**Board of River Port Pilot Commissioners**

Notice of Monthly Meeting – December 13, 2017 9 a.m.

2728 Athania Pkwy

Metairie, LA 70002

1. Call to Order – *Meeting called to order at 9am. In attendance: Capt. Jack Anderson, Capt. Eric Stegen, Capt. Mark Delesdernier, III, Michael Delesdernier*
2. Adoption of November Meeting Notes – *November meeting minutes approved unanimously.*
3. Applicant Update – *Update was given on certification of applicants. Letter from Association requesting list of qualified applicants was received. A reply will be given to Association that as per our regulations, a list will be available in January.*
4. Review Fog Procedure Executive Summary – *Executive Summary reviewed and changes made. Distribution of the Summary was discussed and settled.*
5. Review results of 2-man protocol survey – *Survey results reviewed. Protocol will be edited and then will be sent out to all pilots.*
6. Boards and Commissions website – River Port Pilots for the Port of New Orleans and Board of River Port Pilot Commissioners for the Port of New Orleans – *Reviewed the two listings. Determined what changes needed to be made on both listings and who needed to be added. Follow up needs to happen with Boards & Commissions and with the Association.*
7. Schedule Meeting with Board of Directors – *Discussed items for meeting agenda*
	* 1. Tailored professional education
		2. Commissioners to attend Port Safety meetings
		3. Pilot Assistance Program
		4. PPU training (APA documents)
		5. Deputy Pilot orientation on Passenger Vessels / OB
		6. Meeting with Nathan Ankerson
		7. Proposed Statutory Changes
8. Continuing Education tracking -  *Continue to receive updated spreadsheet from Association. Spreadsheet will be reviewed and letters will be sent to pilots as to their CE status for this 2015-2019 time period.*
9. VTC duties – Follow up with COTP – *Counsel will follow up. Commission will come up with a list of duties to review.*
10. Set meetings:
	1. Global/Premier -  *Contact has been made with Alicia Bouchon at Global. Dates have been proposed for a meeting in January.*
	2. Brian Bourgeois – *Contact has been made with Dr. Bourgeois’ office and a request for a meeting date has been made.*
11. Third party form for USCG – *Plan to include these forms in the application packet so that it will be easier to confirm licenses during the qualifying portion of the process. Also will make it available for all pilots if they want assistance in following the license renewal process.*
12. Board of Review Report – *The Oversight Board’s regulations will be reviewed. Counsel will prepare a summary report to be submitted in early January for incidents in 2017.*
13. Deputy Pilot orientation on Passenger Vessels – *Will discuss at meeting with Board of Directors. Also will inform current deputy pilots in last months as a deputy that they should contact a commissioner for a refresher on any ship they haven’t been on during deputy period.*
14. Review Global post-accident report and put on website -  *Postponed until later date after meeting with Global.*
15. Process to update Coast Pilot – *Counsel received a contact to handle. Will put together a proposed list of changes needed.*
16. Apprentice Evaluation – *Counsel gave list of qualities. Discussed a train the trainers program.*
	1. establish minimum level of proficiency –
	2. direct pilots on information needed by Commission to include in Apprentice Evaluations
17. Directors and Officers Policy Renewal – *reviewed proposal from Daul Insurance. Unanimously approved the new proposal.*
18. Legislative changes -  *Counsel gave an update on the process.*
	1. Report on attorney meeting with board of directors
	2. Update on changes
19. Adjournment – *Meeting adjourned at 6:15 pm.*