\$ 1,901	\$ 64,758	73,209	\$ 137,967	\$ 437,467	\$ (359,502)
Dietitians/Nutritionists	DTN1	\$ 18,883	\$ -	\$ 18,883	\$ 4,690	\$ 8,112	\$ 1,302	\$ 1,872	\$ 11,286	1,460	\$ 12,746	\$ 17,436	\$ 1,447
Direct Entry Midwife	MID1	\$ 15,280	\$ -	\$ 15,280	\$ 32,549	\$ 1,261	\$ 227	\$ 539	\$ 2,027	5,977	\$ 8,004	\$ 40,553	\$ (25,273)
Dispensing Opticians	DOP1	\$ 10,875	\$ -	\$ 10,875	\$ 22,192	\$ 2,646	\$ 683	\$ 835	\$ 4,164	6,185	\$ 10,349	\$ 32,541	\$ (21,666)
Electrical Administrator	EAD1	\$ 152,546	\$ -	\$ 152,546	\$ 69,757	\$ 24,510	\$ 3,528	\$ 2,588	\$ 30,626	11,377	\$ 42,003	\$ 111,760	\$ 40,786
Euthanasia Services	EUT1	\$ 25	\$ -	\$ 25	\$ 3,662	\$ 272	\$ 13	\$ 312	\$ 597	1,101	\$ 1,698	\$ 5,360	\$ (5,335)
Geologists	GEO1	\$ 580	\$ -	\$ 580	\$ 3,117	\$ 223	\$ 126	\$ 286	\$ 635	997	\$ 1,632	\$ 4,749	\$ (4,169)
Guardians/Conservators	GCO1	\$ 1,918	\$ -	\$ 1,918	\$ 301	\$ 346	\$ 25	\$ 283	\$ 654	65	\$ 719	\$ 1,020	\$ 898
Guide-Outfitters	GUI1	\$ 1,061,930	\$ -	\$ 1,061,930	\$ 396,144	\$ 40,166	\$ 13,769	\$ 4,572	\$ 58,507	86,522	\$ 145,029	\$ 541,173	\$ 520,757
Marine Pilots	MAR1	\$ 21,550	\$ -	\$ 21,550	\$ 75,150	\$ 3,067	\$ 405	\$ 670	\$ 4,142	20,202	\$ 24,344	\$ 99,494	\$ (77,944)
Foreign Pleasure Craft	FPC1	\$ 64,700	\$ -	\$ 64,700	\$ 8,161	\$ -	\$ 202	\$ 201	\$ 403	2,641	\$ 3,044	\$ 11,205	\$ 53,495
Marital & Family Therapy	MFT1	\$ 19,505	\$ -	\$ 19,505	\$ 28,964	\$ 2,498	\$ 531	\$ 723	\$ 3,752	8,884	\$ 12,636	\$ 41,600	\$ (22,095)
Massage Therapists	MAS1	\$ 350,267	\$ 860	\$ 351,127	\$ 182,757	\$ 34,181	\$ 6,385	\$ 2,745	\$ 43,311	53,115	\$ 96,426	\$ 279,183	\$ 71,944
Mechanical Administrator	MEC1	\$ 110,650	\$ -	\$ 110,650	\$ 65,369	\$ 15,062	\$ 2,175	\$ 1,963	\$ 19,200	8,998	\$ 28,198	\$ 93,567	\$ 17,083
Medical	MED1	\$ 578,308	\$ -	\$ 578,308	\$ 817,337	\$ 242,405	\$ 29,270	\$ 5,249	\$ 276,924	222,270	\$ 499,194	\$ 1,316,531	\$ (738,223)
Mortuary Science	MOR1	\$ 2,480	\$ -	\$ 2,480	\$ 13,015	\$ 3,141	\$ 240	\$ 481	\$ 3,862	3,900	\$ 7,762	\$ 20,777	\$ (18,297)
Naturopaths	NAT1	\$ 89,440	\$ -	\$ 89,440	\$ 4,904	\$ 1,261	\$ 430	\$ 732	\$ 2,423	1,571	\$ 3,994	\$ 8,898	\$ 80,542
Nurse Aides	NUA1	\$ 393,370	\$ -	\$ 393,370	\$ 233,367	\$ 90,472	\$ 16,437	\$ 3,372	\$ 110,281	46,832	\$ 157,113	\$ 390,480	\$ 2,890
Nursing	NUR1	\$ 1,429,513	\$ 964	\$ 1,430,477	\$ 1,450,655	\$ 495,815	\$ 29,626	\$ 6,693	\$ 532,134	365,604	\$ 897,738	\$ 2,348,392	\$ (917,915)
Nursing Home Administrators	NHA1	\$ 3,420	\$ 275	\$ 3,695	\$ 10,973	\$ 1,484	\$ 253	\$ 368	\$ 2,105	2,849	\$ 4,954	\$ 15,927	\$ (12,232)
Optometry	OPT1	\$ 22,970	\$ -	\$ 22,970	\$ 46,179	\$ 6,356	\$ 607	\$ 595	\$ 7,558	13,683	\$ 21,241	\$ 67,420	\$ (44,450)
Pawnbrokers	PAW1	\$ 2,655	\$ -	\$ 2,655	\$ 1,475	\$ 668	\$ 76	\$ 446	\$ 1,190	433	\$ 1,623	\$ 3,098	\$ (443)
Pharmacy	PHA1	\$ 631,105	\$ -	\$ 631,105	\$ 310,277	\$ 146,764	\$ 23,555	\$ 2,684	\$ 173,003	83,439	\$ 256,442	\$ 566,719	\$ 64,386
Physical/Occupational Therapy	PHY1	\$ 373,380	\$ -	\$ 373,380	\$ 133,864	\$ 48,674	\$ 9,356	\$ 3,186	\$ 61,216	40,711	\$ 101,927	\$ 235,791	\$ 137,589
Prescription Drug Monitoring Program	PDMP	\$ 26,150	\$ -	\$ 26,150	\$ 48,294	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ 48,294	\$ (22,144)
Professional Counselors	PCO1	\$ 226,450	\$ 117	\$ 226,567	\$ 140,735	\$ 21,344	\$ 5,121	\$ 2,648	\$ 29,113	42,357	\$ 71,470	\$ 212,205	\$ 14,362
Psychology	PSY1	\$ 35,220	\$ -	\$ 35,220	\$ 88,556	\$ 7,964	\$ 2,137	\$ 1,417	\$ 11,518	25,723	\$ 37,241	\$ 125,797	\$ (90,577)
Public Accountancy	CPA1	\$ 763,235	\$ 1,465	\$ 764,700	\$ 195,371	\$ 44,346	\$ 6,701	\$ 2,007	\$ 53,054	58,375	\$ 111,429	\$ 306,800	\$ 457,900
Real Estate	REC1	\$ 618,451	\$ -	\$ 618,451	\$ 186,366	\$ 93,267	\$ 19,509	\$ 2,720	\$ 115,496	51,682	\$ 167,178	\$ 353,544	\$ 264,907
Real Estate Appraisers	APR1	\$ 80,550	\$ 2,559	\$ 83,109	\$ 178,777	\$ 8,533	\$ 2,503	\$ 1,455	\$ 12,491	44,358	\$ 56,849	\$ 235,626	\$ (152,517)
Social Workers	CSW1	\$ 73,905	\$ 274	\$ 74,179	\$ 108,651	\$ 23,966	\$ 2,769	\$ 3,104	\$ 29,839	31,446	\$ 61,285	\$ 169,936	\$ (95,757)
Storage Tank Workers	UST1	\$ 7,895	\$ -	\$ 7,895	\$ 7,231	\$ 1,731	\$ 683	\$ 812	\$ 3,226	2,329	\$ 5,555	\$ 12,786	\$ (4,891)
Veterinary	VET1	\$ 59,170	\$ 92	\$ 59,262	\$ 139,337	\$ 23,174	\$ 2,314	\$ 1,772	\$ 27,260	41,427	\$ 68,687	\$ 208,024	\$ (148,762)
No longer existent board/commission (ie Athletic)													
<b>Totals All Boards</b>		<b>\$ 10,440,011</b>	<b>\$ 10,749</b>	<b>\$ 10,450,760</b>	<b>\$ 6,785,201</b>	<b>\$ 2,096,982</b>	<b>\$ 270,815</b>	<b>\$ 80,847</b>	<b>\$ 2,448,644</b>	<b>\$ 1,703,835</b>	<b>\$ 4,152,479</b>	<b>\$ 10,937,680</b>	<b>\$ (486,920)</b>

ABL & Corporations	080801005	\$ 8,985,477	\$ -	\$ 8,985,477	\$ 1,251,835	\$ 21,645	\$ 252,194	\$ 6,085	\$ 279,924	\$ 110,734	\$ 390,658	\$ 1,642,493	
<b>Total CBPL</b>		<b>\$ 20,868,724</b>	<b>\$ 11,145</b>	<b>\$ 20,879,869</b>	<b>\$ 8,796,692</b>	<b>\$ 2,118,627</b>	<b>\$ 523,009</b>	<b>\$ 86,932</b>	<b>\$ 2,728,568</b>	<b>\$ 1,814,569</b>	<b>\$ 4,543,137</b>	<b>\$ 13,339,829</b>	

<b>DIVISION INDIRECT EXPENSES</b>				
	<b>Total</b>		<b>Prof Lic</b>	<b>Corp &amp; Bus Lic</b>
<b>Percentage of program direct Personal Services:</b>				
Business Supplies	24,802		23,805	997
Office Equipment	70,516	**	65,719	4,797
State Vehicles	4,535		4,208	327
Storage and Archives	9,876		9,868	8
Legal Support	89,672		88,163	1,509
Central Mail Services Postage	33,379		28,787	4,592
Software Licensing and Maintenance	76,444	***	73,057	3,387
Division Administrative Expenses - all other	186,148		183,374	2,774
Division allocated by percentage of direct personal services:	495,372		476,981	18,391
<b>Percentage of board licenses/total licensees:</b>				
Division supervisors of receipting Personal Services 75%	318,329	****	289,900	28,429
Receipting Personal Services 40%	277,932	****	253,111	24,821
Investigations indirect Personal Services	310,130	*****	294,825	15,305
Division Administration Personal Services	535,411		498,829	36,582
Professional License Administration Personal Services	227,690		342,621	(114,931)
Division allocated by percentage of board licenses/total licensees:	1,669,492		1,679,286	(9,794)
<b>Receipting transaction % by Personal Services:</b>				
Division supervisors of receipting Personal Services 25%	106,110	****	54,944	51,166
Receipting Personal Services 60%	416,899	****	215,871	201,028
Division cash receipt transactions % by Personal Services \$	523,009		270,815	252,194
<b>Total Division Indirect Expenses</b>	<b>2,687,873</b>		<b>2,427,082</b>	<b>260,791</b>
<b>DEPARTMENT INDIRECT EXPENSES</b>				
	<b>Total</b>		<b>Prof Lic</b>	<b>Corp &amp; Bus Lic</b>
<b>Percentage of program direct Personal Services:</b>				
Commissioner's Office	177,987		165,528	12,459
Administrative Services - Director's Office	60,077		55,872	4,205
Administrative Services - Human Resources	93,885		87,313	6,572
Administrative Services - Fiscal	88,357		82,172	6,185
Administrative Services - Budget	55,442		51,561	3,881
Administrative Services - Information Technology	84,492		78,578	5,914
Administrative Services - Information Technology - Network & Database	5,019		4,668	351
Administrative Services - Mail	10,298		9,577	721
Administrative Services - Facilities - Maintenance	-		-	-
Department allocated by percentage of direct personal services:	575,557		535,269	40,288
<b>Percentage of board licenses/total licensees:</b>				
Department administrative services support: Fiscal, IT, Procurement	449,135	*	417,696	31,439
<b>Receipting transaction % by Personal Services:</b>				
Department certified transactions % by Fiscal Revenue \$	86,932		80,847	6,085
<b>Total DEPARTMENT INDIRECT EXPENSES</b>	<b>1,111,624</b>	*****	<b>1,033,812</b>	<b>77,812</b>
<b>STATEWIDE INDIRECT EXPENSES</b>				
	<b>Total</b>		<b>Prof Lic</b>	<b>Corp &amp; Bus Lic</b>
<b>Percentage of program direct Personal Services:</b>				
Accounting and Payroll Systems	20,226		18,810	1,416
State Owned Building Rental (Building Leases)	290,454	*****	270,123	20,332
State OIT Server Hosting & Storage	8,695	*****	8,086	609
State OIT SQL	21,109	*****	19,631	1,478
State Software Licensing	-	*****	-	-
Human Resources	69,481		64,617	4,864
IT Non-Telecommunications (Core Cost)	285,372	*****	265,396	19,976
IT Telecommunications	46,568	*****	43,308	3,260
Risk Management	1,735		1,613	121
Statewide allocated by percentage of direct personal services:	743,640		691,585	52,055
<b>FY20 TOTALS BY METHODOLOGY</b>				
	<b>Total</b>		<b>Prof Lic</b>	<b>Corp &amp; Bus Lic</b>
Percentage of program direct Personal Services:	1,814,569		1,703,835	110,734
Percentage of board licenses/total licensees:	2,118,627		2,096,982	21,645
Receipting transaction % by Personal Services:	609,941		351,662	258,279
<b>Grand Total</b>	<b>4,543,137</b>		<b>4,152,479</b>	<b>390,658</b>

Department of Commerce Community, and Economic Development  
Corporations, Business and Professional Licensing

Summary of All Professional Licensing  
Schedule of Revenues and Expenditures

Board of Marine Pilots and Foreign Pleasure Craft	FY 14			FY 15			Biennium			FY 16			FY 17			Biennium			FY 18			FY 19			Biennium			FY 20		FY 21 1st QTR	
<b>Revenue</b>																															
Revenue from License Fees	\$	48,500	\$	277,450	\$	325,950	\$	65,188	\$	281,640	\$	346,828	\$	91,150	\$	206,450	\$	297,600	\$	86,250	\$	7,750									
Allowable Third Party Reimbursements		-		-		-		-		-		-		-		-		-		-		-									
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>48,500</b>	<b>\$</b>	<b>277,450</b>	<b>\$</b>	<b>325,950</b>	<b>\$</b>	<b>65,188</b>	<b>\$</b>	<b>281,640</b>	<b>\$</b>	<b>346,828</b>	<b>\$</b>	<b>91,150</b>	<b>\$</b>	<b>206,450</b>	<b>\$</b>	<b>297,600</b>	<b>\$</b>	<b>86,250</b>	<b>\$</b>	<b>7,750</b>									
<b>Expenditures</b>																															
Non Investigation Expenditures																															
1000 - Personal Services		93,647		79,353		173,000		57,669		38,731		96,400		83,020		78,538		161,558		70,082		11,719									
2000 - Travel		14,262		14,410		28,672		11,698		10,370		22,068		14,158		8,709		22,867		7,442		-									
3000 - Services		4,001		10,416		14,417		6,464		5,294		11,758		3,398		4,919		8,317		3,687		48									
4000 - Commodities		108		734		842		541		587		1,128		195		702		897		1,805		-									
5000 - Capital Outlay		-		-		-		-		-		-		-		-		-		-		-									
Total Non-Investigation Expenditures		112,018		104,913		216,931		76,372		54,982		131,354		100,771		92,868		193,639		83,016		11,767									
Investigation Expenditures																															
1000-Personal Services		920		802		1,722		4,398		96		4,494		9,360		14,528		23,888		295		-									
2000 - Travel		-		-		-		-		3,454		3,454		-		1,341		1,341		-		-									
3023 - Expert Witness		-		-		-		-		-		-		-		200		200		-		-									
3088 - Inter-Agency Legal		18,690		1,804		20,494		1,418		241		1,659		795		33		828		-		-									
3094 - Inter-Agency Hearing/Mediation		-		-		-		-		-		-		-		87		87		-		-									
3000 - Services other		-		-		-		-		-		-		-		5		5		-		-									
4000 - Commodities		-		-		-		-		-		-		-		-		-		-		-									
Total Investigation Expenditures		19,610		2,606		22,216		5,816		3,791		9,607		10,155		16,194		26,349		295		-									
<b>Total Direct Expenditures</b>		<b>131,628</b>		<b>107,519</b>		<b>239,147</b>		<b>82,188</b>		<b>58,773</b>		<b>140,961</b>		<b>110,926</b>		<b>109,062</b>		<b>219,988</b>		<b>83,311</b>		<b>11,767</b>									
Indirect Expenditures																															
Internal Administrative Costs		2,643		6,000		8,643		6,152		6,628		12,780		13,970		13,964		27,934		9,457		2,364									
Departmental Costs		9,329		10,521		19,850		8,334		8,047		16,381		14,865		16,624		31,489		8,659		2,165									
Statewide Costs		8,218		6,988		15,206		3,670		4,761		8,431		10,324		9,685		20,009		9,272		2,318									
<b>Total Indirect Expenditures</b>		<b>20,190</b>		<b>23,509</b>		<b>43,699</b>		<b>18,156</b>		<b>19,436</b>		<b>37,592</b>		<b>39,159</b>		<b>40,273</b>		<b>79,432</b>		<b>27,388</b>		<b>6,847</b>									
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>151,818</b>	<b>\$</b>	<b>131,028</b>	<b>\$</b>	<b>282,846</b>	<b>\$</b>	<b>100,344</b>	<b>\$</b>	<b>78,209</b>	<b>\$</b>	<b>178,553</b>	<b>\$</b>	<b>150,085</b>	<b>\$</b>	<b>149,335</b>	<b>\$</b>	<b>299,420</b>	<b>\$</b>	<b>110,699</b>	<b>\$</b>	<b>18,614</b>									
<b>Cumulative Surplus (Deficit)</b>																															
Beginning Cumulative Surplus (Deficit)	\$	93,703	\$	(9,615)			\$	136,807	\$	101,651			\$	305,082	\$	246,147			\$	303,262	\$	278,813									
Annual Increase/(Decrease)		(103,318)		146,422				(35,156)		203,431				(58,935)		57,115				(24,449)		(10,864)									
Ending Cumulative Surplus (Deficit)	\$	(9,615)	\$	136,807			\$	101,651	\$	305,082			\$	246,147	\$	303,262			\$	278,813	\$	267,949									
<b>Statistical Information</b>																															
Number of Licenses for Indirect calculation		90		93				138		154				152		132				124											
<b>Additional information:</b>	<ul style="list-style-type: none"> <li>• Fee analysis required if the cumulative is less than zero; fee analysis recommended when the cumulative is less than current year expenditures; no fee increases needed if cumulative is over the current year expenses *</li> <li>• Most recent fee change: Fee reduction FY19</li> <li>• Annual license fee analysis will include consideration of other factors such as board and licensee input, potential investigation load, court cases, multiple license and fee types under one program, and program changes per AS 08.01.065.</li> </ul>																														

Appropriation Name (Ex)	(All)
Sub Unit	(All)
PL Task Code	(Multiple Items)

Sum of Budgetary Expenditures Object Name (Ex)	Object Type Name (Ex)		Grand Total
	1000 - Personal Services	3000 - Services	
1011 - Regular Compensation	6,951.45		6,951.45
1023 - Leave Taken	548.74		548.74
1028 - Alaska Supplemental Benefit	398.57		398.57
1029 - Public Employee's Retirement System Defined Benefits	199.64		199.64
1030 - Public Employee's Retirement System Defined Contribution	364.91		364.91
1034 - Public Employee's Retirement System Defined Cont Health Reim	226.93		226.93
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical	97.18		97.18
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab	856.47		856.47
1039 - Unemployment Insurance	26.69		26.69
1040 - Group Health Insurance	1,630.80		1,630.80
1041 - Basic Life and Travel	0.39		0.39
1042 - Worker's Compensation Insurance	73.95		73.95
1047 - Leave Cash In Employer Charge	136.98		136.98
1048 - Terminal Leave Employer Charge	90.94		90.94
1053 - Medicare Tax	113.16		113.16
1077 - ASEA Legal Trust	1.27		1.27
1079 - ASEA Injury Leave Usage	0.50		0.50
3035 - Long Distance		3.16	3.16
3036 - Local/Equipment Charges		3.49	3.49
3046 - Advertising		41.09	41.09
3005 - Management/Consulting		-	-
<b>Grand Total</b>	<b>11,718.57</b>	<b>47.74</b>	<b>11,766.31</b>

**FY 2020 CBPL COST ALLOCATIONS**

Name	Task Code	Direct Revenues	3rd Party Reimbursement	Total Revenues	Direct Expense	Percentage of board licenses/total licensees:	Division cash receipt transactions % by Personal Services \$	Department certified transactions % by Fiscal Revenue \$	Indirect Expense (Total Non-PCN Allocated)	Percentage of program direct Personal Services:	Total Indirect Expenses	Total Expenses	2020 Annual Surplus (Deficit)
Acupuncture	ACU1	\$ 1,630	\$ -	\$ 1,630	\$ 5,232	\$ 3,042	\$ 190	\$ 484	\$ 3,716	1,581	\$ 5,297	\$ 10,529	\$ (8,899)
Architects, Engineer	AEL1	\$ 932,985	\$ 4,143	\$ 937,128	\$ 295,445	\$ 185,198	\$ 16,614	\$ 4,832	\$ 206,644	79,296	\$ 285,940	\$ 581,385	\$ 355,743
Athletic Trainers	ATH1	\$ 6,640	\$ -	\$ 6,640	\$ 2,787	\$ 1,336	\$ 139	\$ 674	\$ 2,149	860	\$ 3,009	\$ 5,796	\$ 844
Audiology and Speech Pathologists	AUD1	\$ 55,675	\$ -	\$ 55,675	\$ 21,140	\$ 17,164	\$ 3,464	\$ 1,457	\$ 22,085	6,643	\$ 28,728	\$ 49,868	\$ 5,807
Barbers & Hairdressers	BAH1	\$ 1,034,860	\$ -	\$ 1,034,860	\$ 400,515	\$ 184,506	\$ 37,450	\$ 3,899	\$ 225,855	114,194	\$ 340,049	\$ 740,564	\$ 294,296
Behavior Analysts	BEV1	\$ 9,490	\$ -	\$ 9,490	\$ 6,140	\$ 1,830	\$ 455	\$ 621	\$ 2,906	1,343	\$ 4,249	\$ 10,389	\$ (899)
Chiropractors	CHI1	\$ 24,395	\$ -	\$ 24,395	\$ 105,462	\$ 8,483	\$ 1,808	\$ 1,130	\$ 11,421	25,805	\$ 37,226	\$ 142,688	\$ (118,293)
Collection Agencies	COA1	\$ 83,015	\$ -	\$ 83,015	\$ 46,356	\$ 20,578	\$ 1,972	\$ 1,403	\$ 23,953	13,687	\$ 37,640	\$ 83,996	\$ (981)
Concert Promoters	CPR1	\$ 3,500	\$ -	\$ 3,500	\$ 2,119	\$ 420	\$ 76	\$ 436	\$ 932	682	\$ 1,614	\$ 3,733	\$ (233)
Construction Contractors	CON1	\$ 937,745	\$ -	\$ 937,745	\$ 583,443	\$ 220,171	\$ 22,341	\$ 5,591	\$ 248,103	97,148	\$ 345,251	\$ 928,694	\$ 9,051
Home Inspectors	HIN1	\$ 25,735	\$ -	\$ 25,735	\$ 8,886	\$ 2,745	\$ 291	\$ 1,089	\$ 4,125	2,874	\$ 6,999	\$ 15,885	\$ 9,850
Dental	DEN1	\$ 77,965	\$ -	\$ 77,965	\$ 299,500	\$ 57,800	\$ 5,057	\$ 1,901	\$ 64,758	73,209	\$ 137,967	\$ 437,467	\$ (359,502)
Dietitians/Nutritionists	DTN1	\$ 18,883	\$ -	\$ 18,883	\$ 4,690	\$ 8,112	\$ 1,302	\$ 1,872	\$ 11,286	1,460	\$ 12,746	\$ 17,436	\$ 1,447
Direct Entry Midwife	MID1	\$ 15,280	\$ -	\$ 15,280	\$ 32,549	\$ 1,261	\$ 227	\$ 539	\$ 2,027	5,977	\$ 8,004	\$ 40,553	\$ (25,273)
Dispensing Opticians	DOP1	\$ 10,875	\$ -	\$ 10,875	\$ 22,192	\$ 2,646	\$ 683	\$ 835	\$ 4,164	6,185	\$ 10,349	\$ 32,541	\$ (21,666)
Electrical Administrator	EAD1	\$ 152,546	\$ -	\$ 152,546	\$ 69,757	\$ 24,510	\$ 3,528	\$ 2,588	\$ 30,626	11,377	\$ 42,003	\$ 111,760	\$ 40,786
Euthanasia Services	EUT1	\$ 25	\$ -	\$ 25	\$ 3,662	\$ 272	\$ 13	\$ 312	\$ 597	1,101	\$ 1,698	\$ 5,360	\$ (5,335)
Geologists	GEO1	\$ 580	\$ -	\$ 580	\$ 3,117	\$ 223	\$ 126	\$ 286	\$ 635	997	\$ 1,632	\$ 4,749	\$ (4,169)
Guardians/Conservators	GCO1	\$ 1,918	\$ -	\$ 1,918	\$ 301	\$ 346	\$ 25	\$ 283	\$ 654	65	\$ 719	\$ 1,020	\$ 898
Guide-Outfitters	GUI1	\$ 1,061,930	\$ -	\$ 1,061,930	\$ 396,144	\$ 40,166	\$ 13,769	\$ 4,572	\$ 58,507	86,522	\$ 145,029	\$ 541,173	\$ 520,757
Marine Pilots	MAR1	\$ 21,550	\$ -	\$ 21,550	\$ 75,150	\$ 3,067	\$ 405	\$ 670	\$ 4,142	20,202	\$ 24,344	\$ 99,494	\$ (77,944)
Foreign Pleasure Craft	FPC1	\$ 64,700	\$ -	\$ 64,700	\$ 8,161	\$ -	\$ 202	\$ 201	\$ 403	2,641	\$ 3,044	\$ 11,205	\$ 53,495
Marital & Family Therapy	MFT1	\$ 19,505	\$ -	\$ 19,505	\$ 28,964	\$ 2,498	\$ 531	\$ 723	\$ 3,752	8,884	\$ 12,636	\$ 41,600	\$ (22,095)
Massage Therapists	MAS1	\$ 350,267	\$ 860	\$ 351,127	\$ 182,757	\$ 34,181	\$ 6,385	\$ 2,745	\$ 43,311	53,115	\$ 96,426	\$ 279,183	\$ 71,944
Mechanical Administrator	MEC1	\$ 110,650	\$ -	\$ 110,650	\$ 65,369	\$ 15,062	\$ 2,175	\$ 1,963	\$ 19,200	8,998	\$ 28,198	\$ 93,567	\$ 17,083
Medical	MED1	\$ 578,308	\$ -	\$ 578,308	\$ 817,337	\$ 242,405	\$ 29,270	\$ 5,249	\$ 276,924	222,270	\$ 499,194	\$ 1,316,531	\$ (738,223)
Mortuary Science	MOR1	\$ 2,480	\$ -	\$ 2,480	\$ 13,015	\$ 3,141	\$ 240	\$ 481	\$ 3,862	3,900	\$ 7,762	\$ 20,777	\$ (18,297)
Naturopaths	NAT1	\$ 89,440	\$ -	\$ 89,440	\$ 4,904	\$ 1,261	\$ 430	\$ 732	\$ 2,423	1,571	\$ 3,994	\$ 8,898	\$ 80,542
Nurse Aides	NUA1	\$ 393,370	\$ -	\$ 393,370	\$ 233,367	\$ 90,472	\$ 16,437	\$ 3,372	\$ 110,281	46,832	\$ 157,113	\$ 390,480	\$ 2,890
Nursing	NUR1	\$ 1,429,513	\$ 964	\$ 1,430,477	\$ 1,450,655	\$ 495,815	\$ 29,626	\$ 6,693	\$ 532,134	365,604	\$ 897,738	\$ 2,348,392	\$ (917,915)
Nursing Home Administrators	NHA1	\$ 3,420	\$ 275	\$ 3,695	\$ 10,973	\$ 1,484	\$ 253	\$ 368	\$ 2,105	2,849	\$ 4,954	\$ 15,927	\$ (12,232)
Optometry	OPT1	\$ 22,970	\$ -	\$ 22,970	\$ 46,179	\$ 6,356	\$ 607	\$ 595	\$ 7,558	13,683	\$ 21,241	\$ 67,420	\$ (44,450)
Pawnbrokers	PAW1	\$ 2,655	\$ -	\$ 2,655	\$ 1,475	\$ 668	\$ 76	\$ 446	\$ 1,190	433	\$ 1,623	\$ 3,098	\$ (443)
Pharmacy	PHA1	\$ 631,105	\$ -	\$ 631,105	\$ 310,277	\$ 146,764	\$ 23,555	\$ 2,684	\$ 173,003	83,439	\$ 256,442	\$ 566,719	\$ 64,386
Physical/Occupational Therapy	PHY1	\$ 373,380	\$ -	\$ 373,380	\$ 133,864	\$ 48,674	\$ 9,356	\$ 3,186	\$ 61,216	40,711	\$ 101,927	\$ 235,791	\$ 137,589
Prescription Drug Monitoring Program	PDMP	\$ 26,150	\$ -	\$ 26,150	\$ 48,294	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ 48,294	\$ (22,144)
Professional Counselors	PCO1	\$ 226,450	\$ 117	\$ 226,567	\$ 140,735	\$ 21,344	\$ 5,121	\$ 2,648	\$ 29,113	42,357	\$ 71,470	\$ 212,205	\$ 14,362
Psychology	PSY1	\$ 35,220	\$ -	\$ 35,220	\$ 88,556	\$ 7,964	\$ 2,137	\$ 1,417	\$ 11,518	25,723	\$ 37,241	\$ 125,797	\$ (90,577)
Public Accountancy	CPA1	\$ 763,235	\$ 1,465	\$ 764,700	\$ 195,371	\$ 44,346	\$ 6,701	\$ 2,007	\$ 53,054	58,375	\$ 111,429	\$ 306,800	\$ 457,900
Real Estate	REC1	\$ 618,451	\$ -	\$ 618,451	\$ 186,366	\$ 93,267	\$ 19,509	\$ 2,720	\$ 115,496	51,682	\$ 167,178	\$ 353,544	\$ 264,907
Real Estate Appraisers	APR1	\$ 80,550	\$ 2,559	\$ 83,109	\$ 178,777	\$ 8,533	\$ 2,503	\$ 1,455	\$ 12,491	44,358	\$ 56,849	\$ 235,626	\$ (152,517)
Social Workers	CSW1	\$ 73,905	\$ 274	\$ 74,179	\$ 108,651	\$ 23,966	\$ 2,769	\$ 3,104	\$ 29,839	31,446	\$ 61,285	\$ 169,936	\$ (95,757)
Storage Tank Workers	UST1	\$ 7,895	\$ -	\$ 7,895	\$ 7,231	\$ 1,731	\$ 683	\$ 812	\$ 3,226	2,329	\$ 5,555	\$ 12,786	\$ (4,891)
Veterinary	VET1	\$ 59,170	\$ 92	\$ 59,262	\$ 139,337	\$ 23,174	\$ 2,314	\$ 1,772	\$ 27,260	41,427	\$ 68,687	\$ 208,024	\$ (148,762)
No longer existent board/commission (ie Athletic)													
<b>Totals All Boards</b>		<b>\$ 10,440,011</b>	<b>\$ 10,749</b>	<b>\$ 10,450,760</b>	<b>\$ 6,785,201</b>	<b>\$ 2,096,982</b>	<b>\$ 270,815</b>	<b>\$ 80,847</b>	<b>\$ 2,448,644</b>	<b>\$ 1,703,835</b>	<b>\$ 4,152,479</b>	<b>\$ 10,937,680</b>	<b>\$ (486,920)</b>

ABL & Corporations	080801005	\$ 8,985,477	\$ -	\$ 8,985,477	\$ 1,251,835	\$ 21,645	\$ 252,194	\$ 6,085	\$ 279,924	\$ 110,734	\$ 390,658	\$ 1,642,493	
<b>Total CBPL</b>		<b>\$ 20,868,724</b>	<b>\$ 11,145</b>	<b>\$ 20,879,869</b>	<b>\$ 8,796,692</b>	<b>\$ 2,118,627</b>	<b>\$ 523,009</b>	<b>\$ 86,932</b>	<b>\$ 2,728,568</b>	<b>\$ 1,814,569</b>	<b>\$ 4,543,137</b>	<b>\$ 13,339,829</b>	

<b>DIVISION INDIRECT EXPENSES</b>				
	<b>Total</b>		<b>Prof Lic</b>	<b>Corp &amp; Bus Lic</b>
<b>Percentage of program direct Personal Services:</b>				
Business Supplies	24,802		23,805	997
Office Equipment	70,516	**	65,719	4,797
State Vehicles	4,535		4,208	327
Storage and Archives	9,876		9,868	8
Legal Support	89,672		88,163	1,509
Central Mail Services Postage	33,379		28,787	4,592
Software Licensing and Maintenance	76,444	***	73,057	3,387
Division Administrative Expenses - all other	186,148		183,374	2,774
Division allocated by percentage of direct personal services:	495,372		476,981	18,391
<b>Percentage of board licenses/total licensees:</b>				
Division supervisors of receipting Personal Services 75%	318,329	****	289,900	28,429
Receipting Personal Services 40%	277,932	****	253,111	24,821
Investigations indirect Personal Services	310,130	*****	294,825	15,305
Division Administration Personal Services	535,411		498,829	36,582
Professional License Administration Personal Services	227,690		342,621	(114,931)
Division allocated by percentage of board licenses/total licensees:	1,669,492		1,679,286	(9,794)
<b>Receipting transaction % by Personal Services:</b>				
Division supervisors of receipting Personal Services 25%	106,110	****	54,944	51,166
Receipting Personal Services 60%	416,899	****	215,871	201,028
Division cash receipt transactions % by Personal Services \$	523,009		270,815	252,194
<b>Total Division Indirect Expenses</b>	<b>2,687,873</b>		<b>2,427,082</b>	<b>260,791</b>
<b>DEPARTMENT INDIRECT EXPENSES</b>				
	<b>Total</b>		<b>Prof Lic</b>	<b>Corp &amp; Bus Lic</b>
<b>Percentage of program direct Personal Services:</b>				
Commissioner's Office	177,987		165,528	12,459
Administrative Services - Director's Office	60,077		55,872	4,205
Administrative Services - Human Resources	93,885		87,313	6,572
Administrative Services - Fiscal	88,357		82,172	6,185
Administrative Services - Budget	55,442		51,561	3,881
Administrative Services - Information Technology	84,492		78,578	5,914
Administrative Services - Information Technology - Network & Database	5,019		4,668	351
Administrative Services - Mail	10,298		9,577	721
Administrative Services - Facilities - Maintenance	-		-	-
Department allocated by percentage of direct personal services:	575,557		535,269	40,288
<b>Percentage of board licenses/total licensees:</b>				
Department administrative services support: Fiscal, IT, Procurement	449,135	*	417,696	31,439
<b>Receipting transaction % by Personal Services:</b>				
Department certified transactions % by Fiscal Revenue \$	86,932		80,847	6,085
<b>Total DEPARTMENT INDIRECT EXPENSES</b>	<b>1,111,624</b>	*****	<b>1,033,812</b>	<b>77,812</b>
<b>STATEWIDE INDIRECT EXPENSES</b>				
	<b>Total</b>		<b>Prof Lic</b>	<b>Corp &amp; Bus Lic</b>
<b>Percentage of program direct Personal Services:</b>				
Accounting and Payroll Systems	20,226		18,810	1,416
State Owned Building Rental (Building Leases)	290,454	*****	270,123	20,332
State OIT Server Hosting & Storage	8,695	*****	8,086	609
State OIT SQL	21,109	*****	19,631	1,478
State Software Licensing	-	*****	-	-
Human Resources	69,481		64,617	4,864
IT Non-Telecommunications (Core Cost)	285,372	*****	265,396	19,976
IT Telecommunications	46,568	*****	43,308	3,260
Risk Management	1,735		1,613	121
Statewide allocated by percentage of direct personal services:	743,640		691,585	52,055
<b>FY20 TOTALS BY METHODOLOGY</b>				
	<b>Total</b>		<b>Prof Lic</b>	<b>Corp &amp; Bus Lic</b>
Percentage of program direct Personal Services:	1,814,569		1,703,835	110,734
Percentage of board licenses/total licensees:	2,118,627		2,096,982	21,645
Receipting transaction % by Personal Services:	609,941		351,662	258,279
<b>Grand Total</b>	<b>4,543,137</b>		<b>4,152,479</b>	<b>390,658</b>

Adam Crum  
Commissioner

dhss.alaska.gov



Department of Health  
and Social Services

Anchorage, Alaska

STATE OF ALASKA

PRESS RELEASE

FOR IMMEDIATE RELEASE

Contact: Clinton Bennett, DHSS, 907-269-4996, [clinton.bennett@alaska.gov](mailto:clinton.bennett@alaska.gov)

### **Initial allocations of Moderna vaccine arrive in Alaska; Alaska's work to distribute, allocate and administer vaccine continues**

Dec. 21, 2020 ANCHORAGE – The second COVID-19 vaccine authorized for emergency use by the U.S. Food and Drug Administration (FDA) arrived in Alaska on Monday. Distribution and administration of this vaccine, made by Moderna, will occur this week in Alaska alongside the continued roll-out of the Pfizer vaccine which started last Monday.

As of Sunday, 5,674 doses of Pfizer vaccine have been administered in Alaska and reported to Alaska's VacTraAK immunization information system.

The Moderna vaccine received emergency use authorization from the [FDA on Friday](#). The Centers for Disease Control and Prevention's (CDC) [Advisory Committee on Immunization Practices \(ACIP\)](#) recommended Saturday that Americans aged 18 and older receive the Moderna vaccine under emergency use. CDC Director Dr. Robert Redfield signed the [ACIP recommendation](#), which began distribution of the Moderna vaccine on Sunday.

"We want to offer this vaccine to Alaskans as quickly as possible," said Alaska's Chief Medical Officer Dr. Anne Zink. "This is a major step in that direction. We're extremely grateful for the hard work that has gone into developing this vaccine and ensuring its safety. Our role is to continue to distribute vaccine according to federal and state allocation plans to Alaskans who want it."

According to current federal government estimates, Alaska will initially receive 26,800 doses of Moderna vaccine in addition to the 35,100 doses of the Pfizer vaccine, which began to be distributed and administered last week. These numbers include the Indian Health Service allocations for Alaska, but do not include vaccine allocated to Veterans Affairs and the Department of Defense.

The initial state allocations from Pfizer and Moderna include enough doses for 61,900 people. Both vaccines require a second dose; the second doses are being held in reserve by the federal government to ensure they will be available when needed. The follow-up dose of the Pfizer vaccine should be taken

three weeks after the first dose while the separation between doses is four weeks for the Moderna vaccine.

The Pfizer and Moderna vaccines are similar in that they both use messenger RNA technology (mRNA) to protect people against the virus, they are highly effective, and they require two doses spaced apart. Both vaccines must be kept cold but the Moderna vaccine must be shipped at -4° Fahrenheit and is stable after thawing at refrigerator temperatures for 30 days and at room temperature for 12 hours. The Pfizer vaccine must be shipped at -94° Fahrenheit but can only be stored at refrigerated temperature for 5 days.

“The Moderna vaccine will help us reach more communities, especially those that have less access to cold storage,” said Tessa Walker Linderman, the DHSS co-lead of Alaska’s COVID-19 Vaccine Task Force. “Having both vaccines provides us more vaccine – and more flexibility.”

### **Who can get vaccinated, and when?**

Vaccine availability remains limited at this time and will be allocated according to federal and state recommendations. ACIP provides recommendations about who should have the vaccine available to them first. States have the option to make further adjustments if needed. As per the [Alaska Draft COVID-19 Vaccination Plan](#), the Alaska Department of Health and Social Services (DHSS) has convened the [Alaska Vaccine Allocation Advisory Committee \(AVAAC\)](#). The committee is comprised of Alaska clinicians, ethicists and other health professionals who review the ACIP guidance and scientific data and provide recommendations on the appropriate allocation of limited COVID-19 vaccine supplies in Alaska.

Over the course of several meetings, AVAAC reviewed ACIP recommendations for Phase 1a. The committee defined Phase 1a within three distinct tiers; individuals in the first two tiers are currently eligible to be vaccinated. The remaining Phase 1a tier is anticipated to be eligible Jan. 4, 2020.

Tier 1 of Phase 1a (currently being administered) includes:

- Hospital-based front-line health care workers who are frequently exposed to COVID-19 patients. For more details on who is included in this group, visit the [Alaska Guidance for Allocating COVID-19 Vaccine information web page](#).
- Long-term care facility residents and staff. This includes skilled nursing facilities, assisted living homes, and Department of Corrections infirmaries providing assisted living care.

Tier 2 of Phase 1a (currently being administered) includes:

- Front-line EMS and fire service personnel providing medical services who are frequently exposed to COVID-19 patients and whose absence from work would compromise the ability of



these critical medical services to continue. This tier includes personnel in certified ground-based and air medical services. This tier also includes community health aides and health workers providing EMS services.

- Community Health Aides/Practitioners
- Health care workers providing vaccinations to identified populations in Phase 1a

Tier 3 of Phase 1a (expected to be administered starting as early as Jan. 4, 2020):

- Workers in other health care settings at highest risk of contracting COVID-19 who are essential to the health care infrastructure and who regularly provide health care services that cannot be postponed or provided remotely. These workers meet **all** of the following criteria:
  - They have direct patient contact, or have direct contact with infectious materials from patients; **and**,
  - They provide essential services in a health care setting that cannot be offered remotely or performed via telework; **and**,
  - They provide a service in a health care setting that cannot be postponed without detrimental impact to the patient's short-term or long-term health outcomes; **and**,
  - They need to be licensed and certified – this includes direct support professionals who provide personal care or home- and community-based services, laboratory technicians, phlebotomists, and workers performing COVID-19 testing.

On Dec. 20, ACIP issued further recommendations for Phases 1b and 1c vaccine allocation. Balancing between two high-risk groups, ACIP recommended that people aged 75 and older and front-line essential workers such as emergency responders, teachers and grocery store employees be next in line for the vaccine.

In Alaska, a public comment meeting for Phase 1b will occur Dec. 28, 2020. More information about the meeting, and how to provide comment, is available at the [Alaska Guidance for Allocating COVID-19 Vaccine information web page](#).

### **DHSS prioritizes safety**

The Alaska Department of Health and Social Services (DHSS) has been communicating with the CDC, FDA and health care partners in Alaska regarding the adverse reactions reported this week during COVID-19 vaccine clinics. Investigations into what might have caused the reactions are ongoing and DHSS is assisting.

“Safety is a top priority, and these systems are closely monitored by the CDC,” said Dr. Zink. “Reporting any adverse reaction is extremely important so we can continue to ensure the safety of these vaccines. All providers are encouraged to report all adverse reactions to the VAERS system so we can continue to be as transparent as possible.”

As of today, DHSS is aware of 11 reports regarding possible allergic reactions from Alaska's hospitals to CDC: Bartlett Regional Hospital (8), Providence Alaska (2) and Fairbanks Memorial Hospital (1). Two were identified as anaphylaxis and one of those resulted in hospitalization for ongoing monitoring. In the other three cases, symptoms were mild and not considered anaphylaxis. Symptoms have resolved in all cases and the hospitalized patient has been discharged and is doing well. The CDC said there appears to be no obvious geographic clustering of these reactions, nor was a specific production lot involved. People who experience anaphylaxis after the first dose should not receive a second dose, according to CDC recommendations.

In all of these situations, as recommended by the CDC and DHSS, symptoms were discovered during the 15-30 minute observation period following vaccination, and as required, the hospitals had medicine on hand to treat possible allergic reactions. Vaccinations are continuing as DHSS and its state and federal partners investigate these incidents and watch closely for any further allergic reactions.

"We strongly encourage anyone who experiences an adverse reaction to promptly report it to the CDC via the Vaccine Adverse Event Reporting System (VAERS)," said Alaska's State Epidemiologist Dr. Joe McLaughlin. "Clinicians who will be administering COVID-19 vaccine should also review CDC's guidance on [anaphylaxis management](#) to ensure that they are prepared to deal with allergic reactions should they occur."

Vaccination providers administering a COVID-19 vaccine that is under Emergency Use Authorization are required by the Food and Drug Administration to report vaccine administration errors, serious adverse events, cases of Multisystem Inflammatory Syndrome, and cases of COVID-19 that result in hospitalization or death. Reporting is also encouraged for any other clinically significant adverse event, even if it is uncertain whether the vaccine caused the event.

For more information about VAERS visit: [vaers.hhs.gov](https://vaers.hhs.gov)

For more information on COVID-19 vaccination in Alaska visit: [covidvax.alaska.gov](https://covidvax.alaska.gov).

###

December 30, 2020

Anne Zink, MD  
Chief Medical Officer  
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Anchorage, Alaska 99503

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Dear Dr. Zink and members of AVAAC,

We understand you have many decisions to make in determining the timing of the COVID-19 vaccine availability. This letter is therefore intended to provide a brief but hopefully concise background on a frontline, essential workforce, **Marine Pilots**. We hope this aids in your decision-making as you determine priority.

- There are approximately 80 State licensed Marine Pilots.
- A Marine Pilot's role is to safely navigate both foreign and US flagged vessels in and out of Alaska's ports and waterways.
  - This includes:
    - Vessels carrying stock for grocery stores; a major component of ensuring timely and consistent delivery of essential food and necessary supplies to the businesses and citizens of Alaska.
    - Vessels carrying fuel that serve the needs of gas stations, Ted Stevens International Airport and military operations at JBER.
  - Marine pilots cover all major ports including Anchorage, Juneau, and Valdez, in addition to smaller communities throughout the Alaskan Peninsula, Aleutian Islands and Western Alaska.
- Marine pilots are uniquely skilled individuals who receive Federal and State licensure only after years of pilotage training in a specific Alaskan region, and then only after decades of maritime experience. This high-level of location-specific training makes them difficult to replace with similarly qualified professionals.
- The service provided by Marine Pilots has been deemed necessary by the Department of Homeland Security and Infrastructure Agency, to ensure the operations and maintenance of the supply chain for waterborne cargo and energy feedstock.
- Marine Pilots are included under II (c)(ii)(2) Transportation/Logistics within the Alaska Essential Services and Critical Workforce Infrastructure Order.
- Marine Pilots have been operating successfully under a Community Workforce Protective Plan from the early days of this pandemic. Should this virus impact Marine Pilots, there are potential impacts to Alaskan communities, ports and the movement of goods and energy.

We would be happy to answer any questions you might have. Thank you for your efforts at keeping Alaska safe as we navigate this unprecedented pandemic.

Sincerely,



Capt. David Arzt  
Alaska Marine Pilots, LLC



Capt. John Herring  
Southeast Alaska Pilots Assoc.



Capt. Joseph Martin  
Southwest Alaska Pilots Assoc.