

State of Alaska

Board of Marine Pilots



July 24, 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 |
| Habeger, Don (Juneau) Public | 5/24/2024 | | 3/1/2028 |
| Mew, Andrew (Anchorage) Agent/Manager | 3/9/2024 | | 3/1/2028 |
| 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, July 2024 Meeting

Alaska Division of Corporations, Business and Professional Licensing

Wednesday, July 24, 2024, at 9:00 AM AKDT to July 24, 2024, at 11:00 AM AKDT

Zoom (online)

Meeting Details:

<https://us02web.zoom.us/j/86350203680?pwd=mC0UdaNhatehBVK7I8kug8oWWLaMsb.1>

Call In: (669)900-6833

Meeting ID: 863 5020 3680

Passcode: 958006

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. April 24, 2024**
- 6. 9:15am - Association Amendments**
 - A. Southeast Alaska Pilots' Association**
 - i. Training Program Changes: Volume II**
- 7. 9:25am - Board Business**
 - A. Regulation Projects: Review of Public Comments Received**
- 8. 9:45am - Division Update**
 - A. Fiscal Report: FY24 Q3**
- 9. 10:15am - Investigative Report**
- 10. 10:30am - Deputy Marine Pilot Candidate Interviews (executive session)**
- 11. 10:50am - Board Action**
 - A. Deputy Marine Pilot Candidates**
- 12. 10:55am - Schedule Future Meeting Date(s)**
 - A. October 30, 2024 (tentative)**
- 13. 11:00am - 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.

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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

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Ethics Disclosure Form

CONFIDENTIAL REQUEST FOR ETHICS DETERMINATION

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 APRIL 24, 2024

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

**By authority of AS 08.01.070(2) and in compliance with the provision of AS 44.62,
Article 6, a scheduled meeting of the Board of Marine Pilots was held on
April 24, 2024, at 333 Willoughby Avenue, 9th Floor, Juneau, AK.**

| | |
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| Date: | April, 2024 |
| Time: | 9:00 a.m. |
| Location: | State Office Building: 333 Willoughby Avenue, 9 th Floor, Juneau, AK |
| Board Members Present: | Chair Curtis Thayer, Captain Edward (Ed) Sinclair, Captain James Cunningham, Les Cronk, Andrew Mew, Joseph (Joe) Tougas |
| Board Members Absent: | None |
| Division/SOA Staff Present: | Thomas Bay (Marine Pilot Coordinator), Melissa Dumas (Administrative Operations Manager), Stefanie Davis (Regulations Specialist), Erika Prieksat (Chief Investigator), Patrick Kase (Investigator) |
| Present from the Public: | David Lund (AMP), Captain Mark Lundamo (SEAPA), Ron Leighton (SEAPA), Paul Merrill (SEAPA), Jessie Li (SEAPA), Doug Sturm (SEAPA), Colin Barnes (SEAPA), Clair Lewis (SEAPA), Nathan Witherly (SEAPA), Jenni Sitton (SWAPA), Josh Weston (SWAPA), Rick Erickson (CLAA), Mike Tibbles (ASA), Tom Rueter (AK Maritime Agencies), Angel Holbrook (YSA), Brian Erickson (Hecla) |

| | | |
|------------------------------|----------------------------------------------------------------------|------------------|
| 1. Review Agenda | | |
| Brief Discussion: | There was no discussion to amend the agenda. | |
| Motion: | Move to accept the agenda as written (First: Cronk; Second: Tougas). | |
| Recorded Votes: | Cronk - Yes | Cunningham - Yes |
| | Mew - Yes | Tougas - Yes |
| | Sinclair - Yes | Thayer - Yes |
| 2. Ethics Disclosures | | |
| Brief Discussion: | There were no ethical disclosures by any board members or staff. | |

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| 3. Public Comment | | |
| Brief Discussion: | There was nobody in attendance for public comment. | |
| 4. Review/Approve Minutes: January 17, 2024 | | |
| Brief Discussion: | There was no discussion to amend the meeting minutes. | |
| Motion: | Move to accept the January 17, 2024, meeting minutes as written (First: Cronk; Second: Sinclair). | |
| Recorded Votes: | Cronk - Yes | Cunningham - Yes |
| | Mew - Yes | Tougas - Yes |
| | Sinclair - Yes | Thayer - Yes |
| 5. Association Reports/Amendments | | |
| AMP | | |
| Discussion: | <p>The Alaska Marine Pilots’ (AMPs) president, Captain David Lund, provided AMP’s association update. Captain Lund informed the board that AMP had 11 full-time pilots, nine of which were fully licensed marine pilots and two that were deputy marine pilots. Two of the fully licensed pilots were slated to retire in 2024, which would leave them with seven. AMP also had five trainees and hoped to have a few of them take the Core Examination later in the year. He said that shipping trends were at predicted levels, with the cruise season starting in May. He said AMP still had the cable laying project in the Kuskokwim River and that dredging in Dutch Harbor was slated to begin in September. He said that some of the notable developments in the region included a meeting with the USCG regarding amending some of the federal tonnage requirements for areas in Bristol Bay, most of which was due to vessel traffic, and the deletion of Port Moller as a federal pilotage area, to keep their region in 13 federal required areas. He said that they were also having discussions with the USCG, MXAK, and Chadux regarding the development of the comprehensive plan to address issues in Western Alaska and how it applied to the future development of the Western Alaskan oil spill response plan. He said that a concerning trend in the region was vessels seeking refuge in adjacent state pilotage waters, through alternative planning criteria (APC), by third party routing agencies disregarding the state pilotage water requirements, and that they had spoken with the USCG and MXAK about the safety hazards involved. Lastly, he said that they added another littering area closer to Dutch Harbor, which was closer to ship assist assets stationed in Dutch Harbor. Les Cronk asked him if the USCG and MXAK were receptive about the APC issue, to which he said that they were. Having finished with AMP’s association report, the board thanked Captain Lund for his time.</p> | |
| SEAPA | | |
| Discussion: | <p>The Southeast Alaska Pilots Association’s (SEAPA’s) president, Captain Ron Leighton, provided SEAPA’s association report. Captain Leighton informed the board that SEAPA had 58 total pilots, which included 46 marine pilots and 12 deputy marine pilots. An additional three pilots were expected to be licensed at the end of the board meeting. SEAPA also had 13 trainees. He said that SEAPA expected to have the same numbers as the previous year and hoped to cover more yacht traffic. Andrew Mew asked if SEAPA expected any pilots to</p> | |

| | |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | retire in 2024, to which Captain Leighton said he did not know of any at the time. With nothing left to discuss, the board thanked Captain Leighton for his time. |
| SWAPA | |
| Discussion: | Southwest Alaska Pilots Association's (SWAPA's) president, Captain Josh Weston, provided SWAPA's association report. Mr. Weston informed the board that SWAPA had 19 fully licensed pilots, which included 14 VLCC pilots and five deputy marine pilots. He said that three of their fully licensed pilots are in SWAPA's transitional retirement program, with one of them in their final year, meaning that 2024 would be their final season. He said that two pilots retired in 2023 and one pilot retired earlier in the year. He said that they have six trainees/observers: Two trainees were doing hands-on maneuvers, one of which was expected to receive their deputy marine pilot license, one trainee was transferring from AMP, and three of the trainees were observers. He said there was one more trainee/observer expected soon. He informed the board that SWAPA had been dealing with challenges in regard to the APC in their region, and that they submitted public comment to the USCG's formalization for remote oil spill planning. Due to the language in the provider documents for the APC, traffic that had been piloted at the conn was turned around from routes they had used for years. There were also problems with foreign vessels being directed or choosing to shelter inside of state pilotage waters in areas that were considered unsafe. He said that the problem was that it seemed that nobody was able to do any enforcement on it, including the USCG. Lastly, he said that SWAPA would like the board to allow their exam candidates to take the Core Exam and Local Knowledge Exams remotely instead of having to take them in the physical location, as it is both a hardship for their exam candidates and their training. |
| Clarification on 12 AAC 56.016(b) | |
| Discussion: | Captain Weston informed the board that SWAPA had previously had an issue with a training pilot not wanting to train all trainees, something that is not covered under 12 AAC 56.016(b). The regulation only says that a pilot is not required to accept a pilot trainee and that the training pilot shall notify the MPC of nonacceptance of a pilot trainee. He said that SWAPA would like the board to be aware of such cases, as it creates a gap in training. Les Cronk said the intent of the regulation was to know why a trainee was denied training so they could use that information when they review their application to receive a deputy marine license, and that it was more of an association issue than a board issue. Andrew Mew agreed that it was an association issue. |
| Training Program Revisions | |
| Discussion: | SWAPA's business manager, Jenni Sitton, provided the board with revisions to their training program. She informed the board that a deputy marine pilot upgrading their tonnage from 50K GT to 95K GT would now be cleared for docking and undocking tankers within their tonnage in Cook Inlet as soon as they perform at least 30 days as a deputy marine pilot at 50K GT. She also informed the board that they changed language under their in-house clearances and restrictions for deputy marine pilots licensed at 50K GT section to now be cleared to bring tankers to and from anchor in Kachemak Bay. The only other changes were minor, such as changing the "Port of Anchorage" to "Port of Alaska." The board approved the revisions. |

| | | |
|------------------------|--------------------------------------------------------------------------------------------------------------|------------------|
| Motion: | Move to approve SWAPA's amendments to their training program, as presented (First: Cunningham; Second: Mew). | |
| Recorded Votes: | Cronk - Yes | Cunningham - Yes |
| | Mew - Yes | Tougas - Yes |
| | Sinclair - Yes | Thayer - Yes |

6. CLAA Update – Rick Erickson, Vice President

Brief Discussion:

Rick Erickson, Vice President of Cruise Line Agencies of Alaska (CLAA), informed the board that around 1.6 million passengers were expected for the 2024 and 2025 season, with a little bit of growth expected for the 2026 season. He said that some of the growth they were seeing was due to the replacement of old ships with newer ships, which hold more passengers. He said that some of the challenges moving forward would be the size of the new ships and the infrastructure in the ports throughout Southeast Alaska. He said that there was an opportunity in Ketchikan to expand either berth 3 or berth 4. He said that berth 4 was refurbished with a new fendering system, which are now 8ft instead of 6ft. This is a good addition to the pier because some of the ships coming into the market have overhanging lifeboats, which at times could create an allision with another ship. He said that, although Wrangell was looking to expand tourism, there was nothing going on there, which was mostly due to the challenges of where it is geographically located and getting ships in and out of there based on ship itineraries. He said that Haines was interested in expanding their tourism industry as well, and that there have been talks about adding a floating component. He said that there were no changes expected in 2024, as it relates to the waterfront. For Juneau, he reminded the board that they cannot schedule more than five ships in any one given day. He said that Hoonah Totem was interested in creating a 5th berth in Juneau but that it would not happen until at least 2027. He said that Skagway was replacing the Ore Dock with a 500 ft floating structure, which had to be repaired in Ketchikan but was on the way to Skagway, with the hopes that it would be available by May 14th, 2024. Lastly, he said that NCL was working with Hoonah Totem to place a dock in Whittier, and that it might be available in June 2024. Chair Thayer asked if there would ever be a day when there are two cruise ships in Whittier and, if so, how they would get through the tunnel. Mr. Erickson said that there were no two cruise ship days scheduled where they turn cruise ship passengers. Chair Thayer asked about any updates to Seward, to which Mr. Erickson said that there have been discussions with replacing the Dock with a large floating component, but that there was not an expected date for it to be finished. Joe Tougas asked about an update to the landslide issue in Skagway, to which Mr. Erickson said that the operating procedures, shuttling passengers, in 2023 went well and that they would be using the same procedures in 2024. He said that there was a rock at the top of the landslide that needed to come down before they could go back to normal operating procedures, that it was going to take a good amount of money to get it done, and that there was no timetable for it to be taken care of. With nothing left to discuss, the board thanked Mr. Erickson for his time.

7. Board Business

| | | |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Annual Report | | |
| Brief Discussion: | MPC Thomas Bay reminded the board that their annual report was due before June 30 th , 2024. He informed the board that the template had been revised and simplified and that it should be easy to complete. As the executive administrator he reminded the board that he was tasked with writing the report and would have a draft for the board to review and vote through OnBoard. With nothing left to discuss, the board moved onto the next agenda item. | |
| Regulations Project | | |
| Brief Discussion: | The division’s regulations specialist, Stefanie Davis, provided the board with their regulations project after it was reviewed by the Department of Law (LAW). She informed the board that she and MPC Bay reviewed the regulations project after it was reviewed by LAW and found some additional changes that likely needed addressed. Mr. Bay informed the board that the changes included supporting documentation for all exams in 12 AAC 56 to be provided at least 30 days before the date of an examination, a change from the current 60-day requirements, and changes to the submission dates for providing a drug test and physical examination, with the change being 30-90 days before the date of an examination instead of the current 60 days before submission of an application. The board approved the changes from LAW as well as the changes suggested by Ms. Davis and Mr. Bay. | |
| Motion: | Move to approve the drafted language for the board’s regulations project, as amended, and to have it go out for public comment, unless substantive changes are made by the regulations specialist or Department of Law (First: Sinclair; Second: Tougas). | |
| Recorded Votes: | Cronk - Yes | Tougas - Yes |
| | Mew - Yes | Cunningham - Yes |
| | Sinclair - Yes | Thayer - Yes |
| 8. Investigative Report | | |
| Brief Discussion: Off Record: 9:58 a.m. | The board’s investigator, Patrick Kase, provided the board with their Investigative Report. He informed the board that, for the period of January 06, 2024, thru April 18, 2024, there were two open cases and that they would be discussing them soon during executive session. With nothing left to discuss, the board decided to take a break. | |
| 9. Division Update | | |
| Fiscal Reports: FY24 Q2 | | |
| Brief Discussion: On Record: 10:15 a.m. | Back from break, the division’s Administrative Operations Manager, Melissa Dumas, provided the board with their FY 24 2 nd Quarter Fiscal Report. She informed the board that they had a large surplus in revenue, but that it would continue to decrease over time because of the licensing fee reductions (\$1,500 to \$700) that took place in October 2022. She reminded the board that, in addition to the money received from foreign pleasure crafts, the board would also be receiving additional revenue because it was a renewal year. She informed that board there would be a fee analysis prior to their renewal, and that the division would inform them if they needed to raise or lower fees. With no other questions for Ms. Dumas, the board thanked her for her time. | |

| 10. Investigative Report/Deputy Marine Pilot Candidate Interviews | | |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Brief Discussion: | The board decided to move into executive session to review investigative matters and conduct deputy marine pilot candidate interviews. | |
| Motion: | I, Andrew Mew, 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 Executive Administrator Thomas Bay, Chief Investigator Erika Prieksat, Investigator Patrick Kase to remain during the investigative session. Deputy marine pilot candidates Captain Colin Barnes, Captain Clair Lewis, and Captain Nathan Witherly to remain during their interviews (First: Mew; Second: Cronk). | |
| Recorded Votes: 10:26 a.m. | Cronk - Yes | Tougas - Yes |
| | Mew - Yes | Cunningham - Yes |
| | Sinclair - Yes | Thayer - Yes |
| Brief Discussion: On Record: 11:24 a.m. | No official action was taken during executive session. The board approved deputy marine pilot licensure for Captain Colin Barnes, Captain Claire Lewis, and Captain Nathan Witherly. | |
| 11. Board Action: Deputy Marine Pilot Candidates | | |
| Brief Discussion: | The board approved deputy marine pilot licensure for Captain Colin Barnes. | |
| 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: Tongass Narrows North, Clarence Strait, Peril Strait, and Yakutat Bay for Captain Colin Barnes - Badge #252, license #178730 (First: Sinclair; Second: Cronk). | |
| Recorded Votes (roll call): | Cronk - Yes | Tougas - Yes |
| | Mew - Yes | Cunningham - Yes |
| | Sinclair - Yes | Thayer - Yes |
| Brief Discussion: | The board approved deputy marine pilot licensure for Captain Claire Lewis. | |
| Motion: | Move to approve a deputy marine pilot license for 50,000 Gross Tons for Region 1, with the exception of Monti Bay. The following waterways are restricted to daylight transit only: Neva Strait, Glacier Bay, and Yakutat Bay for Captain Claire Lewis- Badge #253, license #147165 (First: Sinclair; Second: Cronk). | |
| Recorded Votes (roll call): | Cronk - Yes | Tougas - Yes |
| | Mew - Yes | Cunningham - Yes |
| | Sinclair - Yes | Thayer - Yes |
| Brief Discussion: | The board approved deputy marine pilot licensure for Captain Nathan Witherly. | |

| | | |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 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: Nichols Passage, Monti Bay, and Lisianski Inlet for Captain Claire Lewis- Badge #254, license #178729 (First: Sinclair; Second: Cronk). | |
| Recorded Votes (roll call): | Cronk - Yes | Tougas - Yes |
| | Mew - Yes | Cunningham - Yes |
| | Sinclair - Yes | Thayer - Yes |
| 11. Board Action: Investigative Matter from Executive Session | | |
| Brief Discussion: | In regard to an investigative matter discussed in executive session, for Case No. 2019-000695, the board decided to have the board’s investigator draft a non-disciplinary letter of advisement. | |
| Motion: | Move to approve a non-disciplinary letter of advisement be drafted for Case No. 2019-000695 (First: Cronk; Second: Sinclair). | |
| Recorded Votes (roll call): | Cronk - Yes | Tougas - Yes |
| | Mew - Yes | Cunningham - Yes |
| | Sinclair - Yes | Thayer - Yes |
| 12. Formation of Working Group to Address APC Issue | | |
| Brief Discussion: | The board decided to create a workgroup to address the APC issue discussed earlier in the board meeting. | |
| Motion: | Move to create a working group consisting of Captain James Cunningham, Andrew Mew, SWAPA, and AMP to address the APC (First: Cronk; Second: Cunningham). | |
| Recorded Votes (roll call): | Cronk - Yes | Tougas - Yes |
| | Mew - Yes | Cunningham - Yes |
| | Sinclair - Yes | Thayer - Yes |
| 12. Schedule Future Meeting Date(s) | | |
| Brief Discussion: | After discussion, the board decided to have their next meeting online (via Zoom), on July 24, 2024, with the Local Knowledge Exam to be held on July 23, 2024. They also set a tentative date for October 16, 2024, with the Local Knowledge Exam on October 15, 2024, for their Fall meeting, | |
| 13. Adjourn | | |
| Brief Discussion: | With nothing left on the agenda, the board adjourned. | |
| Motion: | Move to adjourn (First: Sinclair; Second: Cunningham). | |
| Recorded Votes: | Cronk - Yes | Tougas - Yes |
| | Mew - Yes | Cunningham - Yes |

| | | |
|-----------------|----------------|--------------|
| | Sinclair - Yes | Thayer - Yes |
| Adjourn: | 12:44 p.m. | |

| | |
|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| Date Final Minutes Approved by the Board: <input type="checkbox"/> Meeting <input type="checkbox"/> OnBoard | (anticipated during July 24 th meeting) |
|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------|

DRAFT



Southeast Alaska Pilots Association

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

May 4, 2024
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 Volume II of our training program. Please put this on the agenda for approval at the next Board meeting.

The changes are shown in the marked-up copy, attached, and are summarized below. Most of these aim to better match training with the increased size of vessels calling in our region.

1. Updated deputy tonnage levels to match current regulations.
2. Increased transit requirements.
3. Increased amount of work required in glacial ice conditions.
4. Modernized record keeping procedures.
5. Trainees and Apprentices are now required to stand some long watches to gain experience over more of the region.
6. Apprentices are no longer required to complete their training at the conn within three years of taking the core exam.
7. Apprentices are no longer required to observe for 12 months before training at the conn.
8. Eliminated the 'Train the Trainer' requirement for prospective training pilots (it will continue to be encouraged, but we don't want to hold up a training pilot endorsement if the course is not available).

Sincerely,

Captain Ronald Leighton III
President, Southeast Alaska Pilots Association

Enclosure: SEAPA Training Program Volume II

- Marked up copy
- Clean copy



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

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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.

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- 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.

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- 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 a simulator in accordance with 12 AAC 56.028(a)(1)(D) and (E). Maneuvers conducted on a simulator 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 ~~two~~ transits in each waterway in each direction, except that for Favorite Channel the southbound transit may be replaced by ~~four~~ northbound trips. The waterways are:
 - Saginaw Channel; ~~at least one of the southbound transits must start from False Pt. Retreat.~~
 - Favorite Channel
 - Decision Passage
 - North Inian Passage

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- Snow Passage
 - Revillagigedo Channel
 - Tongass Narrows East Channel
 - 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, one round-trip for Eastern Anchorage and one for the Sitka Sound Cruise Terminal.
 - 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. Four ice transits in Tracy Arm/Endicott Arm, or Disenchantment Bay, in 2-3 tenths “very open drift” ice conditions per the Observer Guide to Sea Ice from NOAA. 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.

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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 upload the TR to the trainee's Cloud folder. 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.

Deleted: file their original TRs in the SEAPA office

- (g) 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.
- (h) 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).
- (i) 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.

Deleted: 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.

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 Southeastern Alaska, 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.

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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. Prior to moving to the assessment phase, the trainee shall stand the full watch of one training pilot, for a dispatch of not less than four of the transits designated in 12 AAC 56.028(3). 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;

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- 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 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.

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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) 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.
- (d) 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.
- (e) The apprentice shall complete one additional cargo ship docking and one additional undocking beyond the requirements of Part V(b)(2)(F).

Deleted: <#>An apprentice shall be authorized to commence supervised training upon completion of 12 months of observer training and the applicable requirements of Part III.

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- (f) 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) ~~95,000~~ 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. ~~One docking and one undocking must be on vessels greater than 50,000 gross tons.~~
2. For a nmt ~~110,000~~ gross tons endorsement: At the nmt ~~95,000~~ 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. ~~One docking and one undocking must be on vessels greater than 95,000 gross tons.~~
3. All ~~assessed~~ 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.

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(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 ~~110,000~~ 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; ~~one docking and one undocking must be on vessels greater than 110,000 gross tons.~~
3. An applicant for a marine pilot license shall have no geographical exclusions within ~~Southeastern Alaska~~.
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).

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- (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.

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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:
- Shiphhandling for Pilots, Emergency Shiphhandling, Shiphhandling Operations with Tugs, Pilot boats and Line Boats, and Shiphhandling 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. The Training Chair will submit the letter of recommendation required at 12 AAC 56.016.

Deleted: 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.

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- (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.

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- (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.

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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

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NOTICE OF PROPOSED CHANGES IN THE REGULATIONS OF THE ALASKA BOARD OF MARINE PILOTS RELATING TO APPLICATIONS, EXAMINATIONS, AND DEPUTY MARINE PILOT RENEWAL REQUIREMENTS

BRIEF DESCRIPTION: The Board of Marine Pilots (Board) proposes to adopt regulation changes in Title 12, Chapter 56 of the Alaska Administrative Code, dealing with updating regulations regarding application requirements, examination requirements, and license renewal requirements for deputy marine pilots, including the following.

1. **12 AAC 56.025. Applications**, is proposed to amend requirements to allow applicants additional time to submit and complete applications and the application requirements. This will allow for faster processing times.
2. **12 AAC 56.070. Examinations**, is proposed to remove an outdated examination reference, and remove the requirement of examinations to be offered at a meeting of the board.
3. **12 AAC 56.080. Biennial license renewal**, is proposed to amend the license renewal requirements relating to the number of days a deputy marine pilot must have spent piloting vessels.

You may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed changes, by submitting written comments to Stefanie Davis, Regulations Specialist, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806. Additionally, the Board will accept comments by facsimile at (907) 465-2974 and by electronic mail at RegulationsAndPublicComment@alaska.gov. Comments may also be submitted through the Alaska Online Public Notice System by accessing this notice on the system at <http://notice.alaska.gov/215807>, and using the comment link. **The comments must be received not later than 4:30 p.m. on July 22, 2024.**

You may submit written questions relevant to the proposed action to Stefanie Davis, Regulations Specialist, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806 or by e-mail at RegulationsAndPublicComment@alaska.gov. **The questions must be received at least 10 days before the end of the public comment period.** The Board will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System and on the Board's website at <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofMarinePilots.aspx>.

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact Stefanie Davis at (907) 465-2537 or RegulationsAndPublicComment@alaska.gov not later than July 15, 2024 to ensure that any necessary accommodation can be provided.

A copy of the proposed regulation changes is available on the Alaska Online Public Notice System and by contacting Stefanie Davis at (907) 465-2537, RegulationsAndPublicComment@alaska.gov, or at <https://www.commerce.alaska.gov/web/portals/5/pub/MAR-0923.pdf>.

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

Statutory Authority: AS 08.62.040; AS 08.62.050; AS 08.62.100; AS 08.62.120

Statutes Being Implemented, Interpreted, or Made Specific: AS 08.62.040; AS 08.62.100; AS 08.62.120

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

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

DATE: 6/21/2024

/s/
Stefanie Davis, Regulations Specialist
Division of Corporations, Business and
Professional Licensing

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ADDITIONAL REGULATION NOTICE INFORMATION
(AS 44.62.190(d))

1. **Adopting agency:** Board of Marine Pilots – Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing.
2. **General subject of regulation:** Application requirements; examination requirements; biennial license renewal requirements for deputy marine pilots.
3. **Citation of regulation:** 12 AAC 56.025; 12 AAC 56.070; 12 AAC 56.080.
4. **Department of Law file number:** 2024200017.
5. **Reason for the proposed action:** Update and clarification of current regulations; compliance with state statutes.
6. **Appropriation/Allocation:** Corporations, Business and Professional Licensing – #2360.
7. **Estimated annual cost to comply with the proposed action to:**
A private person: None known.
Another state agency: None known.
A municipality: None known.
8. **Cost of implementation to the state agency and available funding (in thousands of dollars):**
No costs are expected in FY 2024 or in subsequent years.
9. **The name of the contact person for the regulation:**
Thomas Bay, Marine Pilot Coordinator
Board of Marine Pilots
Division of Corporations, Business and Professional Licensing
Department of Commerce, Community, and Economic Development
Telephone: (907) 465-2543
E-mail: boardofmarinepilots@alaska.gov
10. **The origin of the proposed action:** Staff of state agency.
11. **Date:** 6/21/2024 **Prepared by:** /s/
Stefanie Davis
Regulations Specialist

Chapter 56. Board of Marine Pilots.

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

The introductory language of 12 AAC 56.025(a) is amended to read:

(a) To be eligible to take the regional local knowledge examination required by 12 AAC 56.026(k), an applicant shall apply on a form provided by the department **and pay the examination fees required in 12 AAC 02.240** at least 60 days before the date of the examination. **Not less than 30 days before the date of the examination, the applicant shall** [AND] submit

12 AAC 56.025(a)(1) is repealed:

(1) repealed ____ / ____ / ____;

12 AAC 56.025(a)(9) is amended to read:

(9) a certificate **that shows a negative result on a test for illegal drug use** from a testing facility that complies with the requirements adopted in 12 AAC 56.940(b) [SHOWING A NEGATIVE RESULT ON A TEST FOR ILLEGAL DRUG USE] conducted [WITHIN] **not more than 90** [60] days before the date of **the examination** [APPLICATION]; the testing facility **will** [MUST] mail the drug test results directly to the marine pilot coordinator; **and**

12 AAC 56.025(a)(10) is amended to read:

(10) [ON A FORM PROVIDED BY THE DEPARTMENT,] evidence of a satisfactory physical examination **on a form provided by the department not more than 90**

[WITHIN 60] days before the date of **the examination** [APPLICATION]; **the physical exam must demonstrate** [, DEMONSTRATING] that the applicant is [IN ALL RESPECTS] physically fit to perform the duties of a pilot, [AND] including an examination of eyesight, hearing, blood pressure, physical agility, and cognitive capabilities.

12 AAC 56.025(c)(1) is amended to read:

(1) at least **30** [60] days before the date of the examination,

12 AAC 56.025(i) is amended to read:

(i) An application **that satisfactorily documents that applicable requirements for the examination, license, or endorsement are met** is considered complete [WHEN IT SATISFACTORILY DOCUMENTS THAT ALL APPLICABLE REQUIREMENTS FOR THE EXAMINATION, LICENSE, OR ENDORSEMENT HAVE BEEN MET]. The marine pilot coordinator shall review all **submitted** applications [SUBMITTED] and approve those applications that comply with all applicable requirements. If an application is not complete by **30** [60] days before the date of examination, the applicant may not be approved to sit for that examination.

The introductory language of 12 AAC 56.025(j) is amended to read:

(j) To be eligible to take the regional local knowledge examination required by 12 AAC 56.034(a)(5) or to activate a previously held marine pilot regional endorsement, an applicant shall apply on a form provided by the department **and pay the examination fees required in 12**

AAC 02.240 at least 60 days before the date of the examination. **Not less than 30 days before the date of the examination, the applicant shall** [AND] submit

12 AAC 56.025(j)(1) is repealed:

(1) repealed ____/____/____;

(Eff. 12/14/86, Register 100; am 7/26/90, Register 115; am 11/7/93, Register 128; am 8/9/97, Register 143; am 10/25/2002, Register 164; am 2/12/2005, Register 173; am 9/12/2006, Register 179; am 1/29/2009, Register 189; am 6/11/2010, Register 194; am ____/____/____, Register ____)

Authority: AS 08.62.040 AS 08.62.050

12 AAC 56.070(a) is amended to read:

(a) The examinations required by [12 AAC 56.014(a)(2),] 12 AAC 56.026(a)(3), 12 AAC 56.026(k), 12 AAC 56.033(c), and 12 AAC 56.085(b)(3) for a license or endorsement will be offered at least once **per** [A] year [AT A MEETING OF THE BOARD].

(Eff. 6/11/71, Register 38; am 6/1/72, Register 42; am 6/19/74, Register 50; am 11/14/80, Register 76; am 8/29/87, Register 103; am 7/26/90, Register 115; am 10/2/93, Register 127; am 7/15/95, Register 135; am 6/16/96, Register 138; am 8/9/97, Register 143; am 1/29/2009, Register 189; am ____/____/____, Register ____)

Authority: AS 08.62.040 AS 08.62.050

12 AAC 56.080(e) is amended to read:

(e) To renew a deputy marine pilot license, a deputy marine pilot **shall** [MUST] meet the

requirements of **(b) [(b) AND (c)] of this section and shall submit proof that the deputy marine pilot has engaged in piloting vessels subject to AS 08.62 an average of five days for each calendar month in the licensing period immediately preceding the licensing period for which renewal is sought in the marine pilotage region for which the license is to be renewed. A deputy marine pilot licensed for less than 12 calendar months before the beginning of a renewal period is exempt from the piloting day requirement** [, EXCEPT THAT THE DEPUTY MARINE PILOT MUST MEET THE REQUIREMENTS OF (c) OF THIS SECTION FOR EACH COMPLETE CALENDAR YEAR THAT THE DEPUTY MARINE PILOT HELD A DEPUTY MARINE PILOT LICENSE].

(Eff. 6/11/71, Register 38; am 6/19/74, Register 50; am 6/12/78, Register 66; am 7/24/83, Register 87; am 8/29/87, Register 103; am 5/14/93, Register 126; am 11/7/93, Register 128; am 4/7/95, Register 134; am 3/21/99, Register 149; am 5/31/2000, Register 154; am 2/12/2005, Register 173; am 7/15/2006, Register 179; am 9/12/2006, Register 179; am 5/26/2007, Register 182; am 1/29/2009, Register 189; am 6/11/2010, Register 194; am 11/20/2022, Register 244; am ____/____/_____, Register _____)

Authority: AS 08.62.040 AS 08.62.100 AS 08.62.120

NOTICE OF PROPOSED CHANGES IN THE REGULATIONS OF THE ALASKA BOARD OF MARINE PILOTS RELATING TO REGIONAL REQUIREMENTS FOR DEPUTY MARINE PILOT LICENSES

BRIEF DESCRIPTION: The Board of Marine Pilots (Board) proposes to adopt regulation changes in Title 12, Chapter 56 of the Alaska Administrative Code, dealing with updating regional requirements for deputy marine pilot licenses including the following:

- 1. 12 AAC 56.028. Regional requirements for deputy marine pilot license, amendments are** proposed to allow license candidates the option to finish certain training requirements at a manned model facility.

You may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed changes, by submitting written comments to Stefanie Davis, Regulations Specialist, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806. Additionally, the Board will accept comments by facsimile at (907) 465-2974 and by electronic mail at RegulationsAndPublicComment@alaska.gov. Comments may also be submitted through the Alaska Online Public Notice System by accessing this notice on the system at <http://notice.alaska.gov/215808>, and using the comment link. **The comments must be received not later than 4:30 p.m. on July 22, 2024.**

You may submit written questions relevant to the proposed action to Stefanie Davis, Regulations Specialist, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806 or by e-mail at RegulationsAndPublicComment@alaska.gov. **The questions must be received at least 10 days before the end of the public comment period.** The Board will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System and on the Board's website at <https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofMarinePilots.aspx>.

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact Stefanie Davis at (907) 465-2537 or RegulationsAndPublicComment@alaska.gov not later than July 15, 2024 to ensure that any necessary accommodation can be provided.

A copy of the proposed regulation changes is available on the Alaska Online Public Notice System and by contacting Stefanie Davis at (907) 465-2537, RegulationsAndPublicComment@alaska.gov, or at <https://www.commerce.alaska.gov/web/portals/5/pub/MAR-0524.pdf>.

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

Statutory Authority: AS 08.62.040; AS 08.62.097

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

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

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

DATE: 6/21/2024

/s/
Stefanie Davis, Regulations Specialist
Division of Corporations, Business and
Professional Licensing

DRAFT

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

1. **Adopting agency:** Board of Marine Pilots – Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing.
2. **General subject of regulation:** Regional requirements for deputy marine pilot license.
3. **Citation of regulation:** 12 AAC 56.028.
4. **Department of Law file number:** 2024200215.
5. **Reason for the proposed action:** Update and clarification of current regulations; compliance with state statutes.
6. **Appropriation/Allocation:** Corporations, Business and Professional Licensing – #2360.
7. **Estimated annual cost to comply with the proposed action to:**
A private person: None known.
Another state agency: None known.
A municipality: None known.
8. **Cost of implementation to the state agency and available funding (in thousands of dollars):**
No costs are expected in FY 2024 or in subsequent years.
9. **The name of the contact person for the regulation:**
Thomas Bay, Marine Pilot Coordinator
Board of Marine Pilots
Division of Corporations, Business and Professional Licensing
Department of Commerce, Community, and Economic Development
Telephone: (907) 465-2543
E-mail: boardofmarinepilots@alaska.gov
10. **The origin of the proposed action:** Staff of state agency.
11. **Date:** 6/21/2024 **Prepared by:** /s/ Stefanie Davis
Regulations Specialist

Chapter 56. Board of Marine Pilots.

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

12 AAC 56.028(a)(1)(D) is amended to read:

(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 **not** [NO] more than four dockings and four undockings may be performed at any one port[;] **and** 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;

12 AAC 56.028(a)(1)(E) is amended to read:

(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;

(Eff. 10/2/93, Register 127; am 11/10/93, Register 128; am 7/15/95, Register 135; am 5/26/96, Register 138; am 6/16/96, Register 138; am 8/9/97, Register 143; am 1/23/99, Register 149; am 10/18/2001, Register 160; am 10/24/2002, Register 164; am 12/1/2002, Register 164; am 4/28/2005, Register 174; am 9/12/2006, Register 179; am 5/26/2007, Register 182; am

Register _____, _____ 2024 PROFESSIONAL REGULATIONS

1/29/2009, Register 189; am 10/28/2010, Register 196; am 6/1/2013, Register 206; am
9/29/2017, Register 223; am 5/6/2021, Register 238; am ____/____/_____, Register _____)

Authority: AS 08.62.040 AS 08.62.097

DRAFT

| 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 - 3rd QTR |
|---------------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------------|
| Revenue | | | | | | | | | | |
| Revenue from License Fees | \$ 91,150 | \$ 206,450 | \$ 297,600 | \$ 86,250 | \$ 201,210 | \$ 287,460 | \$ 112,933 | \$ 134,600 | \$ 247,533 | \$ 4,800 |
| 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 | \$ 4,800 |
| 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 | 25,261 |
| 2000 - Travel | 14,158 | 8,709 | 22,867 | 7,442 | - | 7,442 | 2,323 | 14,074 | 16,397 | 8,300 |
| 3000 - Services | 3,398 | 4,919 | 8,317 | 3,687 | 6,437 | 10,124 | 10,038 | 5,655 | 15,693 | 14,627 |
| 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 | 49,762 |
| Investigation Expenditures | | | | | | | | | | |
| 1000-Personal Services | 9,360 | 14,528 | 23,888 | 295 | 552 | 847 | 3,253 | 8,669 | 11,922 | 7,003 |
| 2000 - Travel | | 1,341 | 1,341 | - | - | - | - | - | - | - |
| 3023 - Expert Witness | - | 200 | 200 | - | 454 | 454 | - | - | - | - |
| 3088 - Inter-Agency Legal | 795 | 33 | 828 | - | 457 | 457 | - | 341 | 341 | 171 |
| 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 | 7,174 |
| Total Direct Expenditures | 110,926 | 109,062 | 219,988 | 83,311 | 60,722 | 144,033 | 49,305 | 88,760 | 138,065 | 56,936 |
| Indirect Expenditures | | | | | | | | | | |
| Internal Administrative Costs | 13,970 | 13,964 | 27,934 | 9,457 | 7,152 | 16,609 | 6,190 | 11,005 | 17,195 | 8,254 |
| Departmental Costs | 14,865 | 16,624 | 31,489 | 8,659 | 7,511 | 16,170 | 6,403 | 8,068 | 14,471 | 6,051 |
| Statewide Costs | 10,324 | 9,685 | 20,009 | 9,272 | 7,323 | 16,595 | 4,448 | 7,403 | 11,851 | 5,552 |
| Total Indirect Expenditures | 39,159 | 40,273 | 79,432 | 27,388 | 21,986 | 49,374 | 17,041 | 26,476 | 43,517 | 19,857 |
| TOTAL EXPENDITURES | \$ 150,085 | \$ 149,335 | \$ 299,420 | \$ 110,699 | \$ 82,708 | \$ 193,407 | \$ 66,346 | \$ 115,236 | \$ 181,582 | \$ 76,793 |
| 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 | | (71,993) |
| Ending Cumulative Surplus (Deficit) | \$ 246,147 | 303,262 | | \$ 278,813 | \$ 397,315 | | \$ 446,665 | \$ 467,155 | | \$ 395,162 |
| 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.

| | |
|-------------------------|------------------|
| Appropriation Name (Ex) | (Multiple Items) |
| Sub Unit | (All) |
| PL Task Code | MAR1 |

| Sum of Budgetary Expenditures | Object Type Name (Ex) | | | | |
|----------------------------------------------------------------------|--------------------------|-----------------|------------------|--------------------|------------------|
| Object Name (Ex) | 1000 - Personal Services | 2000 - Travel | 3000 - Services | 4000 - Commodities | Grand Total |
| 1011 - Regular Compensation | 17,566.51 | | | | 17,566.51 |
| 1014 - Overtime | 18.12 | | | | 18.12 |
| 1021 - Allowances to Employees | 74.90 | | | | 74.90 |
| 1023 - Leave Taken | 2,241.98 | | | | 2,241.98 |
| 1028 - Alaska Supplemental Benefit | 1,215.92 | | | | 1,215.92 |
| 1030 - Public Employee's Retirement System Defined Contribution | 1,050.89 | | | | 1,050.89 |
| 1034 - Public Employee's Retirement System Defined Cont Health Reim | 599.28 | | | | 599.28 |
| 1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical | 200.12 | | | | 200.12 |
| 1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab | 3,113.89 | | | | 3,113.89 |
| 1040 - Group Health Insurance | 4,983.85 | | | | 4,983.85 |
| 1041 - Basic Life and Travel | 2.92 | | | | 2.92 |
| 1042 - Worker's Compensation Insurance | 134.86 | | | | 134.86 |
| 1047 - Leave Cash In Employer Charge | 457.47 | | | | 457.47 |
| 1048 - Terminal Leave Employer Charge | 316.77 | | | | 316.77 |
| 1053 - Medicare Tax | 278.72 | | | | 278.72 |
| 1077 - ASEA Legal Trust | 5.72 | | | | 5.72 |
| 1079 - ASEA Injury Leave Usage | 0.32 | | | | 0.32 |
| 1080 - SU Legal Trst | 2.22 | | | | 2.22 |
| 2000 - In-State Employee Airfare | | | 933.62 | | 933.62 |
| 2002 - In-State Employee Lodging | | | 583.16 | | 583.16 |
| 2003 - In-State Employee Meals and Incidentals | | | 311.40 | | 311.40 |
| 2005 - In-State Non-Employee Airfare | | | 1,762.47 | | 1,762.47 |
| 2007 - In-State Non-Employee Lodging | | | 859.46 | | 859.46 |
| 2008 - In-State Non-Employee Meals and Incidentals | | | 990.00 | | 990.00 |
| 2009 - In-State Non-Employee Taxable Per Diem | | | 32.00 | | 32.00 |
| 2010 - In-State Non-Employee Non-Taxable Reimbursement | | | 2,828.00 | | 2,828.00 |
| 3046 - Advertising | | | | 40.78 | 40.78 |
| 3055 - Inspections/Testing | | | | 5,750.00 | 5,750.00 |
| 3085 - Inter-Agency Mail | | | | 8.02 | 8.02 |
| 3088 - Inter-Agency Legal | | | | 8,206.58 | 8,206.58 |
| 3094 - Inter-Agency Hearing/Mediation | | | | 791.70 | 791.70 |
| 4002 - Business Supplies | | | | 1,575.40 | 1,575.40 |
| Grand Total | 32,264.46 | 8,300.11 | 14,797.08 | 1,575.40 | 56,937.05 |



THE STATE
of **ALASKA**

Department of Commerce, Community,
and Economic Development

DIVISION OF CORPORATIONS, BUSINESS AND
PROFESSIONAL LICENSING

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Anchorage, AK 99501-3567
Main: 907.269.8160
Fax: 907.269.8156

MEMORANDUM

DATE: July 22, 2024
TO: Board of Marine Pilots
THRU: Erika Prieksat, Chief Investigator *BA*
FROM: Patrick Kase, Investigator
RE: Investigative Report for the July 24, 2024 Meeting

The following information was compiled as an investigative report to the Board for the period of April 19, 2024 thru July 22, 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 - 3

| <u>Case Number</u> | <u>Violation Type</u> | <u>Case Status</u> | <u>Status Date</u> |
|---------------------|---------------------------------|----------------------|--------------------|
| MARINE PILOT | | | |
| 2024-000518 | Marine Pilot Incident Report | Complaint | 06/17/2024 |
| 2019-000695 | Unlicensed practice or activity | Investigation | 07/26/2023 |
| 2022-000218 | Contested license denial | Litigation Initiated | 03/08/2022 |

Closed -

| <u>Case #</u> | <u>Violation Type</u> | <u>Case Status</u> | <u>Closed</u> | <u>Closure</u> |
|---------------|-----------------------|--------------------|---------------|----------------|
|---------------|-----------------------|--------------------|---------------|----------------|

END OF REPORT

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.