

State of Alaska

Board of Marine Pilots



January 17, 2024- Board Meeting
Call to Order: 9:00 am

Public Meeting Packet

Board of Marine Pilots

Name	Appointed	Reappointed	Expires
Cronk, Les (Leslie) (Ketchikan) Agent	3/1/2018	3/1/2022	3/1/2026
Harris, Richard (Juneau) Public	12/18/2017	3/1/2020	3/1/2024
Hasenbank, Lucas (Anchorage) Agent/Manager	3/1/2020		3/1/2024
Tougas, Joe (Seward) Public	3/1/2022		3/1/2026
Cunningham, James (Homer) Pilot	5/25/2022		3/1/2025
Sinclair, Edward (Juneau) Pilot	3/1/2019	03/10/2023	3/1/2027
Thayer, Curtis (Anchorage) Commissioner/DCCED/Designee — Chair	2/22/2010	4/11/2019	



Board of Marine Pilots, January 2024 Meeting

Alaska Division of Corporations, Business and Professional Licensing
Jan 17, 2024, at 9:00 AM AKST to Jan 17, 2024, at 11:20 AM AKST
Alaska Energy Authority Building: 813 W Northern Lights Blvd, ANC, AK 99503

Meeting Details:

<https://us02web.zoom.us/j/88573597539?pwd=Ym54SVpsNmdrckREZ01wSHZUdDU3Zz09>

Call In: (669)900-6833

Meeting ID: 885 7359 7539

Passcode: 107606

Agenda

1. 9:00am - Roll Call/Call to Order
2. 9:02am - Review/Approve Agenda
3. 9:04am - Ethics Disclosures
4. 9:05am - Public Comment
5. 9:10am - Review/Approve Meeting Minutes
 - A. October 11, 2023
6. 9:15am - Association Reports/Amendments
 - A. Alaska Marine Pilots
 - B. Southeast Alaska Pilots' Association
 - i. SEAPA Operating Rules
 - ii. SEAPA Updated Training Record Form
 - iii. SEAPA Proposed Regulation and Training Volume 2 Changes
 - C. Southwest Alaska Pilot's Association
7. 9:30am - CLAA Update - Rick Erickson, Vice President
8. 9:40am - Foreign Pleasure Craft Packet Review
9. 9:45am - Break
10. 10:00am - Division Update
 - A. Fiscal Reports: FY23 Q4 and FY24 Q1
11. 10:30am - Investigative Report
12. 11:00am - Deputy Marine Pilot Candidate Interview
13. 11:10am - Board Action
 - A. Deputy Marine Pilot Candidate
14. 11:15am - Schedule Future Meeting Date(s)
 - A. April 24, 2024 (tentative)
15. 11:20am - Adjourn

State of Alaska
DEPARTMENT OF LAW

ETHICS ACT PROCEDURES FOR BOARDS & COMMISSIONS

All board and commission members and staff should be familiar with the Executive Branch Ethics Act procedures outlined below.

Who Is My Designated Ethics Supervisor (DES)?

Every board or commission subject to the Ethics Act¹ has several ethics supervisors designated by statute.

- The chair serves as DES for board or commission members.
- The chair serves as DES for the executive director.
- The executive director serves as DES for the staff.
- The governor is the DES for a chair.²

What Do I Have To Disclose?

The Ethics Act requires members of boards and commissions to disclose:

- Any matter that is a potential conflict of interest with actions that the member may take when serving on the board or commission.
- Any circumstance that may result in a violation of the Ethics Act.
- Any personal or financial interest (or that of an immediate family member) in a state grant, contract, lease or loan that is awarded or administered by the member's board or commission.
- The receipt of certain gifts.

The executive director of the board or commission and its staff, as state employees, must also disclose:

- Compensated outside employment or services.
- Volunteer service, if any compensation, including travel and meals, is paid or there is a potential conflict with state duties.

- For more information regarding the types of matters that may result in violations of the Ethics Act, board or commission members should refer to the guide, *“Ethics Information for Members of Boards and Commissions.”* The executive director and staff should refer to the guide, *Ethics Information for Public Employees.* Both guides and disclosure forms may be found on the [Department of Law’s ethics website](#).

How Do I Avoid Violations of the Ethics Act?

- Make timely disclosures!
- Follow required procedures!
- Provide all information necessary to a correct evaluation of the matter!³
- When in doubt, disclose and seek advice!
- Follow the advice of your DES!

What Are The Disclosure Procedures for Board and Commission Members?

The procedural requirements for disclosures by members are set out in AS 39.52.220 and 9 AAC 52.120. One goal of these provisions is to help members avoid violations of the Ethics Act. The procedures provide the opportunity for members to seek review of matters in advance of taking action to ensure that actions taken will be consistent with the Act.

Procedure for declaring actual or potential conflicts.

Members must declare potential conflicts and other matters that may violate the Ethics Act **on the public record** and **in writing to the chair**.

Disclosure on the public record. Members must identify actual and potential conflicts orally at the board or commission's public meeting **in advance** of participating in deliberations or taking any official action on the matter.

- A member must always declare a conflict and may choose to refrain from voting, deliberations or other participation regarding a matter.⁴
- If a member is uncertain whether participation would result in a violation of the Act, the member should disclose the circumstances and seek a determination from the chair.

Disclosure in writing at a public meeting. In addition to an oral disclosure at a board or commission meeting, members’ disclosures must be made in writing.

- If the meeting is recorded, a tape or transcript of the meeting is preserved **and** there is a method for identifying the declaration in the record, an oral disclosure may serve as the written disclosure.
- Alternatively, the member must note the disclosure on the Notice of Potential Violation disclosure form and the chair must record the determination.

Confidential disclosure in advance of public meeting. Potential conflicts may be partially addressed in advance of a board or commission's public meeting based on the published meeting agenda or other board or commission activity.

- A member identifying a conflict or potential conflict submits a Notice of Potential Violation to the chair, as DES, in advance of the public meeting.
- This written disclosure is considered confidential.
- The chair may seek advice from the Attorney General.
- The chair makes a written determination, also confidential, whether the disclosed matter represents a conflict that will result in a violation of the Ethics Act if the member participates in official action addressing the matter.⁵
- If so, the chair directs the member to refrain from participating in the matter that is the subject of the disclosure.
- An oral report of the notice of potential violation and the determination that the member must refrain from participating is put on the record at a public meeting.⁶

Determinations at the public meeting. When a potential conflict is declared by a member for the public record, the following procedure must be followed:

- The chair states his or her determination regarding whether the member may participate.
- Any member may then object to the chair's determination.
- If an objection is made, the members present, excluding the member who made the disclosure, vote on the matter.
- *Exception:* A chair's determination that is made consistent with advice provided by the Attorney General may not be overruled.
- If the chair, or the members by majority vote, determines that a violation will exist if the disclosing member continues to participate, the member must refrain from voting, deliberating or participating in the matter.⁷

If the chair identifies a potential conflict, the same procedures are followed. If possible, the chair should forward a confidential written notice of potential violation to the Office of the Governor for a determination in advance of the board or commission meeting. If the declaration is first

made at the public meeting during which the matter will be addressed, the members present, except for the chair, vote on the matter. If a majority determines that a violation of the Ethics Act will occur if the chair continues to participate, the chair shall refrain from voting, deliberating or participating in the matter. A written disclosure or copy of the public record regarding the oral disclosure should be forwarded to the Office of the Governor for review by the chair's DES.

Procedures for Other Member Disclosures

A member's interest in a state grant, contract, lease or loan and receipt of gifts are disclosed by filling out the appropriate disclosure form and submitting the form to the chair for approval. The disclosure forms are found on the [Department of Law's ethics website](#).

What Are The Disclosure Procedures for Executive Directors and Staff?

Ethics disclosures of the executive director or staff are made in writing to the appropriate DES (chair for the executive director and the executive director for staff).

- Disclosure forms are found on the ethics website, noted above.

Notices of Potential Violations. Following receipt of a written notice of potential violation, the DES investigates, if necessary, and makes a written determination whether a violation of the Ethics Act could exist or will occur. A DES may seek advice from the Attorney General. If feasible, the DES shall reassign duties to cure a potential violation or direct divestiture or removal by the employee of the personal or financial interests giving rise to the potential violation.

- These disclosures are not required to be made part of the public record.
- A copy of a determination is provided to the employee.
- Both the notice and determination are confidential.

Other Disclosures. The DES also reviews other ethics disclosures and either approves them or determines what action must be taken to avoid a violation of the Act. In addition to the disclosures of certain gifts and interests in the listed state matters, state employees must disclose all outside employment or services for compensation.

- The DES must provide a copy of an approved disclosure or other determination the employee.

How Are Third Party Reports of Potential Violations or Complaints Handled?

Any person may report a potential violation of the Ethics Act by a board or commission member or its staff to the appropriate DES or file a complaint alleging actual violations with the Attorney General.

- Notices of potential violations and complaints must be submitted in **writing** and **under oath**.
- Notices of potential violations are investigated by the appropriate DES who makes a written determination whether a violation may exist.⁸
- Complaints are addressed by the Attorney General under separate procedures outlined in the Ethics Act.
- **These matters are confidential**, unless the subject waives confidentiality or the matter results in a public accusation.

What Are The Procedures for Quarterly Reports?

Designated ethics supervisors must submit copies of notices of potential violations received and the corresponding determinations to the Attorney General for review by the state ethics attorney as part of the quarterly report required by the Ethics Act.

- Reports are due in April, July, October and January for the preceding quarter.
- A sample report may be found on the Department of Law's ethics website.
- An executive director may file a quarterly report on behalf of the chair and combine it with his or her own report.
- If a board or commission does not meet during a quarter and there is no other reportable activity, the DES advises the Department of Law Ethics Attorney by e-mail at ethicsreporting@alaska.gov and no other report is required.

If the state ethics attorney disagrees with a reported determination, the attorney will advise the DES of that finding. If the ethics attorney finds that there was a violation, the member who committed the violation is not liable if he or she fully disclosed all relevant facts reasonably necessary to the ethics supervisor's or commission's determination and acted consistent with the determination.

How Does A DES or Board or Commission Get Ethics Advice?

A DES or board or commission may make a **written request** to the Attorney General for an opinion regarding the application of the Ethics Act. In practice, the Attorney General, through the state ethics attorney, also provides **advice by phone or e-mail** to designated ethics supervisors, especially when time constraints prevent the preparation of timely written opinions.

- A request for advice and the advisory opinion are confidential.
- The ethics attorney endeavors to provide prompt assistance, although that may not always be possible.
- The DES must make his or her determination addressing the potential violation based on the opinion provided.

It is the obligation of each board or commission member, as well as the staff, to ensure that the public's business is conducted in a manner that is consistent with the standards set out in the Ethics Act. We hope this summary assists you in ensuring that your obligations are met.

¹ The Act covers a board, commission, authority, or board of directors of a public or quasi-public corporation, established by statute in the executive branch of state government.

² The governor has delegated the DES responsibility to Guy Bell, Administrative Director of the Office of the Governor.

³ You may supplement the disclosure form with other written explanation as necessary. Your signature on a disclosure certifies that, to the best of your knowledge, the statements made are true, correct and complete. False statements are punishable.

⁴ In most, but not all, situations, refraining from participation ensures that a violation of the Ethics Act does not occur. Abstention does not cure a conflict with respect to a significant direct personal or financial interest in a state grant, contract, lease or loan because the Ethics Act prohibition applies whether or not the public officer actually takes official action.

⁵ The chair must give a copy of the written determination to the disclosing member. There is a determination form available on the Department of Law's ethics web page. The ethics supervisor may also write a separate memorandum.

⁶ In this manner, a member's detailed personal and financial information may be protected from public disclosure.

⁷ When a matter of particular sensitivity is raised and the ramifications of continuing without an advisory opinion from the Attorney General may affect the validity of the board or commission's action, the members should consider tabling the matter so that an opinion may be obtained.

⁸ The DES provides a copy of the notice to the employee who is the subject of the notice and may seek input from the employee, his or her supervisor and others. The DES may seek advice from the Attorney General. A copy of the DES' written determination is provided to the subject employee and the complaining party. The DES submits a copy of both the notice and the determination to the Attorney General for review as part of the DES' quarterly report. If feasible,

the DES shall reassign duties to cure a potential violation or direct divestiture or removal by the employee of the personal or financial interests giving rise to the potential violation.

6/14

The Attorney General and Department of Law staff may not provide legal advice to private citizens or organizations. Please contact an attorney if you need legal advice. The [Alaska Lawyer Referral Service](#) or your local bar association may be able to assist you in locating a lawyer.

Alaska Department of Law

1031 West 4th Avenue, Suite 200

Anchorage, AK 99501

attorney.general@alaska.gov

Phone: (907) 269-5100 | Fax: (907) 276-3697

TTY: 907-258-9161

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Ethics Disclosure Form

<p style="text-align: center;">CONFIDENTIAL REQUEST FOR ETHICS DETERMINATION</p>
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TO: _____, Designated Ethics Supervisor

(Identify Your Department, Agency, Public Corporation, Board, Commission)

I request advice regarding the application of the Executive Branch Ethics Act (AS 39.52.010 - .960) to my situation. The situation involves the following:

I have provided additional information in the attached document(s).

I believe the following provisions of the Ethics Act may apply to my situation:

- AS 39.52.120, Misuse of Official Position
- AS 39.52.130, Improper Gifts
- AS 39.52.140, Improper Use or Disclosure of Information
- AS 39.52.150, Improper Influence in State Grants, Contracts, Leases or Loans
- AS 39.52.160, Improper Representation
- AS 39.52.170, Outside Employment Restricted
- AS 39.52.180, Restrictions on Employment after Leaving State Service
- AS 39.52.190, Aiding a Violation Prohibited

I understand that I should refrain from taking any official action relating to this matter until I receive your advice. If the circumstances I described above may result in a violation of AS 39.52.110 - .190, I intend that this request serve as my disclosure of the matter in accordance with AS 39.52.210 or AS 39.52.220.

I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is punishable under AS 11.56.200 - AS 11.56.240.

(Signature)

(Date)

(Printed Name)

(Division, Board, Commission)

(Position Title)

(Location)

Designated Ethics Supervisor: Provide a copy of your written determination to the employee advising whether action is necessary under AS 39.52.210 or AS 39.52.220, and send a copy of the determination and disclosure to the attorney general with your quarterly report.

Ethics Disclosure Form

Receipt of Gift

TO: _____, Designated Ethics Supervisor, _____
(Agency, Public Corporation, Board,
Commission or Council)

This disclosure reports receipt of a gift with value in excess of \$150.00 by me or my immediate family member, as required by AS 39.52.130(b) or (f).

1. Is the gift connected to my position as a state officer, employee or member of a state board or commission?

Yes No

2. Can I take or withhold official action that may affect the person or entity that gave me the gift?

Yes No

(If you answer "No" to both questions, you do not need to report this gift. If the answer to either question is "Yes," or if you are not sure, you must complete this form and provide it to your designated ethics supervisor.)

The gift is _____

Identify gift giver by full name, title, and organization or relationship, if any:

Describe event or occasion when gift was received or other circumstance explaining the reason for the gift:

My estimate of its value is \$ _____ The date of receipt was _____

The gift was received by a member of my family. Who? _____

If you checked "Yes" to question 2 above, explain the official action you may take that affects the giver (attach additional page, if necessary):

I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is punishable under AS 11.56.200 - AS 11.56.240.

(Signature)

(Date)

(Printed Name)

(Division)

(Position Title)

(Location)

Ethics Supervisor Determination: Approve Disapproved

Designated Ethics Supervisor*

(Date)

*Designated Ethics Supervisor: Provide a copy of the approval or disapproval to the employee. If action is necessary under AS 39.52.210 or AS 39.52.220, attach a determination stating the reasons and send a copy of the determination and disclosure to the attorney general with your quarterly report.

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



Public Comment

The board chair shall open public comment. The time allotted for comment will be divided between all individuals signed in to give comment. The group will be told how much time each person will have to speak. Board staff will keep track of the time and notify the individual when they need to wrap up their comment(s).

This is not the time for the board to respond to the comments. The board can choose to respond to any comments at the end of the comment period, send a letter with their response(s) to the individual, or they can choose to not respond.

Please be mindful of the time limit so that all who choose to speak will be given the same opportunity.

STATE OF ALASKA
DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING

BOARD OF MARINE PILOTS

CONDENSED MINUTES OF THE MEETING HELD OCTOBER 11, 2023

By authority of AS 08.01.070(2) and in compliance with the provision of AS 44.62, Article 6, a scheduled meeting of the Board of Marine Pilots was held on October 11, 2023, at the Alaska Energy Authority Building, 813 W Northern Lights Blvd, Anchorage, AK

Date:	October 11, 2023
Time:	9:00 a.m.
Location:	Alaska Energy Authority Building: 813 W Northern Lights Blvd, Anchorage, AK
Board Members Present:	Chair Curtis Thayer, Captain Edward (Ed) Sinclair, Les Cronk, Richard (Rick) Harris, Joseph (Joe) Tougas
Board Members Absent:	None
Division/SOA Staff Present:	Thomas Bay (Marine Pilot Coordinator), Sylvan Robb (Director), Glenn Saviers (Deputy Director), Billy Homestead (Senior Investigator), Patrick Kase (Investigator), Stefanie Davis (Regulations Specialist)
Present from the Public:	Captain Mark Lundamo (SEAPA), Ron Leighton (SEAPA), Jessie Li (SEAPA), Tyler Merwin (SEAPA), Bert Dersham (SEAPA), Jeff Logan (SEAPA), Pat Brandon (SEAPA), Jenni Zielinski (SWAPA), Mike Tibbles (ASA), Tom Rueter (ALAMAR), Caroline Wilkinson (NOAA), Rachel Cauldwell (Assess.ai)

1. Review Agenda		
Brief Discussion:	There was no discussion to amend the agenda.	
Motion:	Move to accept the agenda as written (First: Harris; Second: Cronk).	
Recorded Votes (roll call):	Cronk - Yes	Harris - Yes
	Hasenbank - Yes	Tougas - Yes
	Sinclair - Yes	Cunningham - Yes
	Thayer - Yes	
2. Ethics Disclosures		
Brief Discussion:	There were no ethical disclosures by any board members or staff.	
3. Public Comment		
Brief Discussion:	There was nobody in attendance for public comment.	

4. Association Reports

AMP

Discussion: The Alaska Marine Pilots (AMP) Association’s president, Captain David Lund, provided AMP’s association update. Captain Lund informed the board that AMP currently has 11 full-time pilots. He said that one of their pilots, due to a medical issue, did not participate in the 2023 dispatch season and he will likely be retiring at the end of the year. This in turn will create one less marine pilot, changing their numbers to eight marine pilots and two deputy marine pilots. He said that they also have two trainees. He said that they just recently ended their cruise season and that there would be a reduced amount in 2024. He said that breakbulk ships continue its downward trend due to shipping practices and fishing companies. Having finished with AMP’s association report, Captain Lund began discussion on AMP’s amendment to their familiarization trip requirements.

AMP: Amendment to Familiarization Trips Requirements

Discussion: Captain Lund informed the board that AMP was changing the specific geographical locations of their familiarization trips to a broader requirement of getting them finished within the region in an attempt to streamline the process for renewals. Board member Les Cronk asked Captain Lund if there was a plan, within their program, to ensure pilots get the training they need in specific ports if traffic changes. Captain Lund said yes, their in-house training policy has already been modified to reflect port traffic changes and would continue to do so as needed. With nothing left to discuss, the board approved the amendment and thanks Captain Lund for his time.

Motion: Move to approve AMP’s amendment to their familiarization trips requirements in 12 AAC 56.082 as presented (First: Cunningham; Second: Cronk).

Recorded Votes (roll call):	Cronk - Yes	Harris - Yes
	Hasenbank - Yes	Tougas - Yes
	Sinclair - Yes	Cunningham - Yes
	Thayer - Yes	

SEAPA

Discussion: The Southeast Alaska Pilots Association’s (SEAPA’s) newly elected president, Captain Ron Leighton, provided SEAPA’s association report. Captain Leighton informed the board that SEAPA now has 58 total pilots, which includes 46 marine pilots and 12 deputy marine pilots. He said that they also have 15 trainees, with the possibility of adding two more. He said that throughout the 2023 season they worked closely with Yacht Services of Alaska, which created 51 yacht piloting jobs. For 2024, he said SEAPA anticipates approximately a 1.6% increase throughout the entire season for cruise traffic. Board member Joe Tougas asked him if he had an update for Skagway, to which he replied that they did not have any issues getting vessels in and out of Skagway. He said the only issue they ran into was figuring out how to utilize the railroad dock. Board member Rick Harris mentioned that there was a decline in FPC pilotage exemptions and asked if that trend was going to

	<p>continue. Captain Leighton said that he anticipated about the same amount of traffic in 2024. Mr. Cronk said that he thinks the reason for the decline in FPC exemptions was the size of the yachts coming into Alaska, which were getting bigger and do require SEAPA's pilots. The board discussed the possibility of increasing the required length of yachts to have to apply for an exemption, but decided not to move forward with it because the issue is in statute, not regulation. With nothing left to discuss, the board thanked Captain Leighton for his time.</p>
<p>SWAPA</p>	
<p>Discussion:</p>	<p>The Southwest Alaska Pilots Association's (SWAPA's) business manager, Jenni Zielinski, provided SWAPA's association report. Ms. Zielinski informed the board that SWAPA has 15 VLCC pilots, three deputy marine pilots, with the possibility of adding another today, and three training pilots in the training program, and two observers. She ended by saying that SWAPA had a very steady season. With nothing left to discuss, the board thanked Ms. Zielinski for her time.</p>
<p>5. CLIA Update – L. Downs, Sr. Director, Community Relations & Public Affairs</p>	
<p>Brief Discussion:</p>	<p>Lalanya (Lanie) Downs, Senior Director of Community Relations & Community Relations for Cruise Lines International Association (CLIA) Alaska, informed the board that they were wrapping up their 2023 season, but still had a few ships running, as their season has been extended over the past years. She said that they had over 700 voyages as scheduled and that they anticipate 695 in 2024. With similar anticipated numbers for the next several years, she said they should be stable moving forward. She said that a priority for CLIA is their carbon footprint and that they were working with the State as well as individual port communities on expanding shoreside electricity as it becomes increasingly more important for the ships coming to Alaska. She said that the majority of the fleet are equipped, being built to equipped with that, or are being retrofitted in order to reduce their carbon footprint. Mr. Harris asked her for an update on the move to reduce traffic in certain communities and which communities were involved, to which she said that it is mainly Sitka, as they had a citizen submit an application to the Sitka City & Borough to limit cruise passenger and ship vessel traffic, which included the number of crew on ships. She said that the city denied the application but that it was an ongoing discussion, as CLIA is in discussions with Sitka to figure out what the community can handle. Board member Captain James Cunningham asked her if they could get an update on the Whittier dock getting online and any type of update she might have for the updates to the Seward dock. She said that the plan for the Whittier dock was to be open April 2024. She said that she is not involved in the Seward discussion but heard that the plans have been put on hold for now. With nothing left to discuss, the board thanked Ms. Downs for her time.</p>
<p>6. Foreign Pleasure Craft Exemptions</p>	
<p>Review of Exemptions Issued for 2023 Season</p>	
<p>Brief Discussion:</p>	<p>Mr. Bay provided the board with a review of all Foreign Pleasure Craft Exemptions (FPCs) issued in 2023. He informed the board that there were 14 FPC exemptions in 2023, down from 23 in 2022. As the board discussed earlier, he said that the decline may be because of the size of yachts coming into Alaska compared to previous seasons. A SEAPA member asked how the money from FPCs relates to the program's money overall, to which Chair</p>

	<p>Thayer replied that the money from FPCs helps offset the program’s money overall and has an effect on their licensing fees. Paul Axelson informed the board that Mr. Cronk was correct, that the overall size of vessels in 2023 were larger than past seasons and that he heard that traffic is likely going to increase with FPCs moving forward. Board member Captain Ed Sinclair reminded the board that they lost all Russian yachts as well, which is likely driving the numbers down. With nothing left to discuss and being ahead on the agenda, the board decided to move ahead on the agenda to schedule their next meeting date.</p>
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<p>7. Schedule Future Meeting Date(s)</p>	
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<p>Brief Discussion: Off Record: 9:33 a.m.</p>	<p>After discussion, the board decided to have their next meeting in Anchorage, on January 17th, 2023, with the Local Knowledge Exam on January 16th, 2023. The board decided to take a break.</p>
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<p>8. Division Update</p>	
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<p>Exam Software Update</p>	
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<p>Brief Discussion: On Record: 9:47 a.m.</p>	<p>Back on the record, the board moved onto the Division Update. Director Sylvan Robb and Deputy Director Glenn Saviers was in attendance for the Division Update. Director Robb introduced herself and informed the board that the exam software they were moving to for the board’s exams was a similar model that various other division programs use where they use an online company to administer the exams, which has many benefits such as not needing to travel, not having to make scheduling arrangements, and the confidence of having secure software. She informed the board that the company has the ability to have real-time proctors with the ability to lockdown an examinees computer if need be. Chair Thayer asked what the cost of the software would be to the board. Director Robb said that there is a cost for online proctors and that the plan is to have exam candidates pay that fee directly to the company. She also informed the board that she believed the cost of the software subscription to be around \$5,000 on a two-year contract. Captain Sinclair said that he does not want to go to remote testing. He said that he does not think it is necessary and that a problem has not been identified to change the current way the exams are being identified. Mr. Cronk asked if it would be possible to use the software in the same manner they do for their exams now, which is to travel and have the Marine Pilot Coordinator proctor the exams. Director Robb said they definitely could, but that it would remove the benefit to the exam candidate of having to travel to take the exam. Captain Sinclair said that he does not see an issue with exam candidates traveling for the exams. Deputy Director Glenn Saviers informed the board that if they still wanted to have the MPC proctor the exams, they needed to think about the software side of things. For example, would the board require an exam candidate to bring their own computers/laptops/etc. or would the board expect the State to provide the equipment. Mr. Tougas said that he went through a similar process before with taking online exams and that it felt like there was one thing after another with the process. He also said that it is much more professional to have the exams administered at a centralized location away from things such as dogs barking in the background or babies crying. Director Robb reminded the board that Rachel Cauldwell, a representative from Assess.ai (the computer software company), was in attendance to provide a presentation of the exam software. Rachel Cauldwell provided an overview of the exam software, including a video from MonitorEDU, the 3rd party</p>
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	<p>proctoring company if the board chose to have outside proctors instead of the MPC administering exams. Captain Sinclair asked if there are technical requirements that are needed, such as having good internet. He said there might be issues in areas that might not have good internet reception, such as Dutch Harbor. Mr. Cronk said that most places have fiber optics, including Dutch Harbor and that it should not be an issue. Captain Sinclair asked how the locking down of a computer would work. Ms. Cauldwell said that Assess.ai has the ability to lockdown a person's computer so they would not be able to use a web browser or other software while taking the exam. Mr. Tougas said that he just took an identical exam online that was remotely proctored, which he said he liked very much. However, he said the setting up for the exam could make someone anxious ahead of an exam, and that he still thinks an in-person proctor should be the way their exams are administered. Captain Cunningham said that he thinks there is a serious benefit to the in-person exams. He said that they do not have a lot of exams year to year and showing up to an exam after putting in a lot of legwork to meet the requirements for sitting for that exam is important to note. After discussion, the board agreed that having the MPC continue to administer the exams is how they wanted to move forward. Director Robb reminded the board that there was the question of equipment for the exams, such as computers, and said that she wants to look into their options from the Division side of things, to see what type of costs would be associated with purchasing a laptop for the exams. With nothing left to discuss, the board thanked Director Robb and Deputy Director Saviers for the discussion. Chairman Thayer said they would be going into executive session for their next agenda item and said there was a representative from NOAA in attendance that wanted to address the board. He gave the floor to Caroline Wilkinson.</p>
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9. NOAA

<p>Brief Discussion:</p>	<p>Lt. Caroline Wilkinson, the Navigation Manager for NOAA's Office of Coast Survey, provided an update regarding their change from the Raster (paper) chart to ENC (electronic) chart. She said that it is a big change and that all Raster charts are to be sunsetted by December 2024. In addition to this, she said that they are rescheming or regriding their ENC charts. She also informed the board that the NOAA Custom Chart Tool is out which allows you to print a paper version of a chart from an electronic chart. Moving forward, in probably 2025/2026, you will see the S102 scheme come into the ENCs. In preparation for it, NOAA is rescheming and regriding the ENC charts, as previously mentioned, and putting together their national bathymetric source. She briefly described the S102 scheme, stating that it is an application that is a layer you can turn on with your ECDIS, showing the underlying bathymetric data in the area. Captain Sinclair asked her if the project to create pilot testing charts was local or national effort, to which she said it was both. With nothing left to discuss, the board thanked Lt. Caroline Wilkinson for her time.</p>
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10. Investigative Report

<p>Brief Discussion:</p>	<p>The board's new investigator, Patrick Kase, introduced himself to the board and informed them that he would be providing them with their Investigative Report. Senior Investigator Billy Homestead was also in attendance and introduced himself to the board. Investigator Kase informed the board that, for the period of June 27, 2023, thru September 26, 2023, there were six cases open and that two were closed. Chair Thayer asked what 'Unprofessional Conduct' means on the report, to which Mr. Kase said that it was likely the</p>
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	<p>closest thing in their system to the type of violation it is. Chair Thayer asked if there was an update on Case No. 2019-000695, a complaint from 2019 regarding unlicensed practice or activity. Senior Investigator Homestead said that he knows the case is very old. He said there are things that can delay cases and he understands the board's concern with wanting to get cases moving along. He said that Investigator Kase was new to the board and that he would do his best to get the board's cases moving along. Chair Thayer informed Mr. Homestead that the 2019 case was a reoccurring ask from the board and that he was confused because nobody can explain what unprofessional conduct means, by definition. Mr. Homestead informed the board that he just looked at the violation type in their system and it was listed incorrectly. He said he had changed it in the system to the correct violation type, 'Marine Pilot Incident Report.' Mr. Harris asked what 'Unlicensed Practice or Activity' meant, to which Mr. Homestead said it is likely a limitation of the violation types in their system and that they could be something like working with a lapsed license. The board decided to move into executive session to review investigative matters.</p>	
<p>Motion: Off Record: 11:03 a.m.</p>	<p>I, Edward Sinclair, move that the Alaska State Board of Marine Pilots enter into executive session in accordance with AS 44.62.310(c), and Alaska Constitutional Right to Privacy Provisions, for the purpose of discussing subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion; and matters which by law, municipal charter, or ordinance are required to be confidential. Board staff Thomas Bay, Director Sylvan Robb, Deputy Director Glenn Saviers, Senior Investigator Billy Homestead, and Investigator Patrick Kase to remain during the session (First: Sinclair; Second: Cunningham).</p>	
<p>Recorded Votes (roll call):</p>	<p>Cronk - Yes</p>	<p>Harris - Yes</p>
	<p>Hasenbank - yes</p>	<p>Tougas - Yes</p>
	<p>Sinclair - Yes</p>	<p>Cunningham - Yes</p>
	<p>Thayer - Yes</p>	
<p>Brief Discussion: On Record: 12:05 p.m. Off Record: 12:05 p.m.</p>	<p>No official action was taken during executive session. The board decided to take a break.</p>	
<p>11. Board Business</p>		
<p>Current Regulation Project: Deputy Marine Pilot Renewal Requirements</p>		
<p>Brief Discussion: On Record: 12:11 p.m.</p>	<p>Running late on the agenda, Mr. Bay informed the board that their regulations specialist, Stefanie Davis, had to leave and would not be in attendance to discuss the language she drafted for them in regard to the regulation project they created at their last meeting. Chair Thayer asked Captain Sinclair, who had been working with Mr. Bay on making sure the regulation changes mirrored the board's intent, if he could provide an overview of the drafted regulations, to which he agreed. Captain Sinclair reminded the board that their current regulations have the potential to require a deputy marine pilot to have piloted vessels for 240 days on the water, during the preceding licensing period of a renewal, in order to renew their license, instead of the intended 120 days expected of them. He informed the board that the drafted language would now require a deputy marine pilot to</p>	

	<p>pilot vessels for an average of five days for each calendar month in the licensing period immediately preceding the licensing period for which renewal is sought, and that deputy marine pilots licensed for less than twelve calendar months before the beginning of a renewal period are exempt from the piloting day requirement. This ensures that a deputy marine pilot would not be required to pilot more than 120 days in a licensing period while also not requiring newly licensed deputy marine pilots to attain an unrealistic amount of piloting days on the water in advance of a renewal. Chair Thayer entertained a motion to accept the regulation change, with a discussion to follow. Mr. Bay reminded the board that there were other drafted regulation changes to review and that their regulations specialist suggested having all of them in the same motion. He told them that he and their regulation specialist drafted a motion for them that included all of the regulation changes. He also informed the board that the other regulation changes included in the motion were the recommended changes regarding their exams and time management with application/form deadlines they discussed at their last meeting. With Chair Thayer having already entertained a motion, Captain Sinclair motioned to approve the regulation changes.</p>	
Motion:	<p>Move to initiate a regulations project regarding changes to the deputy marine pilot license biennial license renewal requirements to 12 AAC 56.080(e), application requirements in 12 AAC 56.025(a)(9), 12 AAC 56.025(a)(10), and 12 AAC 56.025(i), and examination requirements in 12 AAC 56.070(a) by approving the division’s proposed language for public comment, unless substantive changes are made by the regulations specialist or Department of Law, which will be attached to the meeting minutes (First: Sinclair; Second: Harris).</p>	
Brief Discussion:	<p>Rick Harris suggested that the drafted language, “satisfactory to the board,” in 12 AAC 56.080(e) be removed because it is too open-ended to the board and the regulation is clear without it.</p>	
Motion:	<p>Move to amend the previous motion by removing “satisfactory to the board” from the drafted language in 12 AAC 56.080(e) (First: Harris; Second: Sinclair).</p>	
Recorded Votes (roll call):	Cronk - Yes	Harris - Yes
	Hasenbank - Yes	Tougas - Yes
	Sinclair - Yes	Cunningham - Yes
	Thayer - Yes	
Brief Discussion:	<p>With nothing left to discuss, the board moved onto their next agenda item.</p>	
12. Deputy Marine Pilot Candidate Interviews		
Brief Discussion:	<p>The board decided to go into executive session to review an investigative matter and to conduct deputy marine pilot candidate interviews.</p>	
Motion: Off Record: 12:24 p.m.	<p>I, Edward Sinclair, move that the Alaska State Board of Marine Pilots enter into executive session in accordance with AS 44.62.310(c), and Alaska Constitutional Right to Privacy Provisions, for the purpose of discussing subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion; and matters which by law, municipal charter, or ordinance are required to be confidential. Board staff</p>	

	Thomas Bay and exam candidates Captain Daniel Butts and Captain Tyler Merwin, only during their oral exams, to remain during the session (First: Sinclair; Second: Cunningham).	
Recorded Votes (roll call):	Cronk – Yes	Harris - Yes
	Hasenbank - Yes	Tougas - Yes
	Sinclair - Yes	Cunningham - Yes
	Thayer - Yes	
Brief Discussion: On Record: 12:41 p.m.	Chair Thayer said no official action was taken during executive session. The board approved deputy marine pilot licensure for Captains Tyler Merwin and Daniel Butts.	
13. Board Action: Deputy Marine Pilot Candidates		
Brief Discussion:	The board approved deputy marine pilot licensure for Captain Tyler Merwin.	
Motion:	Move to approve a deputy marine pilot license for 50,000 Gross Tons for Region 1. The following waterways are restricted to daylight transit only: Sitka Sound South and Yakutat Bay for Tyler Merwin - Badge #249, license #147162 (First: Sinclair; Second: Cunningham).	
Recorded Votes (roll call):	Cronk - Yes	Harris - Yes
	Hasenbank - Yes	Tougas - Yes
	Sinclair - Yes	Cunningham - Yes
	Thayer - Yes	
Brief Discussion:	The board approved deputy marine pilot licensure for Captain Daniel Butts.	
Motion:	Move to approve a deputy marine pilot license for 50,000 Gross Tons for Region 2 with the exception of Whale Passage and Ouzinkie Narrows for Daniel Butts - Badge #250, license #108652 (First: Cunningham; Second: Tougas).	
Recorded Votes (roll call):	Cronk - Yes	Harris - Yes
	Hasenbank - Yes	Tougas - Yes
	Sinclair - Yes	Cunningham - Yes
	Thayer - Yes	
14. Adjourn		
Brief Discussion:	Before adjourning the meeting, Captain Sinclair thanked Chair Thayer for the meeting space and Mr. Bay for his day-to-day duties. With nothing left on the agenda, the board adjourned.	
Motion:	Move to adjourn (First: Harris; Second: Cunningham).	
Recorded Votes (roll call):	Cronk - Yes	Harris - Yes
	Hasenbank - Yes	Tougas - Yes

	Sinclair - Yes	Cunningham - Yes
	Thayer - Yes	
Adjourn:	12:45 p.m.	

Date Final Minutes Approved by the Board: <input type="checkbox"/> Meeting <input type="checkbox"/> OnBoard	
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DRAFT



Southeast Alaska Pilots Association

1621 Tongass Avenue, Suite 300 • Ketchikan, Alaska 99901 • 907-225-9696 • fax 907-247-9696 • pilots@seapa.com

November 6, 2023

Mr. Thomas Bay
Marine Pilot Coordinator
Alaska Board of Marine Pilots
P.O. Box 110806
Juneau, Alaska 99811-0806

Dear Mr. Bay:

The Southeast Alaska Pilots Association has updated our operating rules which require approval by the Board of Marine Pilots. Please put this on the agenda of the next Board meeting.

The change, found on page two, clarifies what situations constitute a missed dispatch.

Sincerely,

Captain Ronald Leighton III
President, Southeast Alaska Pilots Association

Enclosure: SEAPA operating rules dated 10/07/2023

SEAPA OPERATING RULES

Section 1. Dispatching of Pilots.

Dispatching shall be done by the President or the Office Staff.

- A. As assignments vary greatly in location and length of time involved, simple rotation often is not equitable, nor does it ensure distribution of ships and geographical areas to keep experience current for state license renewal. Therefore pilots will be assigned to vessels and ports in accordance with an overall consideration of the following factors:
 - I. Rotation;
 - II. Equality of monthly workdays;
 - III. Type and length of assignment;
 - IV. Recent assignments of pilots by area and type of ship;
 - V. License limitations;
 - VI. Opportunity to broaden local knowledge of pilots;
- B. Any pilot receiving an assignment to a vessel or port may decline their initial assignment and ride as an observer without loss of pay if he feels that he does not have the necessary experience for the assignment.
- C. Assignments greater than 6 hours shall be dispatched with two pilots unless mutually agreed upon by the Pilot and the Association's dispatch.
- D. Pilot Fitness-For-Duty. Members and trainees are individually responsible for knowledge of and compliance with pilot fitness for duty requirements established by the board of marine pilots.
 - I. Members shall not accept a dispatch assignment or act in any other capacity as a required pilot while that person does not meet the fitness for duty requirements established by the board of marine pilots.
 - II. Trainees shall not act in any capacity as a trainee (either observing or conducting supervised maneuvers) while that person does not meet the fitness for duty requirements for pilots established by the board of marine pilots.
 - III. A member on the active dispatch roster who becomes not-fit-for-duty and unable to meet their dispatch requirements shall notify the dispatcher as soon as practicable.
 - IV. A member on the active dispatch roster who becomes not-fit-for-duty may be excused from dispatch assignment for not more than a total of three days without loss of earnings. A member that becomes not-fit-for-duty for more than three days will be removed from the dispatch roster until fit-for-duty and is subject to the provisions of SEAPA Bylaws Article IX. Disability and Benefits.

- V. A member on the active dispatch roster who becomes not-fit-for-duty for a period in excess of three consecutive days shall provide to the Association dispatcher, certification by a licensed physician of their not-fit-for-duty status.
- VI. A member on the active dispatch roster or a trainee on the training schedule who is not-fit-for-duty for a period greater than three days and less than 90 days shall be considered ineligible for dispatch or training until they provide to the Association dispatcher, a fit-for-duty certification from a licensed physician.
- VII. A member or trainee who is incapacitated as a pilot or trainee for a period of 90 days or more shall comply with the requirements of 12 AAC 56.970.
- VIII. Pilot Fatigue.
 - a. Each member or trainee must monitor their own level of fatigue and consider the effects cumulative fatigue may have on their own fitness-for-duty.
 - b. A member may remove him/herself from the active dispatch roster for reasons of fatigue without loss of earnings, for up to 24 hours after completion of an assignment.
 - c. A member shall notify the Association dispatcher in the event that the pilot's personal fatigue threshold may be exceeded. Factors for consideration (not necessarily all inclusive) may include:
 - i. Transit times to or from the assignment;
 - ii. Typical length of time to complete the assignment;
 - iii. Difficulty of the assignment, including factors such as waterway congestion;
 - iv. Navigational hazards, environmental conditions, effects of circadian rhythms on different shifts;
 - v. Standby time while on assignment when adequate quarters are not provided.
- E. Trading of assignments between pilots for pilots' convenience is permissible if cleared with the President.
- F. The dispatcher shall notify pilots of assignments as early as practicable, but at least in sufficient time (taking into consideration the weather, plane, and ferry transportation, etc.) for the pilots to depart in time to carry out assignments. Dispatch ports shall be either Ketchikan, or Juneau.
- G. The dispatcher shall make reservations for travel and hotels whenever possible.
- H. All charter trips to and from assignments shall be cleared through the Association dispatcher except in an emergency. Failure to do so may result in the pilot having to bear the cost of the charter to the extent such cost exceeds the fare for a regularly scheduled trip, per diem and travel day saved.
- I. Members on the dispatch schedule shall keep in close contact with the Association dispatcher. Any member whom the dispatcher is unable to locate within a reasonable time, **or who fails to report (to a ship or for travel) as dispatched,** or who declines an assignment except as allowed in D, VIII above, shall remain off the dispatch schedule until he/she can be reassigned by the dispatcher and shall reimburse SEAPA for all costs

above that which would have been incurred had the dispatch been executed as scheduled and:

- I. During the summer season (16 May thru 15 Sept., inclusive) and the shoulder season (01 May thru 15 May, inclusive, and 16 Sept. thru 30 Sept., inclusive) shall forfeit one day's distribution of earnings during the applicable period indicated above for each day off the dispatch schedule; or
 - II. During the winter season (01 Oct. thru 30 Apr., inclusive) shall forfeit an amount equal to that listed in part L. below for each day off the dispatch schedule.
- J. In the event of a medical/personal emergency of a member on the dispatch schedule, a PM shall be entitled to be relieved from active duty for up to 5 days for a medical/personal emergency without loss of earnings. A GPM shall be entitled to be relieved from active duty for up to 5 days for a medical/personal emergency without loss of earnings or for the remainder of the period on the dispatch schedule for a GPM, whichever is less. Members may be compensated for medical/personal emergency no more than once per calendar year.
- K. Pilot Members (PM's) have access to winter work between September 16 and May 15, and shall submit written notice of availability for the entire winter dispatch period before August 1. To be on the active winter dispatch roster, a pilot must be physically present in the Southeast region and be able to report for duty in twelve hours.
- L. During the winter season (01 Oct. thru 30 Apr., inclusive) if a member not scheduled for that work week is called for a dispatch assignment, such member shall be compensated at a rate of \$1000 per day for the duration of the assigned dispatch.
- M. The Association assumes no responsibility or liability for supernumeraries who accompany licensed pilots on dispatch assignments and discourages the practice. Pilot Members and General Pilot Members have priority for travel and training opportunities associated with dispatch. Trainees in the Association's Training Program may have access to the remaining training and travel opportunities associated with dispatch. In no case shall Pilot Members, General Pilot Members, or Trainees be preempted by the presence of a supernumerary.
- N. In accordance with Article II, Section 9 of the Association's By Laws, a Pilot Member may apply for a Temporary Leave of Absence (off roster). A Temporary Leave of Absence shall be confirmed by a majority vote of the Board of Directors. Leave of Absences shall only be granted if it does not affect the ability of the Association to meet its dispatch requirements. An approved Temporary Leave of Absence will count toward the minimum commitment requirement established in Article II, Section 4 of the Association's By Laws.

Section 2. Procedures on Assignment.

Members of the Association are independent contractors and the Association's relationship to its members does not include the practice of pilotage by the Association. The individual pilot assigned will always make the final decision on the manner in which he performs their duties as a pilot.

Section 3. Miscellaneous.

- A. These Operating Rules may be amended as provided in the Association's Bylaws.
- B. Whenever two pilots are assigned to the same vessel, watches will be set by mutual agreement.
- C. If a pilot is involved in a reportable incident, including running through a gill net, appropriate written reports shall be filed by the pilot as soon as practicable following knowledge of the incident. The pilot shall also advise the Association dispatcher of the incident by the earliest available means.
- D. Professional protocol - proper dress and conduct while on duty.
- E. Keep office informed of phone number, address, city, and state of residency.
- F. The Association will comply with a written request from the master or owner of a vessel, or that person's representative, showing cause to not dispatch a particular member to pilot to a particular vessel and provide that member with the right to due process and a fair hearing to contest that action as if the do not dispatch request were a grievance under Article X, Section 3 of the Bylaws.
- G. A pilot, while on a ship or otherwise on a pilotage assignment or when acting as a member of the Association, should not engage in any conduct that would constitute harassment of an individual. Harassment includes behaviors that demean, intimidate, threaten, coerce, humiliate, or embarrass a reasonable person, and that a reasonable person would know is unwelcome. It includes actions (such as touching or pushing), comments (such as jokes or name-calling), displays (such as posters or cartoons), or use of electronic or other means to transmit lewd, offensive, racially inappropriate, or threatening messages. Harassment can also occur when a person uses authority unreasonably to interfere with a person or a person's job. Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons to whom it is targeted. Any complaint against a pilot for harassment while on a ship or otherwise working under the authority of a pilot license issued by the State of Alaska will be reported to the State of Alaska's Marine Pilot Coordinator for investigation and appropriate action by the Board of Marine Pilots.

Ronald Leighton III
President
Southeast Alaska Pilots' Association

Thomas Bay
State of Alaska
Marine Pilot Coordinator

Approved by SEAPA Membership, October 7, 2023

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SEAPA OPERATING RULES

Training Record

Event Type (circle one): Observing / Training Evolution / Assessment	Towards (circle applicable): Original Licensure Upgrade to 95 / 110 / MP	For Auditor Use Only: Count for upgrade day? Yes / No		
<i>(Trainee / Deputy Marine Pilot to Complete Following Section)</i>		Date:		
Trainee or Deputy Marine Pilot:		Time Start:		
Training Pilot / License #:		Time End:		
Vessel Name / GT:	IMO#:	Draft Fwd:		
Propulsion:	Rudder(s):	Draft Aft:		
Evolution (circle ALL applicable): Cruise / Cargo / Docking / Undocking / Anchoring / Weighing Anchor / Mooring / UnMooring / Transit / Ice				
Waterway(s) / Port:				
Tug Maneuver: Yes / No	Night Maneuver: Yes / No	Vessel Subject to the Act: Yes / No		
Tug Name & Type:		Tug Name & Type:		
Predicted Tide & Current:		Forecasted Wind:		
Observed Conditions:				
<i>(Training Pilot to Complete Following Section for Training & Assessments)</i>				
Performance Evaluation: Trainee should be evaluated against the standard of how a <u>newly licensed Deputy Pilot</u> should be expected to perform the same maneuver. (There will be US scores for new trainees.) <i>Scores represent a single snapshot of the Trainee's performance during this immediate evolution only and are neither endorsements nor predictions of future behavior.</i>				
Scoring: HE = Highly Effective; E = Effective; NE = Not Effective; US = Unsatisfactory or Unsafe *HE & *US scores must include explanatory comments.				
Category	Score (circle one)			
SHIP <i>(Piloting, Ship Handling, Position Keeping, Tug Use)</i>	*HE	E	NE	*US
SHIP Comments (attach addt'l pgs if req'd):				
BRM <i>(Bridge Resource Management, Bridge Presence & Manner)</i>	*HE	E	NE	*US
BRM Comments (attach addt'l pgs if req'd):				
COMMS <i>(Helmsman/Engine Orders, Security Calls, VHF, Tug Commands)</i>	*HE	E	NE	*US
COMMS Comments (attach addt'l pgs if req'd):				
TOOLS <i>(Radar, ARPA, PPU/ECS, AIS, Navigation)</i>	*HE	E	NE	*US
TOOLS Comments (attach addt'l pgs if req'd):				
REGS <i>(Application of VWG, COLREGS, NPS, NFS, etc. regs & guidelines)</i>	*HE	E	NE	*US
REGS Comments (attach addt'l pgs if req'd):				
General Comments:				
Training Only: This movement counts towards licensure or upgrade (YES = positive <i>training</i> event occurred, the trainee / DPM has self-awareness & was able to articulate any issues post evolution). (circle one) YES / NO				
Assessment Only: This movement was satisfactorily conducted without assistance AND counts towards licensure or upgrade. (circle one) YES / NO				
Training Pilot / Master Signature:				Date:
Trainee Signature:				Date:
Reviewer Signature:				Date:

Training Record

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VOLUME II
SOUTHEAST ALASKA PILOTS' ASSOCIATION
TRAINING PROGRAM
TRAINING AND CONTINUING EDUCATION REQUIREMENTS FOR LICENSED
PILOTS, TRAINING PILOTS AND TRAINEES

TABLE OF CONTENTS:	Page
Part I - Introduction and Authority	2
Part II – Training Program Organization and Overview.....	2
PART III – Requirements Applicable to All Trainees.....	2
PART IV - Marine Pilot Trainee Requirements	6
PART V – Requirements for Deputy Marine Pilot Trainees and Deputy Marine Pilot Apprentice Trainees.....	7
PART VI – Deputy Marine Pilot Apprenticeship, Additional Requirements.....	8
Part VII – Deputy Marine Pilot License Upgrades	9
PART VIII - Marine Pilot Continuing Education and Training Requirements	10
PART IX – Training Pilots	10
PART X - Misconduct, Violations, and Dismissal Procedures.....	11
PART XI – Amendments, Conflicts and Assent.....	12
PART XII – Appendices	12

Part I - Introduction and Authority

This document, along with Volume I, establishes the training program for the Southeast Alaska Pilots Association. It applies to trainees formally accepted into the Association Training program and to general pilot members and pilot members of the Association.

Authority for this program is found in 12 AAC 56.035 and the SEAPA Bylaws.

Trainees and pilots are responsible for knowing the requirements of the Alaska Statute and Administrative Code ("Pilot Regulations"), the contents of the USCG Southeast Alaska Federal Pilotage package, the SEAPA Bylaws and Operating Rules, and a host of other Federal and State laws (for example the Marine Mammal Protection Act and Alaska Environmental regulations). In other words, this document does not purport to be a comprehensive reference for obtaining and continuing pilotage in Southeast Alaska.

Any apparent conflicts between this document and other references should be brought to the attention of the Training Chair. In the event of a conflict, Federal and State regulation, SEAPA Bylaws, and Operating Rules take precedence.

All costs associated with completion of training and continuing education requirements are the sole responsibility of the trainee or pilot.

Part II – Training Program Organization and Overview.

The key parties involved in pilot training are the Training Committee, the Training Committee Chair ("Training Chair"), training pilots and trainees.

The Training Committee is comprised of at least seven Pilot Members appointed by the President. It supports the Training Chair in managing all aspects of the training program, under the direction of the SEAPA President and Board of Directors, and shall meet periodically to monitor the progress of all trainees. The Committee decides whether a trainee may advance to the next stage of training, and evaluates whether a trainee has completed the training program. The Committee evaluates and approves courses and facilities submitted by pilot members to qualify for credit as continuing education (see Part VIII).

The Association President (the "President") appoints the Training Committee Chair from among the members of the Training Committee to administer the Association's training program. The Training Chair is the point of contact for trainees and the coordinator of training activities, as well as the Association lead on all training issues. He or she has the authority to direct trainees to train or to refrain from training with specific pilots or on specific ships or classes of ships, or on specific waterways.

Training pilots, discussed in Part IX, are the individuals who impart to trainees the knowledge, skills and abilities required in piloting.

Each trainee is responsible for his or her own progression through the training process. This includes understanding and meeting the requirements and expectations of the Training Committee, the Training Chair and training pilots.

PART III – Requirements Applicable to All Trainees

- (a) Upon acceptance into the Association training program each trainee will have an orientation session with the Training Chair or their designee(s). The parties will jointly develop a training plan to align expectations between the trainee and the Training Committee, identifying:
- The training category of the trainee (deputy, apprentice, or marine pilot transfer).
 - The amount of Federal Pilotage held, and projected dates to complete the routes specified in 12 AAC 56.026(2)(B), and the State marine pilot core exam.
 - Projected date to obtain all Southeast Alaska Federal pilotage.

- The projected date to complete the State supervised maneuvers.
- The projected date to take the State Regional Local Knowledge Examination and obtain initial license.
- This training plan will be part of the trainee's file and may be updated as necessary.

Other elements of the orientation will be:

- Pilot ladder safety briefing including equipment and best practices. This briefing must take place before the trainee embarks on any training evolutions that involve pilot ladder use.
 - Master Pilot Exchange (MPX) and Master – Pilot relations/responsibilities.
 - Introductory review of the training program including this document, the state Pilot Regulations and 18 AAC 75, Oil and Other Hazardous Substances Pollution Control.
 - Discussion of expectations with regard to the trainee's preparation for each voyage and passage planning.
- (b) Trainees will be enrolled in the SEAPA drug and alcohol testing program prior to embarking on any SEAPA-sponsored training activities.
- (c) Training evolutions. Trainees are responsible for planning training activities in accordance with their own schedule and training plan. Where vessels under State pilotage are concerned (cruise and cargo ships), requests for trips must be made through the Training Chair. Requests for observing trips aboard vessels of the Alaska Marine Highway may be made directly to the AMHS Port Captain. Additionally:
1. Trainees are responsible for making their own travel and lodging arrangements, except that trainees may travel on chartered transportation if space is available (check with the SEAPA office).
 2. Trainees are responsible for their own expenses incurred in the completion of the training program.
 3. Trainees should consult with other trainees and deputy marine pilots when strategizing and submitting for training opportunities.
 4. Trainees may not "self-authorize" for a training opportunity, i.e. may not embark on a vessel under State pilotage without prior authorization by the Training Chair or SEAPA administrative staff.
 5. Trainees are expected to present themselves professionally and maintain clean grooming at all times. Trainees shall wear coat, tie and slacks for cruise ships and yachts; button-down shirt and slacks for AMHS vessels; clean, functional clothing for cargo ships.
 6. A trainee authorized a trip is expected to complete it. If unable to do so, the trainee shall promptly notify the SEAPA office and Training Chair so that the vessel agent can be notified.
 7. Trainees should contact the training pilot(s) assigned to the vessel they desire to train on prior to the voyage.
 8. It is the trainee's responsibility to get adequate rest and be fully able to participate in training opportunities, observing applicable Federal rest rules.
- (d) Observer Trip Requirements. Observer trips are required for both Federal and State pilotage.
1. Trainees are expected to prepare for observer trips as if they were assuming the conn under instruction.
 2. Observer trips for Federal pilotage shall be in accordance with the requirements of the USCG Southeast Alaska Federal pilot licensing requirements.
 3. As allowed in 12 AAC 56.068, this training program requires observation trips in addition to those required for Federal pilotage. These trips must be made after the trainee has been formally accepted into the Association training program. Unless otherwise specified, they must be obtained on vessels of at least 1,600 gross tons. Observation trips are required for:
 - A. Tracy Arm/Endicott Arm – two round trips in any combination.
 - B. Misty Fjords – two round trips.

- C. For all ports and waterways in the region, one observer trip before doing supervised maneuvers in that port or waterway.
 4. The observation trips required under this part shall be documented on the Training Record (TR).
 5. If a trainee finds that he or she is unable to complete the Misty Fjords observing requirement due to lack of tonnage traffic or berthing availability on such vessels, the trainee may request a waiver of the tonnage requirement from the Training Committee. If granted, the observing requirement may be met aboard any vessel equipped with working radar, fathometer, and compass.
- (e) Supervised Movement Training Requirements.
1. Supervised movements at the conn may begin only after:
 - A. Completion of the State Core Examination described at 12 AAC 56.070(e).
 - B. The trainee holds Federal First Class pilotage without tonnage restriction for the routes listed at 12 AAC 56.026(a)(2)(B), except that this does not apply to marine pilot trainees transferring from another Alaska region.
 - C. The trainee has license insurance and provided evidence to the Training Chair.
 - D. Deputy and Apprentice only: the trainee has completed the shiphandling class required at Part V(a)(2) of this document.
 - E. The trainee has notified the Training Chair in writing that they have met these requirements and provided a copy of all pages of their Merchant Mariner Credential showing pilotage and radar observer endorsements.
 - F. The Training Chair has notified the State Marine Pilot Coordinator in writing of acceptance to begin supervised training, and provided notification to training pilots.
 2. The trainee must have First Class Pilotage without tonnage restriction for any given waterway before they can perform work at the conn on that waterway.
 3. A Trainee requesting to assume the conn for a supervised transit or maneuver is expected to be on-the-bridge in sufficient time to thoroughly assess the navigational and maneuvering situation on the bridge, the status of pending bridge operations, brief the training pilot as required by 12 AAC 56.026(f), and assume the conn in sufficient time to make security calls consistent with the guidelines of the Southeast Alaska Voluntary Waterway Guide where applicable.
 4. Supervised training maneuvers may only be supervised and signed by a training pilot.
 5. All maneuvers must be performed on vessels subject to AS 08.62 with two exceptions:
 - A. If approved by the Training Committee due to a shortage of vessel training opportunities, not more than three dockings and three undockings at non-cruise ship ports, and three moorings and three unmoorings, may be performed using [either](#) a simulator [or manned model](#) in accordance with 12 AAC 56.028(a)(1)(D) and (E). Maneuvers conducted on a simulator [or manned model facility](#) must be supervised and evaluated by a SEAPA training pilot as if the maneuver was real, performed in real time from port entry to berth, and performed in a Training Committee-approved simulator modelling Southeast Alaska ports.
 - B. Supervised maneuvers on vessels under enrollment of not less than 1,600 gross tons may count for up to 15% of the maneuvers. These evolutions require prior approval of the Training Committee.
 6. Of the maneuvers counting towards licensure:
 - A. No more than 40 percent may be made under the supervision of the same training pilot.
 - B. At least 15 percent must be performed with tug assistance.
 7. Supervised transits at the conn are required as per 12 AAC 56.028(3), with at least one transit in each waterway in each direction, except that for Favorite Channel the southbound transit may be replaced by a second northbound trip. The waterways are:
 - Saginaw Channel
 - Favorite Channel
 - Decision Passage
 - North Inian Passage

- Snow Passage
 - Revillagigedo Channel
 - Tongass Narrows
 - Disenchantment Bay
 - Glacier Bay, including from Young Island to Willoughby Island, Tarr Inlet, and John Hopkins Inlet to Jaw Point
 - Tracy Arm/Endicott Arm
 - Sitka from sea
 - Gastineau Channel
8. Due to the difficulty of the routes, the following additional supervised transits at the conn are required:
- A. Snow Passage, on vessels over 40,000 GT:
- i. Two north bound transits from Key Reef to Point Colpoys.
 - ii. Five south bound transits from Point Colpoys to Key Reef.
- B. Supervised transits performed under ice conditions. The determination of whether conditions for a given maneuver qualify as “ice conditions” for this Part, is made by the training pilot:
- i. One round trip in Tracy Arm/Endicott Arm. May be combined with the bar transits of this paragraph.
 - ii. Tracy Arm Bar, on vessels over 40,000 GT:
 - a) Two inbound transits from two miles before Harbor Island to mile 12.
 - b) Two outbound transits from Mile 12 to west of Harbor Island.
 - c) The Training Committee may allow substitutions of Endicott Arm Bar for these Tracy Arm Bar transits, if there is insufficient traffic into Tracy Arm while a given trainee is doing maneuvers. At the discretion of the Training Committee, substitutions may be conditioned upon the trainee doing the Tracy Arm transits on a simulator.
 - iii. Yakutat Bay, on vessels over 40,000 GT:
 - a) One round trip from Yakutat Bay pilot station to Pt. Latouche.
 - b) One round trip in Disenchantment Bay north of Pt. Latouche.
 - iv. Glacier Bay: One round trip in Glacier Bay north of Russell Island.
9. The trainee should ensure that he or she fully understands what will be required to achieve a successful maneuver, prior to the commencement of the maneuver; trainee and training pilot alignment of expectations is critical. This is achieved during the pre-maneuver briefing required under 12 AAC 56.026(f).
10. The training pilot may prevent the maneuver before it begins, if the training pilot believes that the trainee has not sufficiently prepared to undertake the maneuver. Part IX provides additional guidance for training pilots.
- (f) Training Documentation. It is the trainee’s responsibility to ensure that their progress through the training program is being properly documented. Failure to manage their records as detailed below will be considered a violation of the training program.
1. The trainee shall document all supervised movements on the Training Record (TR) form provided in Appendix One. The training pilot shall include on the TR a written evaluation of the trainee's maneuver.
 2. The evaluation shall clearly state whether, in the judgment of the training pilot, the maneuver was satisfactory, and whether the maneuver counts towards the trainee’s State of Alaska licensing requirements.
 3. Any unsatisfactory evaluation shall have a detailed explanation as to why it was unsatisfactory. Any trainee who has received an unsatisfactory mark on an evaluation for a maneuver shall provide the Training Chair with a copy of the evaluation within five days of the maneuver.

4. Trainees shall submit all TRs (successful and unsuccessful) to the Training Chair within one month of completion of the maneuver, and file their original TRs in the SEAPA office. The Training Committee will review all TRs submitted for completeness and compliance with the training program, track the trainee's progress towards completion, and forward the TRs to the Marine Pilot Coordinator (MPC).
 5. Unacceptable TRs will be addressed by the Training Chair as appropriate.
- (g) Quarterly reports are required to be submitted by trainees not later than 01 February, 01 May, 01 August and 01 November each year for the quarter ending 30 days previous. The Training Chair shall establish the format and content of the quarterly reports. At a minimum, each quarterly report shall contain a summary of completed training activity for the previous quarter, proposed activity for the next quarter, estimated date of licensure, and a copy of the trainee's Merchant Mariner Credential each time there are changes to the endorsements of First Class Federal Pilotage. Reports are to be sent to the MPC and Training Chair.
 - (h) The Pilot Regulations, beginning at 12 AAC 56.028(e), allow a petition to the MPC by a trainee who believes that vessel traffic has been insufficient to meet a specific regional vessel movement requirement. Any trainee considering such a petition should request a review by the Training Committee, in writing, before approaching the MPC.
 - (i) To become a state licensed deputy marine pilot in Region One, a trainee must hold a valid U.S. Coast Guard license with endorsements for radar observer and first class pilotage without tonnage restrictions for the entire Southeastern Alaska Region. However, with fluctuating marine traffic patterns Federal Pilotage route(s) may be unobtainable from time to time due to lack of observing opportunities. An omission of one or more Region One routes on a trainee's Federal license may be accepted by the Training Committee only upon a showing of good cause by the trainee. Reference 12AAC 56.028(a).
 - (j) When the trainee believes that they have met all of the applicable requirements of the training program, he or she shall request, by letter to the Training Chair, the endorsement of the Association to sit for the regional local knowledge exam. The Training Committee will review the trainee's file, and if they concur the Training Chair will provide a letter to the MPC stating that the trainee has completed the Association's training program.

PART IV - Marine Pilot Trainee Requirements

- (a) A marine pilot trainee is a pilot transferring from another pilotage region in Alaska. Therefore, the trainee has previously completed the State Core Examination, and a training program approved by the State (albeit for another region), and successfully served as a marine pilot in Alaska, prior to acceptance into the Association's training program.
- (b) In order to be licensed as a marine pilot in Region One, a pilot seeking to transfer must possess a valid U.S. Coast Guard license with radar endorsement and an endorsement for First Class Pilotage without tonnage restrictions for the entire Southeastern Alaska Region.
- (c) A marine pilot trainee shall be authorized to commence supervised training in accordance with this Part, for all areas within Region One for which the trainee has first class pilotage, without tonnage restrictions, and for those areas where no specific Federal pilotage requirement exists. A marine pilot trainee shall have at least one endorsement of first class pilotage in Region One, before commencing any supervised training. Marine pilot trainees shall comply with the notification requirements of Part III (e)(1)(E) prior to commencement of supervised maneuvers.
- (d) The regional requirements for a marine pilot trainee are:
 1. Eighteen supervised dockings and eighteen supervised undockings, at least 50% of which shall be on vessels over 60,000 gross tons. Completion of supervised movements must be performed on vessels subject to AS 08.62, or other vessels of at least 1,600 gross tons as follows:
 - A. Ketchikan: Six dockings and six undockings at cruise ship berths.

- B. Juneau: Six dockings and six undockings. One of the undockings shall be performed at night.
- C. Skagway: Six dockings and six undockings.
- 2. Five supervised dockings and five supervised undockings performed in any combination of ports in the region not identified in 12 AAC 56.028(a)(1)(A)-(C). No more than two dockings and two undockings may be performed at any one port.
- 3. Three supervised moorings at buoys and three supervised buoy unmoorings performed in any of the ports listed in the region. No more than two moorings and two unmoorings may be performed at the same location.
- 4. Four anchorings with at least one in each of the ports listed in 12 AAC 56.028(a)(1)(F).

PART V – Requirements for Deputy Marine Pilot Trainees and Deputy Marine Pilot Apprentice Trainees

The following requirements, in addition to the requirements of Part III, apply to both Deputy and Apprentice Marine Pilot Trainees:

- (a) Required courses.
 - 1. Bridge Resource Management for Pilots (16 hours minimum).
 - 2. A bridge simulator course that is region specific or emphasizes a pilot’s proficiency; OR a manned model course. Reference 12 AAC 56.028(a)(4).
 - 3. A bridge simulator class using the ports of Southeast Alaska, minimum of 16 hours, intended to provide practice on the most challenging docking and undocking scenarios in the region. The course must be approved by the Training Committee and supervised by a SEAPA training pilot. This is the training called out in 12 AAC 56.028(a)(5), *and this course will also meet the ship handling requirement, item (2) above, if not otherwise met.*
 - 4. The above courses must be taken within three years of applying for a deputy marine pilot license. (To avoid confusion, note that an additional manned model or simulator ship handling class is also required within three years of applying for an unlimited marine pilot license.)
 - 5. An Automated Radar Plotting Aid (ARPA) class if the trainee does not already have this endorsement on their Merchant Mariner Credential (MMC).
- (b) Supervised maneuvers.
 - 1. Trainee supervised movements are divided into two phases. The Training Committee will approve a trainee’s progression from “coaching” to “assessment”.
 - A. Coaching Phase. Maneuvers in this phase, in order to count towards licensure, should be completed with minimal assistance from the training pilot. The supervised maneuvers in this phase comprise the bulk of the training process.
 - B. Assessment Phase. All maneuvers in this phase must be completed without any assistance from the training pilot. The minimum required assessments are:
 - i. Two cruise vessel dockings;
 - ii. One cruise vessel undocking;
 - iii. Two cargo vessels dockings;
 - iv. One cargo vessel undocking;
 - v. One round-trip transit on a cruise vessel in ice conditions in Disenchantment Bay, or Tracy Arm, or Endicott Arm; and
 - vi. No more than two assessments may be supervised by the same training pilot.
 - 2. Maneuver requirements:
 - A. Twenty-four dockings and twenty-four undockings performed on vessels subject to AS 08.62 or other vessels of at least 1,600 gross tons as follows:
 - i. Ketchikan: eight dockings and eight undockings at cruise ship berths;
 - ii. Skagway: eight dockings and eight undockings;

- iii. Juneau Harbor: eight dockings and eight undockings; three of the undockings must be performed at night;
 - B. Ten dockings and ten undockings performed in any combination of ports in the region not identified in 12 AAC 56.028(a)(1)(A)-(C); No more than four dockings and four undockings may be performed at any one port.
 - C. Four moorings at buoys and four buoy unmoorings performed in any of the ports in the region, with at least one maneuver in each active mooring port. The Training Committee will resolve any questions about whether a cargo port is considered active.
 - D. Six anchorings with at least one at each of the following ports: Ketchikan; Juneau, and Sitka Eastern Anchorage.
 - E. Two weighing anchor at any port(s).
 - F. Cargo ship maneuvers: at least one cargo ship docking and one cargo ship undocking in each active cargo port in the region and a total of no less than 2 cargo ship dockings and 2 cargo ship undockings overall. An active cargo port is one that has a minimum of eight ship visits in a twelve-month period. The Training Committee will resolve any questions about whether a cargo port is considered active.
- (c) Deputy marine pilot trainees must complete all required maneuvers within three years of entry into the training program. Deputy trainees shall notify the Training Chair in writing if they are unable to comply with this requirement. Extensions to this time period may be allowed as provided for in 12 AAC 56.026(e). The three year clock begins once the trainee (deputy or apprentice) has met the requirements of 12 AAC 56.026 (a)(1)-(3).
 - (d) Trainees shall log training activity (either supervised maneuver or observing trip) in each and every calendar quarter, and are expected to take full advantage of all training opportunities that are made available by the Training Committee.
 - (e) See 12 AAC 56.025 for the application requirements for initial licensure.
 - (f) All maneuvers required for licensing must have been completed within three years of the date of application for licensure.

PART VI – Deputy Marine Pilot Apprenticeship, Additional Requirements

- (a) The deputy marine pilot apprenticeship program provides a path to a deputy marine pilot’s license for mariners who are otherwise qualified but who do not meet the requirements of AS 08.62.093(b)(1) through (5). The program is a minimum of four years in length.
- (b) As noted above, trainees must perform training activity at least quarterly. Leaves of absence will only be granted to apprentices for exceptional circumstances. The maximum leave of absence will be six months and will not count towards the minimum four-year training requirement. A leave of absence must be requested by the apprentice in writing to the Training Chair and approved by the Training Committee.
- (c) An apprentice shall be authorized to commence supervised training upon completion of 12 months of observer training and the applicable requirements of Part III.
- (d) In addition to the observing requirements listed elsewhere, and the trip requirements for Federal pilotage, the apprentice must observe:
 1. One ship assist maneuver from a ship assist tug.
 2. Two dockings and two undockings on cargo ships. This may be completed concurrent with Federal observer trip requirements.
- (e) In addition to the requirements of Part III, the apprentice trainee shall complete the following supervised transits under ice conditions:
 1. One round trip of Disenchantment Bay north of Pt. Latouche,
 2. One round trip in Glacier Bay north of Russell Island.
 3. One round trip in Tracy Arm/Endicott Arm.

- (f) The apprentice shall complete one additional cargo ship docking and one additional undocking beyond the requirements of Part V(b)(2)(F).
- (g) An apprentice trainee may convert to a deputy marine pilot trainee upon meeting the United States Coast Guard license level and sea time requirements of AS 08.62.093. Such conversion must be requested in writing to the Association and include an estimated timetable for completion of the training program as a deputy trainee.

Part VII – Deputy Marine Pilot License Upgrades

- (a) Deputy marine pilot license endorsement upgrade requirements.
 - 1. For a not more than (nmt) 65,000 gross tons endorsement: At the initial license level complete at least 30 days of vessel movements on vessels requiring a state licensed marine pilot. Additionally, complete the following assessed supervised maneuvers: five dockings, five undockings, and five transits at the conn through waterways listed in Part III (e)(7) with no more than one transit through any one waterway.
 - 2. For a nmt 90,000 gross tons endorsement: At the nmt 65,000 gross ton license level complete at least 60 days of vessel movements on vessels requiring a state licensed marine pilot and hold a deputy marine pilot license for at least one year. Additionally, complete the following assessed supervised maneuvers: three dockings, three undockings, and at least three transits at the conn through waterways listed in Part III(e)(7) with no more than one transit through any one waterway and a minimum of one transit under ice conditions and one southbound transit of Snow Passage.
 - 3. All movements for the above upgrades shall be completed on vessels of 25,000 GT or greater and no more than 40 percent of the dockings and undockings may be performed under the supervision of the same training pilot.
- (b) Qualifications for a marine pilot license (12 AAC 56.029 and 12 AAC 56.031):
 - 1. Hold a deputy marine pilot license for at least three years.
 - 2. While holding a deputy marine pilot license for nmt 90,000 gross tons,
 - A. Complete at least 60 days of vessel movements on vessels requiring a state licensed marine pilot, and
 - B. Complete the following assessed supervised movements: three dockings, three undockings, one southbound transit of Snow Passage, one transit of Tracy Arm Bar/Endicott Arm Bar, and one additional transit at the conn through a waterway listed in Part III(e)(7). These maneuvers shall be completed on vessels of 60,000 GT or greater. No more than two of the dockings and undockings may be performed under the supervision of the same training pilot;
 - 3. An applicant for a marine pilot license shall have no geographical exclusions within Region One.
 - 4. Each deputy marine pilot shall complete a manned ship model course or a simulator course approved by the Board of Marine Pilots within three years of application for a marine pilot license, per 12 AAC 56.029(5).
- (c) Deputy marine pilots are encouraged to seek, and shall be responsible for requesting, additional training in any area (type of ship or port/waterway) for which they perceive themselves to be deficient or not fully prepared.
- (d) Deputy marine pilots seeking upgrade to marine pilot must meet the piloting sea time (day count) requirements for biennial license renewal without the use of familiarization trips. See 12 AAC 56.029(2).
- (e) Deputy marine pilots shall comply with the continuing education requirements for marine pilots described in Part VIII.

PART VIII - Marine Pilot Continuing Education and Training Requirements

- (a) Marine pilots are expected and required to keep abreast of technical, procedural and regulatory changes that affect their practice, and to maintain their skills. Each pilot applying for license renewal shall document that he or she has satisfactorily completed three continuing education credits within the three biennial license periods immediately preceding the license period for which renewal is sought. One of those courses must be a Board of Marine Pilots approved simulator or manned model course (12 AAC 56.083). A manned model course counts for two continuing education credits.
- (b) Additional course requirements:
 1. Must be conducted at an accredited college, maritime academy, U.S. Coast Guard approved training facility, or conducted by an expert in their specific field.
 2. Must be documented by a completion certificate and course description or outline.
- (c) Continuing education course credits shall be accrued on the basis of one credit for each course completion certificate except that a manned model course will count for two credits.
- (d) Individual courses will be approved by the Training Committee, and a list of previously approved courses will be maintained on the SEAPA website. The following list of possible subjects is provided for guidance:
 - Shiphandling for Pilots, Emergency Shiphandling, Shiphandling Operations with Tugs, Pilot boats and Line Boats, and Shiphandling in Ice.
 - Advanced/Pilot Navigation, including Piloting Techniques, Coastal and Restricted Waters Navigation, and Electronic Navigation Systems and Technology
 - Operational Decision-Making: Decision-making under Stress, Effects of Fatigue, Medications, Illness, Health Practices and the Environment on Decision-Making, and Crisis Management.
 - Communications: Bridge Resource Management, Awareness of Cultural and Language Differences in Communications, and Media Communications.
 - Rules, Laws and Regulations Affecting Pilots, including: Maritime law for Pilots, Environmental laws and Regulations for Pilots, Marine Mammal Protection Act and Endangered Species Act, Rules of the Nautical Road/COLREGS, Safety laws and Regulations for Pilots, and Maritime Security and Maritime Domain Awareness.
 - Pilot Training including: Train the Assessor, Train the Trainer, Development of training courses approved by the Training Committee, and Instructor of a course approved by the Training Committee.
- (e) One continuing education credit for each license renewal will be given for a regional waterway observer trip. Waterway observer trips must be at least one round trip aboard a vessel equipped with working radar, fathometer and compass. These trips shall be documented on the Training Record and signed by the vessel master. Authorized for credit are:
 - Wrangell Narrows
 - Peril Strait, Neva Strait and Olga Strait from Povorotni island to Dog Point
 - West Coast of Prince of Wales, including Warren Channel, Bocas de Finas Channel, San Christoval Channel, San Alberto Bay, Ulloa Channel, Tlevak Narrows and Tlevak Strait from Warren Island to Shoe island
- (f) Each pilot is responsible for arranging and funding their training activities, and documenting the completion to the Training Committee Chair.
- (g) Pilots are encouraged to seek out additional training and education relating to the profession. Any certificates earned should be copied to the Training Chair.

PART IX – Training Pilots

- (a) A training pilot is a licensed marine pilot who has qualified for and sought a training pilot endorsement under 12 AAC 56.016. In addition to those requirements, a marine pilot applying for a training pilot endorsement in Southeast Alaska must have completed the SEAPA Training Course for

Training Pilots; except that applicants with five years or more experience sailing on their unlimited marine pilot license do not need to complete this course. The Training Chair will submit the letter of recommendation required at 12 AAC 56.016.

- (b) The functions of the training pilot are to (1) impart to trainees the knowledge and skills required of the job and (2) evaluate whether the trainee's or deputy marine pilot's performance is satisfactory and counts towards the requirements of licensure.
- (c) Training pilots are encouraged to refresh themselves on the provisions of this training program as it applies to the trainees and deputy marine pilots who they are supervising.
- (d) It is in the best interests of the trainee and SEAPA, that the training pilot take the time to carefully complete, with comments, the training form presented by the trainee.
- (e) Training pilots have no obligation to share living accommodations or expenses with a trainee.
- (f) Per 12 AAC 56.016(b), a training pilot is not required to accept a trainee, but is required to notify the MPC of non-acceptance of a trainee. Valid reasons for non-acceptance of a trainee include (but are not limited to) the following types of concerns:
 - 1. Unauthorized presence of a trainee. If the training pilot determines that the trainee is presenting himself for training without proper authorization from the Training Chair, the training pilot may choose to not accept the trainee.
 - 2. Trainee not in a suitable condition for training. If the training pilot reasonably suspects a trainee is impaired for any reason, or that the trainee does not present him/herself for training in a professional manner, and/or the trainee is not properly rested and therefore not properly prepared for the training opportunity, the training pilot may decline acceptance of the trainee.
 - 3. Lack of preparation for a training opportunity. If the trainee presents himself for the training opportunity with a substantive lack of preparation for the training opportunity, the training pilot may decline acceptance of the trainee.
- (g) Non-acceptance of a trainee should not be confused with denying a trainee the opportunity for supervised work based on the training conditions and environment that exist at the moment of training. It is always the training pilot's judgment call as to whether an evolution can be safely and productively accomplished via a trainee. Factors include the performance and training status of a trainee, combined with the onsite navigational, maneuvering and environmental challenges of the specific situation. Denying a trainee a specific training opportunity due to on-site conditions and through no fault of the trainee is not considered "non-acceptance" of a trainee for the purposes of this part, and accordingly no reporting requirement exists.
- (h) A trainee MAY NOT be allowed to assume the conn under instruction for any purpose, until the Training Chair has notified the State Marine Pilot Coordinator of a trainee's acceptance to begin supervised training in accordance with Part III. An otherwise qualified trainee MAY NOT be allowed to assume the conn without the presence of a training pilot on the bridge with the trainee.
- (i) Training pilots are encouraged to submit to the Training Committee written comments regarding a trainee's skill, performance and progress.

PART X - Misconduct, Violations, and Dismissal Procedures

- (a) Trainees are subject to possible dismissal from the SEAPA training program for violating the Conduct Policies for Trainees (Appendix Two), for failing to follow the requirements of this training manual, for violating any applicable law or regulations, or for failing to make satisfactory progress. The Training Committee is charged with resolving all such matters involving trainees.
- (b) If the Training Committee determines that a trainee is not progressing in a satisfactory manner relative to their individual training plan, the Committee will provide the trainee with a written explanation of the deficiencies including specific suggestions on how to improve. The Marine Pilot Coordinator will be copied on this correspondence.
- (c) If the Training Committee has reason to believe that a trainee has violated the Conduct Policies, violated any applicable State or Federal Law, falsified records, or failed to adhere to the requirements

of the training program, the Committee will as soon as possible notify the trainee of the concern, providing thirty days' notice prior to convening a hearing. The trainee may attend the hearing, and is encouraged to do so.

- (d) Possible actions by the Training Committee include dismissal of the charge or complaint, issuing a written warning, and dismissal of the trainee from the training program.
- (e) A decision to dismiss a trainee from the training program must be ratified by a majority vote of the Association's pilot membership in accordance with Article VI of the bylaws.
- (f) The Association will notify the Board of Marine Pilots within thirty days if any trainee is dismissed from the Association's training program.
- (g) Appendix Two describes the process for trainees who believe they have been subject to harassment or illegal discrimination.

PART XI – Amendments, Conflicts and Assent

- (a) The Training Committee may make minor and/or clarifying amendments to, or changes of, the Training Program as provided in the Association's Bylaws. Any amendments must pass by a two-thirds majority vote of the Training Committee and shall take effect upon posting notice of the amendments in the Association's office. The Training Chair shall submit all amendments to the membership 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.
- (b) Trainees and pilots subject to this training program shall agree to adhere to, and be bound by, the Association's bylaws, operating rules, and this training manual including appendices.

PART XII – Appendices

The appendices are available for download on the SEAPA website.

Appendix One, Training Record form.

Appendix Two, Conduct Policies for Trainees and Observers.

MEMORANDUM

From: _____ (Print Trainee Name)

To: Chair, Southeast Alaska Pilots' Association Training Committee

Subj: SOUTHEAST ALASKA PILOTS' ASSOCIATION TRAINING PROGRAM
ACKNOWLEDGEMENT

1. I hereby acknowledge receipt of a copy of the Southeast Alaska Pilots' Association Training program dated xxxxxx and agree to comply with the provisions contained therein.
2. The original of this signed agreement will be maintained by the Training Committee Chair and a copy shall be placed in the individual Trainee's file.

Signed: _____ Date: _____ (Trainee)

Submitted: _____ Date: _____ Chair, Training Committee

Reviewed: _____ Date: _____ President

DRAFT

- (2) executed while the applicant held at least a United States Coast Guard license as master of steam or motor vessels of not more than 1,600 gross tons;
- (3) executed within the three years before the date of application;
- (4) completed with no more than 40 percent of the dockings and 40 percent of the undockings made under the supervision of the same training pilot; and
- (5) certified by the supervising training pilot as having been satisfactory and must have included a full briefing and debriefing by the supervising pilot; the applicant shall submit to the board documentation of all supervised vessel movements on an evaluation form included in the regional training program approved by the board under 12 AAC 56.035.
 - (b) A licensee holding a limited pilot license may not supervise the movements required by 12 AAC 56.028.
 - (c) Repealed 1/29/2009.
 - (d) Repealed 1/29/2009.
 - (e) Repealed 7/15/95.
 - (f) Repealed 7/15/95.

Authority: AS 08.62.040 AS 08.62.097

12 AAC 56.028. REGIONAL REQUIREMENTS FOR DEPUTY MARINE PILOT LICENSE. (a) Southeastern Alaska Region – An applicant for a deputy marine pilot license in the Southeastern Alaska Region must possess a valid United States Coast Guard license with an endorsement of first class pilotage without tonnage restrictions for the region as specified in the regional training program approved by the board under 12 AAC 56.035. An applicant shall meet the following training requirements:

- (1) completion of supervised movements performed on vessels subject to AS 08.62 or other vessels of at least 1,600 gross tons as follows:
 - (A) Ketchikan – eight dockings and eight undockings at cruise ship berths;
 - (B) Skagway – eight dockings and eight undockings;
 - (C) Juneau Harbor – eight dockings and eight undockings; three of the undockings must be performed at night;
 - (D) in addition to the other dockings and undockings required under (A) – (C) of this paragraph, 10 dockings and 10 undockings performed at any combination of ports in the region not listed in (A) – (C) of this paragraph; performed in accordance with the regional training program approved by the board under 12 AAC 56.035, except that no more than four dockings and four undockings may be performed at any one port; not more than three dockings and three undockings performed in a board approved simulator **or a manned model facility** may be substituted for dockings and undockings at the physical site;
 - (E) at least four moorings and four unmoorings at any mooring in the Southeastern Alaska Region as provided in the regional training program approved by the board under 12 AAC 56.035; not more than three moorings and three unmoorings performed in a board approved simulator **or a manned model facility** may be substituted for moorings or unmoorings at the physical site;
 - (F) six anchorings with at least one at each of the following ports:
 - (i) Ketchikan Harbor;
 - (ii) Juneau Harbor;
 - (iii) Sitka Eastern Anchorage;
- (2) deputy marine pilot observer trips as required in 12 AAC 56.068;
- (3) in accordance with the regional training program approved by the board under 12 AAC 56.035, not less than 20 supervised transits at the conn through the following waterways, with no more than two transits in any one waterway:
 - (A) Saginaw Channel;
 - (B) Favorite Channel;
 - (C) Decision Passage;
 - (D) North Inian Passage;
 - (E) Snow Passage;
 - (F) Revillagigedo Channel;
 - (G) Tongass Narrows;
 - (H) Disenchantment Bay;
 - (I) Glacier Bay, including from Young Island to Willoughby Island, Tarr Inlet, and John Hopkins Inlet to Jaw Point;
 - (J) Tracy Arm Bar or Endicott Arm;
 - (K) Sitka from sea;
 - (L) Gastineau Channel;
- (4) successful completion of a bridge resource management for pilots course of at least 16 hours that meets the requirements determined by the board based on standards established by the American Pilots' Association and either a
 - (A) bridge simulator course that is region specific or emphasizes a pilot's proficiency; or
 - (B) manned model course;

Current Publication Dates – FPC Packet Review

- Coast Pilot 8 – **2023 (new)**
- Coast Pilot 9 – **2023 (new)**
- Current Tide Table(s) – **2024**
- Current Tidal Current Table(s) – **2024**

The following will be uploaded to the board’s “Exemption” webpage:

- Resurrection Bay Supplemental (Alaska Boater’s Handbook) – **2012**
- Tongass Narrows Users Guide- **2012**
- Prince William Sound Supplemental (Alaska Boater’s Handbook) – **2016**
- VTS Regulations for Prince William Sound & Valdez – **2017**
- Alaska Boater’s Handbook – **2021 (new)**
- Cold Water Survival Guide – **2021 (new)**
- Kodiak Island Airport Corridor Guide – **2019**
- Pre-departure Check list (Alaska Boater’s Handbook) – **2021 (new)**
- Southeast Alaska Voluntary Waterway Guide – **2019**
- Wilderness Best Management Practices for Tracy Arm-Fords Terror Wilderness (Holkham Bay, Tracy Arm, Endicott Arm, and Ford’s Terror) – **2019**
- Lower Cook Inlet-Kachemak Bay Supplemental (Alaska Boater’s Handbook) – **2021**
- Alaska Marine Mammal and Harbor Seal Information – **2022**

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 16	FY 17	Biennium	FY 18	FY 19	Biennium	FY 20	FY 21	Biennium	FY 22	FY 23	Biennium
Revenue												
Revenue from License Fees	\$ 65,188	\$ 281,640	\$ 346,828	\$ 91,150	\$ 206,450	\$ 297,600	\$ 86,250	\$ 201,210	\$ 287,460	\$ 112,933	\$ 134,600	\$ 247,533
General Fund Received								\$ -	\$ -	\$ 2,763	\$ 1,126	\$ 3,889
Allowable Third Party Reimbursements	-	-	-	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 65,188	\$ 281,640	\$ 346,828	\$ 91,150	\$ 206,450	\$ 297,600	\$ 86,250	\$ 201,210	\$ 287,460	\$ 115,696	\$ 135,726	\$ 251,422
Expenditures												
Non Investigation Expenditures												
1000 - Personal Services	57,669	38,731	96,400	83,020	78,538	161,558	70,082	52,807	122,889	32,141	59,404	91,545
2000 - Travel	11,698	10,370	22,068	14,158	8,709	22,867	7,442	-	7,442	2,323	14,074	16,397
3000 - Services	6,464	5,294	11,758	3,398	4,919	8,317	3,687	6,437	10,124	10,038	5,655	15,693
4000 - Commodities	541	587	1,128	195	702	897	1,805	-	1,805	1,543	191	1,734
5000 - Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Total Non-Investigation Expenditures	76,372	54,982	131,354	100,771	92,868	193,639	83,016	59,244	142,260	46,045	79,324	125,369
Investigation Expenditures												
1000-Personal Services	4,398	96	4,494	9,360	14,528	23,888	295	552	847	3,253	8,669	11,922
2000 - Travel					1,341	1,341	-	-	-	-	-	-
3023 - Expert Witness	-	3,454	3,454	-	200	200	-	454	454	-	-	-
3088 - Inter-Agency Legal	1,418	241	1,659	795	33	828	-	457	457	-	341	341
3094 - Inter-Agency Hearing/Mediation	-	-	-	-	87	87	-	-	-	-	410	410
3000 - Services other					5	5		15	15	7	16	23
4000 - Commodities					-	-		-	-			
Total Investigation Expenditures	5,816	3,791	9,607	10,155	16,194	26,349	295	1,478	1,773	3,260	9,436	12,696
Total Direct Expenditures	82,188	58,773	140,961	110,926	109,062	219,988	83,311	60,722	144,033	49,305	88,760	138,065
Indirect Expenditures												
Internal Administrative Costs	6,152	6,628	12,780	13,970	13,964	27,934	9,457	7,152	16,609	6,190	11,005	17,195
Departmental Costs	8,334	8,047	16,381	14,865	16,624	31,489	8,659	7,511	16,170	6,403	8,068	14,471
Statewide Costs	3,670	4,761	8,431	10,324	9,685	20,009	9,272	7,323	16,595	4,448	7,403	11,851
Total Indirect Expenditures	18,156	19,436	37,592	39,159	40,273	79,432	27,388	21,986	49,374	17,041	26,476	43,517
TOTAL EXPENDITURES	\$ 100,344	\$ 78,209	\$ 178,553	\$ 150,085	\$ 149,335	\$ 299,420	\$ 110,699	\$ 82,708	\$ 193,407	\$ 66,346	\$ 115,236	\$ 181,582
Cumulative Surplus (Deficit)												
Beginning Cumulative Surplus (Deficit)	\$ 136,807	\$ 101,651		\$ 305,082	\$ 246,147		\$ 303,262	\$ 278,813		\$ 397,315	\$ 446,665	
Annual Increase/(Decrease)	(35,156)	203,431		(58,935)	57,115		(24,449)	118,502		49,350	20,490	
Ending Cumulative Surplus (Deficit)	\$ 101,651	\$ 305,082		\$ 246,147	\$ 303,262		\$ 278,813	\$ 397,315		\$ 446,665	\$ 467,155	
Statistical Information												
Number of Licenses for Indirect calculation	138	154		152	132		124	138		146	163	
Additional information:	<ul style="list-style-type: none"> • General fund dollars were received in FY21-FY23 to offset increases in personal services and help prevent programs from going into deficit or increase fees. • Most recent fee change: Fee reduction FY23 • 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. 											

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	37,630.03				37,630.03
1014 - Overtime	397.87				397.87
1016 - Other Premium Pay	24.38				24.38
1021 - Allowances to Employees	153.80				153.80
1023 - Leave Taken	3,739.62				3,739.62
1028 - Alaska Supplemental Benefit	2,562.85				2,562.85
1029 - Public Employee's Retirement System Defined Benefits	961.28				961.28
1030 - Public Employee's Retirement System Defined Contribution	2,009.50				2,009.50
1034 - Public Employee's Retirement System Defined Cont Health Reim	1,157.38				1,157.38
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical	416.29				416.29
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab	5,814.78				5,814.78
1040 - Group Health Insurance	10,765.57				10,765.57
1042 - Worker's Compensation Insurance	293.78				293.78
1047 - Leave Cash In Employer Charge	920.06				920.06
1048 - Terminal Leave Employer Charge	618.12				618.12
1053 - Medicare Tax	587.35				587.35
1069 - SU Business Leave Bank Contributions	6.25				6.25
1077 - ASEA Legal Trust	10.39				10.39
1079 - ASEA Injury Leave Usage	0.03				0.03
1080 - SU Legal Trst	3.99				3.99
1970 - Personal Services Transfer	-				-
2000 - In-State Employee Airfare			1,159.83		1,159.83
2001 - In-State Employee Surface Transportation			207.99		207.99
2002 - In-State Employee Lodging			643.63		643.63
2003 - In-State Employee Meals and Incidentals			284.00		284.00
2005 - In-State Non-Employee Airfare			1,792.25		1,792.25
2006 - In-State Non-Employee Surface Transportation			-		-
2007 - In-State Non-Employee Lodging			2,696.39		2,696.39
2008 - In-State Non-Employee Meals and Incidentals			1,768.00		1,768.00
2009 - In-State Non-Employee Taxable Per Diem			32.00		32.00
2010 - In-State Non-Employee Non-Taxable Reimbursement			5,489.97		5,489.97
3045 - Postage				16.20	16.20
3046 - Advertising				1,837.62	1,837.62
3057 - Structure, Infrastructure and Land - Rentals/Leases				1,472.25	1,472.25
3059 - Equipment and Machinery - Rentals/Leases				100.00	100.00
3085 - Inter-Agency Mail				169.75	169.75
3088 - Inter-Agency Legal				2,302.12	2,302.12
3094 - Inter-Agency Hearing/Mediation				524.40	524.40
4002 - Business Supplies				16.29	16.29
4009 - Food Supplies				175.00	175.00
Grand Total	68,073.32	14,074.06	6,422.34	191.29	88,761.01

Name	Task Code	Revenues			Total Revenues	Direct Expense	Percentage of board licenses/total licensees:	Department certified transactions % by Fiscal Revenue \$	Indirect Expense (Total Non-PCN Allocated)	Percentage of program direct Personal Services:	Total Indirect Expenses	Total Expenses
		Direct Revenues	General Fund Received	3rd Party Reimbursement								
Acupuncture	ACU1	\$ 34,852	\$ 5,187	\$ -	\$ 40,039	\$ 11,380	\$ 3,108	\$ 703	\$ 3,811	3,488	\$ 7,299	\$ 18,679
Architects, Engineer	AEL1	\$ 153,720	\$ 4,700	\$ 6,500	\$ 164,920	\$ 346,067	206,216	\$ 3,329	209,545	87,608	297,153	643,220
Athletic Trainers	ATH1	\$ 2,510	\$ 1,027	\$ -	\$ 3,537	\$ 1,634	1,594	\$ 398	1,992	502	2,494	4,128
Audiology and Speech Pathologists	AUD1	\$ 107,266	\$ 730	\$ -	\$ 107,996	\$ 47,806	26,644	\$ 2,058	28,702	13,603	42,305	90,111
Barbers & Hairdressers	BAH1	\$ 349,898	\$ 5,933	\$ -	\$ 355,831	\$ 387,195	188,232	\$ 3,845	192,077	110,579	302,656	689,851
Behavior Analysts	BEV1	\$ 15,700	\$ 139	\$ -	\$ 15,839	\$ 9,560	2,975	\$ 796	3,771	2,597	6,368	15,928
Chiropractors	CHI1	\$ 206,007	\$ 170,699	\$ -	\$ 376,706	\$ 174,518	9,430	\$ 1,576	11,006	31,673	42,679	217,197
Collection Agencies	COA1	\$ 15,285	\$ 325	\$ -	\$ 15,610	\$ 23,380	23,164	\$ 491	23,655	6,054	29,709	53,089
Concert Promoters	CPR1	\$ 10,538	\$ 7	\$ -	\$ 10,545	\$ 423	611	\$ 148	759	130	889	1,312
Construction Contractors	CON1	\$ 1,508,670	\$ 6,063	\$ -	\$ 1,514,733	\$ 589,725	273,343	\$ 3,871	277,214	112,997	390,211	979,936
Home Inspectors	HIN1	\$ 10,685	\$ 185	\$ -	\$ 10,870	\$ 11,217	3,772	\$ 453	4,225	3,457	7,682	18,899
Dental	DEN1	\$ 601,352	\$ 59,056	\$ -	\$ 660,408	\$ 350,245	61,655	\$ 2,927	64,582	75,589	140,171	490,416
Dietitians/Nutritionists	DTN1	\$ 11,360	\$ 148	\$ -	\$ 11,508	\$ 8,981	9,961	\$ 1,056	11,017	2,760	13,777	22,758
Direct Entry Midwife	MID1	\$ 82,680	\$ 320	\$ -	\$ 83,000	\$ 44,629	1,434	\$ 620	2,054	5,970	8,024	52,653
Dispensing Opticians	DOP1	\$ 35,253	\$ 468	\$ -	\$ 35,721	\$ 28,325	4,941	\$ 806	5,747	8,723	14,470	42,795
Electrical Administrator	EAD1	\$ 23,200	\$ 644	\$ -	\$ 23,844	\$ 67,215	23,801	\$ 1,139	24,940	12,006	36,946	104,161
Euthanasia Services	EUT1	\$ 3,650	\$ 15,007	\$ -	\$ 18,657	\$ 455	372	\$ 350	722	139	861	1,316
Geologists	GEO1	\$ 70	\$ 121,004	\$ -	\$ 121,074	\$ 207	266	\$ 225	491	64	555	762
Guardians/Conservators	GCO1	\$ 11,113	\$ 51	\$ -	\$ 11,164	\$ 3,306	584	\$ 478	1,062	941	2,003	5,309
Guide-Outfitters	GUI1	\$ 314,340	\$ 5,342	\$ -	\$ 319,682	\$ 388,143	40,404	\$ 2,992	43,396	99,567	142,963	531,106
Marine Pilots	MAR1	\$ 83,850	\$ 1,083	\$ -	\$ 84,933	\$ 86,116	4,330	\$ 969	5,299	20,194	25,493	111,609
Foreign Pleasure Craft	FPC1	\$ 50,750	\$ 43	\$ -	\$ 50,793	\$ 2,645	-	\$ 183	183	801	984	3,629
Marital & Family Therapy	MFT1	\$ 125,100	\$ 848	\$ -	\$ 125,948	\$ 57,703	3,400	\$ 709	4,109	15,798	19,907	77,610
Massage Therapists	MAS1	\$ 79,870	\$ 27,675	\$ 1,516	\$ 109,061	\$ 198,204	32,727	\$ 2,112	34,839	49,866	84,705	282,909
Mechanical Administrator	MEC1	\$ 15,725	\$ 468	\$ -	\$ 16,193	\$ 131,651	15,248	\$ 780	16,028	8,719	24,747	156,398
Medical	MED1	\$ 2,876,309	\$ 173,090	\$ -	\$ 3,049,399	\$ 1,178,755	244,946	\$ 3,723	248,669	243,980	492,649	1,671,404
Mortuary Science	MOR1	\$ 24,478	\$ 159	\$ -	\$ 24,637	\$ 9,957	3,772	\$ 353	4,125	2,971	7,096	17,053
Naturopaths	NAT1	\$ 11,438	\$ 58	\$ -	\$ 11,496	\$ 3,775	1,488	\$ 475	1,963	1,089	3,052	6,827
Nurse Aides	NUA1	\$ 230,917	\$ 2,168	\$ -	\$ 233,085	\$ 209,268	107,106	\$ 2,189	109,295	40,405	149,700	358,968
Nursing	NUR1	\$ 5,334,057	\$ 21,450	\$ 1,487	\$ 5,356,994	\$ 1,777,062	747,432	\$ 4,064	751,496	399,810	1,151,306	2,928,368
Nursing Home Administrators	NHA1	\$ 11,985	\$ 8,050	\$ -	\$ 20,035	\$ 4,560	1,594	\$ 462	2,056	940	2,996	7,556
Optometry	OPT1	\$ 154,920	\$ 10,773	\$ -	\$ 165,693	\$ 49,577	6,641	\$ 697	7,338	14,399	21,737	71,314
Pawnbrokers	PAW1	\$ 1,100	\$ 124	\$ -	\$ 1,224	\$ 7,465	558	\$ 35	593	2,302	2,895	10,360
Pharmacy	PHA1	\$ 1,169,195	\$ 7,668	\$ 1,500	\$ 1,178,363	\$ 511,790	170,753	\$ 3,643	174,396	142,932	317,328	829,118
Physical/Occupational Therapy	PHY1	\$ 151,228	\$ 2,253	\$ -	\$ 153,481	\$ 143,745	69,013	\$ 2,398	71,411	41,999	113,410	257,155
Prescription Drug Monitoring Program	PDMP	\$ 885	\$ 15	\$ 1,487	\$ 2,387	\$ 3,836	-	\$ -	-	-	-	3,836
Professional Counselors	PCO1	\$ 76,006	\$ 2,554	\$ 237	\$ 78,797	\$ 179,057	27,281	\$ 1,823	29,104	47,604	76,708	255,765
Psychology	PSY1	\$ 159,021	\$ 1,894	\$ -	\$ 160,915	\$ 126,055	9,749	\$ 1,396	11,145	35,304	46,449	172,504
Public Accountancy	CPA1	\$ 136,860	\$ 3,621	\$ 6,304	\$ 146,785	\$ 238,569	44,627	\$ 1,461	46,088	67,490	113,578	352,147
Real Estate	REC1	\$ 228,875	\$ 4,654	\$ 2,500	\$ 236,029	\$ 393,263	114,677	\$ 1,682	116,359	86,742	203,101	596,364
Real Estate Appraisers	APR1	\$ 224,750	\$ 1,594	\$ -	\$ 226,344	\$ 118,163	12,432	\$ 1,615	14,047	29,713	43,760	161,923
Social Workers	CSW1	\$ 125,393	\$ 193,197	\$ 313	\$ 318,903	\$ 218,672	35,888	\$ 2,192	38,080	59,581	97,661	316,333
Storage Tank Workers	UST1	\$ 1,660	\$ 10,058	\$ -	\$ 11,718	\$ 3,527	1,514	\$ 112	1,626	1,088	2,714	6,241
Veterinary	VET1	\$ 332,214	\$ 252,343	\$ 2,871	\$ 587,428	\$ 155,695	25,422	\$ 1,887	27,309	43,677	70,986	226,681
No longer existent board/commission (ie Athletic)												
Totals All Boards		\$ 15,104,733	\$ 1,122,875	\$ 24,715	\$ 16,252,325	\$ 8,303,521	\$ 2,563,105	\$ 63,221	\$ 2,626,326	\$ 1,935,851	\$ 4,562,177	\$ 12,865,698

ABL & Corporations	080801005	\$ 8,405,310	\$ -	\$ -	\$ 8,405,310	\$ 1,236,980	\$ 240,649	\$ 8,621	\$ 249,270	\$ 198,151	\$ 447,421	\$ 1,684,401
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DIVISION INDIRECT EXPENSES	Total	Prof Lic	Corp & Bus Lic
Percentage of program direct Personal Services:			
Business Supplies	48,370	48,291	79
Office Equipment	48,418	46,229	2,189
State Vehicles	4,010	3,529	481
Storage and Archives	14,374	13,932	442
Legal Support	43,567	43,567	-
Central Mail Services Postage	43,515	22,450	21,065
Software Licensing and Maintenance	105,385	105,385	-
Division Administrative Expenses - all other	409,858	405,943	3,915
Division allocated by percentage of direct personal services:	717,497	689,326	28,171
Percentage of board licenses/total licensees:			
Investigations indirect Personal Services	381,908	355,061	26,847
Division Administration Personal Services	1,882,940	1,733,808	149,132
Division allocated by percentage of board licenses/total licensees:	2,264,848	2,088,869	175,979
Total Division Indirect Expenses	2,982,345	2,778,195	204,150
DEPARTMENT INDIRECT EXPENSES	Total	Prof Lic	Corp & Bus Lic
Percentage of program direct Personal Services:			
Commissioner's Office	219,006	192,725	26,281
Administrative Services - Director's Office	65,907	57,998	7,909
Administrative Services - Human Resources	37,642	33,125	4,517
Administrative Services - Fiscal	94,276	82,963	11,313
Administrative Services - Budget	64,167	56,467	7,700
Administrative Services - Information Technology	130,385	114,739	15,646
Administrative Services - Information Technology - Network & Database	20,326	17,887	2,439
Administrative Services - Mail	9,087	7,997	1,090
Administrative Services - Facilities - Maintenance	-	-	-
Department allocated by percentage of direct personal services:	640,796	563,901	76,895
Percentage of board licenses/total licensees:			
Department administrative services support: Fiscal, IT, Procurement	538,906	474,236	64,670
Receipting transaction % by Personal Services:			
Department certified transactions % by Fiscal Revenue \$	71,842	63,221	8,621
Total DEPARTMENT INDIRECT EXPENSES	1,251,544	1,101,358	150,186
STATEWIDE INDIRECT EXPENSES	Total	Prof Lic	Corp & Bus Lic
Percentage of program direct Personal Services:			
Accounting and Payroll Systems	98,243	86,454	11,789
State Owned Building Rental (Building Leases)	206,467	181,691	24,776
State OIT Server Hosting & Storage	10,043	8,838	1,205
State OIT SQL	6,958	6,123	835
State Software Licensing	-	-	-
Human Resources	101,123	88,988	12,135
IT Non-Telecommunications (Core Cost)	318,301	280,105	38,196
IT Telecommunications	32,247	28,377	3,870
Risk Management	2,327	2,048	279
Statewide allocated by percentage of direct personal services:	775,709	682,624	93,085
FY22 TOTALS BY METHODOLOGY	Total	Prof Lic	Corp & Bus Lic
Percentage of program direct Personal Services:	2,134,002	1,935,851	198,151
Percentage of board licenses/total licensees:	2,803,754	2,563,105	240,649
Receipting transaction % by Personal Services:	71,842	63,221	8,621
Grand Total	5,009,598	4,562,177	447,421

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 18	FY 19	Biennium	FY 20	FY 21	Biennium	FY 22	FY 23	Biennium	FY 24 1st QTR
	Revenue									
Revenue from License Fees	\$ 91,150	\$ 206,450	\$ 297,600	\$ 86,250	\$ 201,210	\$ 287,460	\$ 112,933	\$ 134,600	\$ 247,533	\$ 800
General Fund Received				\$ -	\$ -	\$ -	\$ 2,763	\$ 1,126	3,889	\$ -
Allowable Third Party Reimbursements	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
TOTAL REVENUE	\$ 91,150	\$ 206,450	\$ 297,600	\$ 86,250	\$ 201,210	\$ 287,460	\$ 115,696	\$ 135,726	\$ 251,422	\$ 800
Expenditures										
Non Investigation Expenditures										
1000 - Personal Services	83,020	78,538	161,558	70,082	52,807	122,889	32,141	59,404	91,545	9,546
2000 - Travel	14,158	8,709	22,867	7,442	-	7,442	2,323	14,074	16,397	-
3000 - Services	3,398	4,919	8,317	3,687	6,437	10,124	10,038	5,655	15,693	5,791
4000 - Commodities	195	702	897	1,805	-	1,805	1,543	191	1,734	1,575
5000 - Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Non-Investigation Expenditures	100,771	92,868	193,639	83,016	59,244	142,260	46,045	79,324	125,369	16,912
Investigation Expenditures										
1000-Personal Services	9,360	14,528	23,888	295	552	847	3,253	8,669	11,922	1,297
2000 - Travel	-	1,341	1,341	-	-	-	-	-	-	-
3023 - Expert Witness	-	200	200	-	454	454	-	-	-	-
3088 - Inter-Agency Legal	795	33	828	-	457	457	-	341	341	-
3094 - Inter-Agency Hearing/Mediation	-	87	87	-	-	-	-	410	410	-
3000 - Services other	-	5	5	-	15	15	7	16	23	-
4000 - Commodities	-	-	-	-	-	-	-	-	-	-
Total Investigation Expenditures	10,155	16,194	26,349	295	1,478	1,773	3,260	9,436	12,696	1,297
Total Direct Expenditures	110,926	109,062	219,988	83,311	60,722	144,033	49,305	88,760	138,065	18,209
Indirect Expenditures										
Internal Administrative Costs	13,970	13,964	27,934	9,457	7,152	16,609	6,190	11,005	17,195	2,751
Departmental Costs	14,865	16,624	31,489	8,659	7,511	16,170	6,403	8,068	14,471	2,017
Statewide Costs	10,324	9,685	20,009	9,272	7,323	16,595	4,448	7,403	11,851	1,851
Total Indirect Expenditures	39,159	40,273	79,432	27,388	21,986	49,374	17,041	26,476	43,517	6,619
TOTAL EXPENDITURES	\$ 150,085	\$ 149,335	\$ 299,420	\$ 110,699	\$ 82,708	\$ 193,407	\$ 66,346	\$ 115,236	\$ 181,582	\$ 24,828
Cumulative Surplus (Deficit)										
Beginning Cumulative Surplus (Deficit)	\$ 305,082	\$ 246,147		\$ 303,262	\$ 278,813		\$ 397,315	\$ 446,665		\$ 467,155
Annual Increase/(Decrease)	(58,935)	57,115		(24,449)	118,502		49,350	20,490		(24,028)
Ending Cumulative Surplus (Deficit)	\$ 246,147	\$ 303,262		\$ 278,813	\$ 397,315		\$ 446,665	\$ 467,155		\$ 443,127
Statistical Information										
Number of Licenses for Indirect calculation	152	132		124	138		146	163		

Additional information:

- General fund dollars were received in FY21-FY23 to offset increases in personal services and help prevent programs from going into deficit or increase fees.
- Most recent fee change: Fee reduction FY23
- 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.

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

Appropriation Name (Ex)	Summary of All Professional Licensing
Sub Unit	(Multiple Items)
PL Task Code	(All) ices
	MAR1

Sum of Budgetary Expenditures Object Name (Ex)	Object Type Name (Ex)			Grand Total
	1000 - Personal Services	3000 - Services	4000 - Commodities	
1011 - Regular Compensation	6,298.35			6,298.35
1021 - Allowances to Employees	24.23			24.23
1023 - Leave Taken	629.60			629.60
1028 - Alaska Supplemental Benefit	424.81			424.81
1030 - Public Employee's Retirement System Defined Contribution	367.15			367.15
1034 - Public Employee's Retirement System Defined Cont Health Reim	208.69			208.69
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical	70.01			70.01
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab	1,080.37			1,080.37
1040 - Group Health Insurance	1,321.92			1,321.92
1042 - Worker's Compensation Insurance	47.08			47.08
1047 - Leave Cash In Employer Charge	159.98			159.98
1048 - Terminal Leave Employer Charge	110.79			110.79
1053 - Medicare Tax	98.02			98.02
1077 - ASEA Legal Trust	0.62			0.62
1079 - ASEA Injury Leave Usage	0.32			0.32
1080 - SU Legal Trst	0.69			0.69
3046 - Advertising		40.78		40.78
3055 - Inspections/Testing		5,750.00		5,750.00
4002 - Business Supplies			1,575.40	1,575.40
Grand Total	10,842.63	5,790.78	1,575.40	18,208.81



MEMORANDUM

DATE: January 05, 2024
 TO: Board of Marine Pilots
 THRU: Erika Prieksat, Chief Investigator *EP*
 FROM: Patrick Kase, Investigator
 RE: Investigative Report for the January 17, 2024 Meeting

The following information was compiled as an investigative report to the Board for the period of September 27, 2023 thru January 05, 2024; this report includes cases, complaints, and intake matters handled since the last report.

Matters opened by the Paralegals in Anchorage and Juneau, regarding continuing education audits and license action resulting from those matters are covered in this report.

OPEN - 2

<u>Case Number</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Status Date</u>
MARINE PILOT			
2019-000695	Unlicensed practice or activity	Investigation	07/26/2023
2022-000218	Contested license denial	Litigation Initiated	03/08/2022

Closed - 4

<u>Case #</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Closed</u>	<u>Closure</u>
MARINE PILOT				
2023-000791	Unlicensed practice or activity	Closed-Intake	10/02/2023	Incomplete Complaint
2023-000795	Unlicensed practice or activity	Closed-Intake	10/02/2023	Incomplete Complaint
2023-000873	Marine Pilot Incident Report	Closed-Intake	10/20/2023	No Action - No Violation

END OF REPORT

DRAFT

2024 STATE CALENDAR

JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

 Holiday Payday

State Holidays

Date	Holiday
01/01/24	New Year's Day
01/15/24	MLK Jr.'s Birthday
02/19/24	Presidents' Day
03/25/24	Seward's Day
05/27/24	Memorial Day
07/04/24	Independence Day

State Holidays

Date	Holiday
09/02/24	Labor Day
10/18/24	Alaska Day
11/11/24	Veterans' Day
11/28/24	Thanksgiving Day
12/25/24	Christmas Day

Please refer to appropriate collective bargaining unit agreement for more information regarding holidays.