

Approved by vote of the Council on 2-25-16

**HARBORMASTER TRAINING COUNCIL**  
**Plymouth Chamber of Commerce**  
**January 26, 2016**  
**10:00am**

**MEMBERS PRESENT:** C Hunter (Chairman), R Lesch (V Chairman), R Akin, D Zivkovich, G Fraser, C Blair, J Concannon, S Hickey (EOPSS)

**MEMBERS NOT PRESENT:** R Gillan

**GUESTS PRESENT:** Michael Bearce (Scituate), Kristin Uiterwyk (Urban Harbors), Richard McDermott (Braintree), Michael Dimeo (Marshfield), Stephen Kamp (MSP), Daniel Eident (Umass), Carol Sharicz (Umass), James Cunningham (MSP), Paul Milone (Weymouth), Sandy Tranfaglia (Umass),

**CALL TO ORDER:**  
10:06 AM

**Review and approve minutes of 12/17/2015**

**MOTION:** R Akin, 2<sup>nd</sup> G Fraser to approve with the following changes:

2016 In-Service to read: same requirements as 2015: 20 hours of harbormaster continuing education training and shall include CPR/AED/First Aid

Delete Mike Bearce from Scituate resubmitted his packet, page 1

Add to motion on page two, Joe Gibbs motioned to adopt the Nasbla Officer water survival course (OWS) 2 day 16 hours course "in place of water rescue and survival"

Replace FLTES with vessel documents

**Vote: All in favor, on abstention (D Zivkovich)**

**Public Comments:**

M Dimeo asked about the progress of the UMass sub-committee.

**Waiver/Exemption Requests:**

C Hunter stated Derek Lawson withdrew his request.

Stephen Mone (Scituate)

**MOTION:** R Akin, 2<sup>nd</sup> D Zivkovich to recognize Mr. Mone has completed all the initial training requirements.

**Unanimously Voted**

Michael Ryder (Chatham)

**MOTION:** R Akin, 2<sup>nd</sup> D Zivkovich to grant a full exemption.

**Unanimously Voted**

Jason Holm (Chatham)

**MOTION:** G Fraser, 2<sup>nd</sup> R Akin to grant a 270 day training waiver.

### **Unanimously Voted**

R Akin suggested a thank you letter be sent by the council to Joe Gibbs for his many years of service on the council. C Hunter will compose a letter for council signatures at the next meeting.

### **Urban Harbors Element 3 Discussion:**

Carol Sharicz was recognized and explained the process and current status of the work being done by Urban Harbors.

Stephen Bedard handed out a sheet to be used for feedback on the Laws pertaining to Harbormasters. (Exhibit 012616-1) He requested the council members review the document and email him directly so that he can move forward with development.

Sandy Tranfaglia discussed the progress with Marine Medical Emergencies and Dive Medical Emergencies. Several competencies were reviewed and modified by the council. She handed out (Exhibit 012616-2) and asked members complete and return to here ASAP. It was agreed Dive Medical Emergencies should be incorporate into Marine Medical Emergencies.

Kristin Uiterwyk asked about info on ATONS/PATONS. Will have a similar question for that course once the basic info is supplied. C Hunter will seek out the information from the Coast Guard and report back.

### **Training Sub-Committee Update:**

The sub-committee met on 1/20/16 at Umass. Course competencies were discussed and recommended.

### **2016 In-Service Bulletin:**

C Hunter distributed a draft bulletin for review (Exhibit 012616-3) in service stayed the same as 2015. The web version will reference the contact emails are listed on the web site and Waivers and Exemptions will be discussed at a future council meeting.

**MOTION:** D Zivkovich, 2<sup>nd</sup> R Lesch to approve with changes listed above.

**Unanimously Voted**

### **MEMBER COMMENTS:**

D Zivkovich updated the members on the status of the web site. It now includes a lot of information and can be updated rather easily. He will have the member section updated to reflect the new appointments. Any suggestions for things to include should be directed to him. Feedback on the site is welcomed. He also discussed the distance learning program and the need to move forward with registering harbormasters for use. The council should consider how they want this handled. (Regional, Community, HTC Representatives, ETC.)

Stephen Kamb asked about the council funding. The remaining balance, if any, will not be known until Umass completes the project. It is expected the initial work will be completed by the end of this current semester in May.

G Fraser pointed out despite rumors to the contrary, the council does not maintain the funding or make payments directly. The funds were transferred to EOPSS as the council's trustee and they will make any and all payments.

D Zivkovich mentioned the Council has the authority to charge a reasonable fee for training if they so choose at a later date.

**Next Meeting Date:** February 25, 2016, place TBD.

**MOTION:** G Fraser, 2<sup>nd</sup> R Lesch to adjourn at 12:05  
**Unanimously Voted**

Respectfully Submitted,  
Gregg Fraser

**HARBORMASTER TRAINING COUNCIL**  
**WEYMOUTH POLICE STATION**  
February 25, 2016  
10:00AM

**MEMBERS PRESENT:** C Hunter (Chairman), B Gillan, G Fraser, C Blair, R Lesch, S Story, R Akin, D Zivkovich, R Canepa (USCG)

**MEMBERS NOT PRESENT:** J Concannon, J Cheevers

**GUESTS PRESENT:** Robert Coakley (Marshfield), Michael Bearce (Scituate), Luke Schaffer (USCG), Kyle Gorham (USCG), Sandy Tranfaglia (UMass), Kristin Uiterwyk (Urban Harbors), Shannon Hickey (EOPSS), Stephen Kamb (MSP), Michael Dimeo (Marshfield), Stu Smith (Chatham), Paul Milone (Weymouth)

**Call to Order @ 10:04**

**Minutes of January 26, 2016**

**MOTION:** D Zivkovich, 2<sup>nd</sup> R Lesch to accept meeting minutes as printed.  
Unanimously Voted

**Waiver/Exemption Applications**

William Neiser (Harwich)

**MOTION:** D Zivkovich, 2<sup>nd</sup> S Story to grant a 270 Waiver for completion of all requirements.  
Unanimously Voted

**Urban Harbors Update:**

Kristin Uiterwyk was introduced and update the council on the status of the course development. She stressed time is running out as the graduate students need to complete their work by April 26<sup>th</sup>. Feedback requested needs to get back to her ASAP to insure the project is finished on time.

Sandy Tranfaglia was introduced and gave a power point presentation on the status of the following components: Marine Theft, Marine Medical Emergencies, Laws Pertaining to Harbormasters and Documents.

R Akin and Lt. Maher will attempt to meet with them to iron out the differences between the Umass version and the EPO's Marine Theft course.

C Hunter mentioned he will email everyone a list of information needed and asked members to make it a priority to get the information back to Urban Harbors ASAP.

**Harbormaster Certification/Waiver Discussion:**

B Gillan opened the discussion about certification vs. completion of all requirements. At one time three levels were contemplated within the approved CMR's, however, they were not included in the final approved version.

After B Gillan spoke, C Hunter stated he would offer each interested member of the public to quickly comment on the matter. He requested comments be limited to 3-4 minutes each. The following guests

commented on the certification designation, no discussion or answers were given during the comment period.

Commenters: Robert Coakley, Michael Bearce, Stuart Smith, Michel Dimeo, Paul Milone, Richard McDermott

C Hunter than opened up comments to council members.

D Zivkovich explained the past history and his opinion that although well intentioned, the (3) level system was actually outside the statutory authority of the Council.

A discussion took place regarding the old wording of "Certified" and what authority the Council had to move in that direction again if so desired.

It was decided members will bring suggestions back to the next meeting regarding certificate wording. The Council will consider wording recognizing status and achievement without exceeding the statutory mandate.

C Hunter stated he would also discuss the application and exemption/waiver application process.

**Member Comments:**

D Zivkovich discussed needed work on the MPTC distance learning site for Harbormasters. It still must be determined how that will be done. (Regionally, Departmental, ETC) He requested a list of all communities that will need to be set up to get the process moving.

B Gillan asked about the 2016 In-Service training bulletin. C Hunter noted the requirements were approved last month and the bulletin will be posted on the web site. C Hunter agreed to get the members a draft of the bulletin prior to posting.

**Next Meeting Date:** March 22, 2016. Weymouth Police Station (10:00am – 12:00pm)

**Motion to Adjourn:**

**MOTION:** G Fraser, 2<sup>nd</sup> R Lesch to adjourn at 12:19pm

Unanimously Voted

Respectfully Submitted,  
Gregg Fraser