

EXECUTIVE SUMMARY
Harbor Pilot Commissioner's Board

I. General Information

The board met on January 9-10, 2003, at the Sea Turtle Inn in Atlantic Beach, Florida. Attendees included:

Commissioner Robas, Chair
Commissioner Frudaker
Commissioner Buffington
Commissioner Phipps
Commissioner Winegeart
Commissioner Sweeney
Commissioner Leech
Galen Dunton, Board Consultant
Rivers Buford, Assistant Attorney General to the Board
Tiffany Short, Prosecuting Attorney

Staff: Julie Baker, Division Director
Anthony B. Spivey, Executive Director
Elise Rice, Government Analyst I

II. Major Issues/Actions

- The Finance Committee convened and addressed several issues it would like addressed by the department's business manager. Of the issues, the committee would like a response regarding the entry on the first quarter financial statement "Transfer to Working Capital Trust Fund." The committee feels it is receiving conflicting information from the department regarding what the transfer was based on. The committee would like to know if the transfer was based merely on interest in the account or on the overall balance in the account and how were the deduction percentages allocated.

- The Finance Committee addressed the pilotage assessment percentage and the members feel the board should reduce the current assessment fee from 1% to 0.6% in order to reduce the amount of funds coming into the account in the event of another transfer to the working capital trust fund. The board voted to reduce the assessment fee to 0.6% effective next fiscal year. This will be addressed at the April 2003 board meeting.

- The board addressed the operational guidelines presented by the Key West Pilot Association. The board rejected the guidelines as presented because the board felt that the guidelines presented information for approval that the board members would not readily have knowledge of regarding certain conditions in the port. The board has requested that the guidelines be returned and that the port present the information in a manner as described in the prevailing rule on guidelines; Rule 61G14-15.003, F.A.C.
- Discussion regarding the Deputy Pilot appointment processed was taken up by the board to find ways to speed the process once the selection list has been provided to the Secretary. The board suggested providing the fingerprint cards to the applicant as part of the application process so that the fingerprints will be submitted upon submission of the application. Once the top five candidates are known, the background checks can be commenced and results known in a short period of time thus reducing the time in making appointments to the ports.
- The board addressed the work conflicts between Captains Schaffer and McGee in the Port of Pensacola. The board did not want to suggest to the users of the port which pilot's services they should employ as requested by some port officials. The board felt this would cause a conflict of interest on its part. The board has requested staff to present the letter to the port that was issued to both pilots regarding their services to the port. The board has requested that the port work with all affected parties in the area to resolve the conflict between the pilots.
- The board consultant's contract was another item of discussion by the board members. The members wanted to know the status of the contract; specifically if additional funds were added to carry it through the remainder of the fiscal year, and also, will the contracts the consultant has with legal and the pilot board, be merged.

As discussed with the board, I informed the members that the consultant's contract at this time would not be merged to offset shortages in funds when the consultant does work for the board. The legal side of the contract is for investigations regarding pilot incidents and mishaps while piloting ships and the board contract is for consulting work to the board. Invariably, the consulting side of the contract requires amendments because of increased workloads requiring input from the consultant, whereas the legal side of the contract may not experience a similar shortfall. The board felt that merging the contracts would eliminate the need for amendments to the consulting contract since funds are from the same appropriation. An amendment has been prepared to add additional funds to cover the remainder of the fiscal year.

- As is standard practice in my area, the board members were advised to obtain a zero balance on their hotel receipt and to file their travel vouchers within five business days of the meeting to ensure payment of all expenses. This helps avoid any unpaid obligations after the fiscal year has closed.

III. Legislation/Rule Promulgation

The board will address language in Rule 61G14-19.001, F.A.C., at its April, 2003 meeting to reduce the assessment fees from 1.0% to 0.6%.

IV. Action Required

- Elise Rice, Government Analyst I, will provide a draft copy of the minutes, within fifteen (15) days to the board for comments.
- Provide a copy of the letter written to Captains Schaffer and McGee to the Port of Pensacola Port Officials for use in resolving the work conflicts between the two pilots.
- Return the Operational Guidelines to Key West Pilot Association for resubmission to the board for review.
- Agenda Election of Officers at the April 2003 board meeting.
- Provide an updated copy of staff work allocation percentages to the board for review at the April 2003 board meeting.

Anthony B. Spivey, Executive Director
January 13, 2003