

**MINUTES
HARBOR SAFETY COMMITTEE
of the San Francisco Bay Region
Executive Session
11:30 a.m., Wednesday, September 18, 1991
Meeting Room at San Francisco Bar Pilots' Shoreside Station**

1. Chairman, Arthur Thomas, called meeting to order. The following committee members were in attendance: Roger Peters, Director of Maritime Affairs, Port of San Francisco; Dave Adama, Chief Wharfinger, Port of Oakland; James Faber, Operations Manager, Port of Richmond; Dwight Koops, Ocean Fleet Manager, Exxon Shipping Company; Morris Croce, Manager of Ports/Navigation, Chevron Shipping Company; John Gosling, General Manager/Engineering, Matson Navigation; Mary McMillan, President, Westar Maritime Corporation; James McCauley, Manager, Crowley Maritime Corporation; Margo Brown, Executive Committee, National Boating Federation; Ann Notthoff, Resource Specialist, Natural Resources Defense; Gunnar Lundberg, President, Sailors Union of the Pacific; Captain J. M. MacDonald, Captain of the Port, U. S. Coast Guard; CDR Thomas Dolan, commander, Vessel Traffic System, U. S. Coast Guard; Thomas Rose, Harbor Pilot, U. S. Navy; Jack Farless, Deputy District Engineer, Project Management, U. S. Army Corps of Engineers; Floyd Shelton, Executive Director, Port of Redwood City (alternate). In addition, the following staff from the Office of Oil Spill Prevention and Response were in attendance: Ed Willis, Acting Deputy Director; Roger Dunstan; Don White, Claims Department; and Nancy Carrol.

2. A. Thomas, Committee Chair, passed the floor to E. Willis, who welcomed the committee members and passed the floor to Roger Dunstan.

3. R. Dunstan passed out the written fealty oath (permanent record of oath taken earlier in the day at the morning committee meeting). Members not affiliated with the federal government signed and returned the oath.

4. R. Dunstan distributed a draft copy of "Purpose, Procedures, and Guidelines" for the Harbor Safety Committee. The membership was requested to review the draft and make any suggestions for changes or amendments. A draft of these administrative procedures will be distributed to the public for comment. This is seen as a non-controversial issue and R. Dunstan expects it to be accepted as written.

5. T. Hunter noted that the Chair had considered appointing a Procedures Subcommittee. The Chair acknowledged that intent.

6. R. Dunstan distributed a draft "Concepts/Content" paper, a concept paper which addresses the legislative mandates which affect the regulations and requirements of the job of this committee. The membership was requested to review the draft and make any suggestions for changes or amendments. A draft of these Minutes regulations will be distributed to the public for comments and then emergency approval by the legislature will be sought.

7. Captain J. MacDonald, U. S. Coast Guard, stated that there are two levels to the federal program that runs parallel to the work of this committee. E. Willis stated that he had been in contact with Captain Casimir, Chief, Marine Safety Division, Long Beach, who is putting together a letter on procedures for federal, Coast Guard, in-

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teraction with the two committees and five ports. Staff members from Fish and Game will attend meetings of the Los Angeles/Long Beach and local Harbor Safety Committees and will also keep in touch with the Coast Guard groups in the five ports affected to coordinate efforts.

8. The Office of Oil Spill Prevention and Response will hold an open house Monday, September 23rd, at 3:00. All committee members have been invited.

9. R. Dunstan introduced Don White, Department of Fish and Game Claims Department, who addressed the issue of reimbursement for travel costs and other expenses. Committee members were advised that until their signed oaths are on file with the Secretary of State in approximately 15 to 20 days they are considered volunteers and expenses cannot be reimbursed. In filling out expense claims, committee members should show their position as "advisory committee" and list their home address and headquarters. If a social security number is not provided with the request for reimbursement, one will be assigned by the department; the computer in use only recognized social security numbers. Claims should be approved by the Chair or Vice Chair of this committee and then sent to E. Willis for his approval. When computing travel expense, start at the time you leave for a meeting or task and end counting when you arrive back. The state reimburses for travel at the rate of \$.24 per mile. Meals are covered when attending a meeting and lodging is covered if a meeting or task takes 24 hours. The state allows \$37/day for meals and \$47 for lodging, without receipts. Any reimbursement for expenses in excess of these amounts must be accompanied by receipts. The maximum allowable for lodging expense is \$79. Parking expenses up to \$6 will be reimbursed without a receipt. Car rental expenses require a receipt from the company (not a credit card slip) and should be for economy cars only. Taxi expenses will be reimbursed, including a 15% tip, without receipts required. Airfare, coach/economy will be reimbursed only when a receipt is provided. E. Willis must sign off on all travel claims, so check with him before travel expenses are incurred. There is not expected to be very much travel in connection with members duties on this committee. If a member cannot attend a meeting, a substitute performing in lieu of the member cannot receive reimbursement for expenses. E. Willis noted that the Department of Fish and Game has a written outline of all such procedures and requirements for employees and this statement will be given to the committee members for their reference. The "Purpose, Procedures, and Guidelines" draft includes a phone number for questions. The current turn around time for reimbursement is 6 days, but in the past it has taken as long as 45 days. The department has arranged for American Express cards for employees and E. Willis will investigate the possibility of getting cards for committee members. Ann Notthoff asked about the possibility of getting some type of identification card that could be used to get state rates (lodging) for committee members. D. White returned the floor to the Chair.

10. The Chair appointed a subcommittee to draft procedures and rules for the committee: A. Notthoff, Chair; M. Croce; W. Travis; and J. Faber. A. Notthoff requested that someone from the Department of Fish and Game be available to attend and/or advise the subcommittee. E. Willis introduced Nancy Carrol, department staff member assigned to work with the Committee, and has the resources of the entire department behind her.

11. T. Hunter, Marine Exchange, stated that the Exchange would be responsible for minutes, notification of scheduled meetings, the coordination of meetings and venue. Subcommittee Chairs may request secretariat services, including correspondence and the coordination of meetings. The Marine Exchange phone number is 415-441-7988.

12. A. Notthoff inquired as to what staff support would be available from Fish and Game. E. Willis responded that the planning unit has 6 people and the regulations unit has 7 people. If the staff is not available to serve this committee's needs, a consultant or other support personnel can be hired.

13. E. Willis stated that he has an open door policy and is always available to answer questions or help with problem solving.

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14. The next public meeting of the full committee will be held in the Port of San Francisco Board Room, Room 1300 of the Ferry Building, at 10:00 a.m. on October 10, 1991.

15. T. Hunter noted that stationery and envelopes are being designed and will be available to the committee members for correspondence.

16. M. Croce inquired as to whether all meetings would be public or would there be some closed working meetings. The Chair and E. Willis concurred that the subcommittees should meet in executive sessions in order to work more effectively.

17. R. Peters asked if this committee is subject to the Brown Act, i. e., can meetings be private. The Department of Fish and Game attorney will review the question.

18. A. Thomas, Chair, thanked the members for their attendance and closed the meeting at 12:10.

Respectively submitted,

Terry Hunter

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Executive Secretary

