

# MEMORANDUM

TO: DISPATCHERS

FROM: Capt. J. S. Niederhauser

DATE: March 10, 1996

SUBJECT: DISPATCH PROCEDURES FOR PILOTS IN ROTATION TO PERFORM MORE THAN ONE HARBOR SHIFT

*Multiple Assign*

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The following interpretation applies to Operating Rule 2 A (10) relating to pilots in rotation being dispatched to more than one harbor shift:

- 1) One pilot shall be dispatched to both assignments when a vessel departs a pier/terminal to stream/anchorage, and another vessel proceeds from the same stream/anchorage to the same pier/terminal.
- 2) When practical, due to a lack of available pilots in rotation, one pilot may be assigned to more than one harbor shift. *MAY USE SAME PILOT (S) IN SEATTLE HARBOR AND LAKE UNION/SHIP CANAL - PER "BOW" 4-23-97*

This is interpreted to mean that, when there is a shortage of pilots in rotation, a pilot may be dispatched to more than one harbor shift **within the same harbor area** regardless of whether the vessels are departing or proceeding to or from the same pier/terminal/stream/anchorage.

cc: Board of Directors

# MEMORANDUM

TO: ALL PILOTS  
ALL DISPATCHERS

FROM: Capt. J. S. Niederhauser

DATE: April 19, 1996

SUBJECT: AVAILABILITY OF PILOTS FOR DISPATCH

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Operating Rule One states that: "In order to facilitate dispatching, members shall keep in close contact with the Seattle Pilot Station and/or the dispatcher."

At the April 16, 1996 Board of Directors meeting, there was considerable discussion about the amount of time the dispatcher must wait for a pilot to respond to a job call. In order to promote consistency in dispatching, the Board decided to implement a trial 15 minute maximum response time.

Effective 0800 Monday April 22, 1996, pilots will have 15 minutes to respond to a job call between the hours of 0800 and 1729 each day. If the pilot does not respond within the 15 minute time period, the pilot shall be removed from rotation and charged a comp day.

Note that the 15 minute response time does not impact the requirement of a pilot or his representative being available for dispatch at 1730, and if unavailable, placed in off-duty status for 24 hours thereby losing two (2) days distribution.

# MEMORANDUM

TO: ALL PILOTS  
ALL DISPATCHERS

FROM: Capt. J. S. Niederhauser

DATE: April 22, 1996

SUBJECT: CANCELLATION OF ASSIGNMENTS

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At the April 16, 1996 Board of Directors meeting, there was discussion on the interpretation of operating rules relating to cancellation of assignments.

O/R Rule Nine says that "A member whose assignment is cancelled by the owner, master or agent after he has actually commenced travel to the assignment within the allotted travel time, according to Rule Two, may elect to go to the bottom or to the top of the rotation list." *UNLESS HE IS CALLED UPON ARRIVAL AT VESSEL*

O/R Rule Two A) 8. says that "If the shift or vessel departure assigned at 1730 is canceled prior to three (3) hours before the set time, the Pilot assigned shall be returned to the number one (1) position on the rotation list."

The Board interprets the reference to travel allotment in Rule Nine; as the travel allowance specified in Rule Two D) 3., which refers to the check in travel allowance of 1 hour Seattle, 2 hours Tacoma, 3 hours March Pt, etc., except 3 hours Ferndale/Cherry Pt). This is consistent with our computer dispatch system.

This means that a pilot commences travel to an assignment when the travel allowance before the job time commences. Commencement of travel is not discretionary or pilot specific, it is assignment specific.

Regarding cancellations, a pilot whose assignment is cancelled prior to the commencement of travel, is placed at the head of the rotation list. If a cancellation has been received after a pilot's travel has commenced, the pilot "may elect to go to the bottom or to the top of the rotation list." If the pilot elects to go to the bottom of the list, the dispatcher creates a check-in time based on a doubling of the amount of time past the start of travel; *AND NEEDS 6 HRS BEFORE DOING AN INTERPORT*

This idea recognizes that a pilot going to the bottom of the rotation list, will have a check-in time at the end of travel consistent with the check-in's of other pilots at the bottom of the rotation list.

MEMORANDUM to PILOTS/DISPATCHERS, April 22, 1996

Page 2.

It is important to note that the time of cancellation is determined by the time of the receipt of the cancellation by our dispatcher, not when the dispatcher contacts the pilot. This means that it is important for pilots to remain available for communication with the dispatcher at all times.

After cancellation, it is not necessary for a pilot to continue to the vessel to obtain the Master's signature confirming the cancellation. Per the tariff, only one travel reimbursement is paid if the assignment is cancelled after travel has commenced and before the job time. For a cancellation after the job time, two travel reimbursements are paid.

# MEMORANDUM

TO: DISPATCHERS

FROM: Capt. J. S. Niederhauser

DATE: April 26, 1996

SUBJECT: DISPATCH PROCEDURES FOR PILOTS SCHEDULED TO ATTEND MEETINGS

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The following guidelines apply to Operating Rules 14 and 15 relating to pilots attending approved meetings:

- 1) The requirement for a 2300 check-in applies **only** to meetings that start **before** 1000.
- 2) Dispatchers may work pilots assigned to meetings at 1000 and after so that their expected check-in from the assignment immediately preceding the meeting is no closer than 9 hours before the meeting. *EXCEPT IF REPOS, THEN CAN GO IMMEDIATELY TO MEETING \**
- 3) Pilots scheduled to attend meetings may be moved out of rotation (either up or down) to harbor shifts as near to their place in rotation as possible. *→ SEATTLE SIDE / MAC 9-23-97* However, a pilot should not be moved ahead to a harbor shift if they would have been left unassigned at the 1730 dispatch. *→ EITHER INTRA OR INTER \**
- 4) Dispatchers are reminded that certain meetings may require a pilot to be off-duty in advance of a meeting for the purpose of preparation. The President/Vice President should be involved in approving any non-routine dispatch scenarios regarding pilots dispatched to meetings.

\* PER "NIE" 4-30-96

3 new ✓



**M E M O R A N D U M**

JUNE 18, 1996

**TO:** Tom Burnell  
Gary Halvorsen  
Brett Valentine

**FROM:** Jimm Sweet

**SUBJECT:** **PILOT ASSIGNMENT**

One of the cornerstones of our dispatching system is effective communication between a dispatcher and a pilot, or his representative. This not only ensures we will be able to meet the requirements of our customers, but also is necessary for the maintenance of proper dispatching rotation.

Our overall performance can be enhanced by following a procedure whereby a pilot is assigned to a job only after there has been direct communication with the pilot or his representative at the required *Call Time*. By following this routine, we will be able to avoid any misunderstandings or inadvertent oversight caused by prematurely assigning the pilot in our computer system without this direct contact.

Obviously, the ability of PSP to respond to the requirements of our customers is dependent upon accurate and timely dispatching of pilots. The consequences of a missed or late assignment of a pilot is reflected not only in the immediate impact on individual vessel operators, but is extended throughout our entire relationship with local operators and agents. The negative feelings and comments which can be generated by such an oversight are counter productive to collective efforts to maintain and improve upon relationships and the financial well being of PSP members.

Thank you for your attention to this matter.

cc: Capt. J. Niederhauser  
Chris Harthorne  
Kathie Wiley

# MEMORANDUM

To: ALL PILOTS  
From: BOARD OF DIRECTORS  
Date: February 13, 1998  
Subject: RULE NINE CANCELLED ASSIGNMENTS (TOP OR BOTTOM OF ROTATION LIST)

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The Board of Directors recently discussed the option of a pilot electing to go to the bottom or stay at the top of the rotation list when an assignment has been cancelled.

Part of Rule Nine reads, "A member whose assignment is cancelled by the owner, master or agent after he has actually commenced travel to the assignment within the allotted travel time, according to Rule Two, may elect to go to the bottom or to the top of the rotation list". *HE STILL MUST HAVE 6 HOURS REST BEFORE DOING AN INTER-PORT JOB. (BOW-VERBAL 8/98)*

With our six hour procedure in place between assignments, the Board of Director's interpretation of this section of Rule Nine is that once a pilot arrives on board the vessel and the assignment is cancelled, the pilot must go to the bottom of the rotation list. It would not matter if the pilot was cancelled before or after the actual starting time of the assignment.

cc: Dispatchers

that time and goes on "Off-Duty" status shall be deemed in violation of this rule. A comp day taken shall begin at the call time of the assignment that would have been assigned without regard to the 1730 courtesy call time. The comp day shall end 24 hours after the beginning call time without regard to the 1730 courtesy call time. AMENDED: 4/88, 8/88, 10/89

### RULE NINE

#### CANCELLATION ASSIGNMENTS

A member whose assignment is canceled by the owner, master or agent after he has actually commenced travel to the assignment within the allotted travel time, according to Rule Two, may elect to go to the bottom or to the top of the rotation list. A member who shall cancel an assignment on his own for reasons other than fatigue or safety, in which case the procedures defined by the Board of Pilotage Commissioners shall be adhered to, will incur a mandatory deduction of two (2) days distribution plus a \$1,000.00 penalty. further, no comp or vacation days may be used. AMENDED: 12/90

[Travel allotments for cancellations are as specified in Rule Two D)3., which refers to the check in travel allowance of 1 hour Seattle, 2 hours Tacoma, 3 hours March Pt, etc., except 3 hours Ferndale/Cherry Pt. Pilots cancelled prior to commencement of travel are placed at the head of the rotation list. If the pilot has actually commenced travel, he has the option of going either to the top or bottom of the list. If the pilot chooses the bottom of the list his check in is based on doubling the amount of time since the commencement of travel. (time since travel x 2 plus time of day travel commenced). Cancellation time is the time dispatcher receives notice. 1 transportation prior to job time. {NIE MEMO - 4/22/96} If the Pilot has travelled according to his allotted travel time, he must have 6 hours rest between his check-in time and the call time of his next assignment. {BOW VERBAL - 8/96}

△ [If the pilot is cancelled after the job time and he now has bridge time he must have 6 hours rest prior to an interport assignment. 2 transportations are paid if cancellation is after job time. {BOW VERBAL - 8/96}]

△ IF Job Cancels After the Job time,  
The Pilot has no choice, he must go  
to the bottom of the list. (Bow Verbal 1/98)



## **Brett Valentine**

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**From:** Brett Valentine  
**Sent:** Wednesday, February 9, 2005 3:14 PM  
**To:** dispatch  
**Cc:** Bill Bock  
**Subject:** Comp Day Hires on the day before "Change Day"

FYI

As discussed at the BOD meeting 2/8/2005:

**On the day prior to "Change Day", If a pilot is hired to do a Comp Day job Outbound to the Pilot Station or to Port Angeles and he arrives at PA prior to 0500 he checks in at Seattle 3 hours later and falls into rotation the next morning in his pre-determined slot in rotation. He goes to work when rest permits.**

**In the situation above, If the pilot checks in at PA 0500 or later on "Change Day"; He stays at PA and uses his check in from his Comp Day job as his place in rotation.**

**Of course for Comp Day Jobs in Seattle; A check-in prior to 0800 puts pilot in rotation in pre-determined slot and pilot rests if necessary, after 0800 he uses his check-in from his Comp Day job as his place in rotation.**

# DISPATCH MEMO

June 26, 2007

To: Dispatchers:

From: BOD

Subject: Delayed sailing from Vendovi Island Anchorage

At its regular meeting on June 26, 2007, the PSP Board of Directors determined that a thirty (30) minute grace period should be added to the launch time for ALL jobs from Vendovi Island Anchorage. This would allow for the extended time of the launch ride out to the anchored vessel in computing delayed sailing charges.

Example: Order time for launch 0200, plus 30 minute grace, delayed sailing charged at 0331 or later.

Capt. Calvin C. Hunziker, VP  
For  
Capt. Richard McCurdy  
President

## Kurt Houston

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**From:** Del Mackenzie  
**Sent:** Friday, September 28, 2007 3:55 PM  
**To:** allpilots  
**Cc:** dispatch  
**Subject:** Tanker Assignments

Gentlemen,

The Board of Directors has decided that one (1) pilot will be assigned to tankers shifting from either B.P. Cherry Point or from Conoco Phillips Ferndale to Tacoma Anchor. These tankers must be capable of approximately 14 knots, and their escort tug or tugs must also be capable of approximately 14 knots. Additionally, these tankers must be scheduled for departure between the hours of 0800 to 1300. All of these conditions must be met in order to qualify for one (1) pilot consideration. If any one or more of the conditions outlined above are not met, then two (2) pilots will be assigned to the job.

Regards,  
Del

**Capt. Delmar Mackenzie**

President  
Puget Sound Pilots  
Office: 206-728-6400  
Cell: 206-595-8119

[resident@pspilots.org](mailto:resident@pspilots.org)  
[dmackenzie@pspilots.org](mailto:dmackenzie@pspilots.org)

## Kurt Houston

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**From:** Del Mackenzie  
**Sent:** Friday, November 23, 2007 4:12 PM  
**To:** dispatch  
**Subject:** Pilot Check-in After a Meeting

Dispatchers,

**Pilots will add travel time to their check-in time after meetings.** An example would be adding 1 hour to a check-in after a Seattle meeting or 2 hours after a Tacoma or Everett meeting.

**Capt. Delmar Mackenzie**

President

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## Brett Valentine

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**From:** Del Mackenzie  
**Sent:** Saturday, January 19, 2008 1:48 PM  
**To:** Brett Valentine  
**Cc:** dispatch; Walter Tabler  
**Subject:** RE: Memos to Dispatcher

Brett,

Regarding Item "A" in this email:

The policy is that a tanker departing Anacortes for Tacoma may be dispatched with one pilot provided that the vessel can make 14 knots with escort (the Lindsey or Garth, or another tug capable of this speed, e.g. Response / Hunter class). If the vessel is going to a facility in Tacoma, a harbor pilot must also be assigned.

Regarding item "B" in your email:

All escort assignments over 70 miles will be reviewed by the President. The decision by the President to use multiple pilots will depend on the time of day, stage of tide and direction of current, speed of ship, speed of escort tug. A rule of thumb is that two pilots will be assigned if the job will be longer than a Temco assignment to the station or a Weyco log job to the station.

Regarding Temco (not addressed in your email):

Temco jobs: If excessive delay at the Temco dock (approximately 4 hours), then we may elect to change pilots in Seattle enroute to PA. We will use two pilots on Temco harbor shifts, even if that calls for hiring a comp day worker. This must be reviewed by the President. We will assign one pilot to Pier 86 Seattle harbor shifts.

Regarding ATBs:

ATBs shifting from north country terminals to Tacoma will change pilots at Seattle. This should also always be reviewed by the President. There will be occasions (especially with some of the newer ATBs and favorable currents) that they may be able to shift from Anacortes to Tacoma with one pilot.

Also add to dispatch guidelines the email you received from me on 9/28/07 regarding shifting of tankers from Cherry Point and Ferndale to Tacoma.

I think we're on the right track here. I realize it is not as cut and dried as 70 miles, etc., but it's a more efficient use of pilots in continuing good service levels to our customers. Let's keep working on this!

Thanks,  
Del

**Capt. Delmar Mackenzie**

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**From:** Brett Valentine  
**Sent:** Thu 1/10/2008 12:28 PM  
**To:** Del Mackenzie  
**Subject:** Memos to Dispatcher

tain MAC, We spoke about the following:

it possible to outline a guideline for dispatching 1 or 2 pilots on lengthy tanker transits with escort.

- A. I (we?) have heard verbally that tanker's departing AN for TA US may be dispatched with one pilot from AN with a 2<sup>nd</sup> Harbor pilot provided the vessel can make 14 knots with escort (Lindsey or Garth or escort tug capable of this speed).
- B. I (we?) have heard verbally that all escort jobs over 70 miles should be dispatched with 2 pilots.

Another item for discussion or possible guideline to dispatch re ATBs:

ATB vessels can and should swap pilots off Seattle for North Country to TA transits and vice versa as opposed to 2 pilots the entire transit.

(money saving and efficient use of pilots)

The following is the only information dispatch has received from the president in an email or memo format (that I am aware of):

1.9/28/2007

Gentlemen,

The Board of Directors has decided that one (1) pilot will be assigned to tankers shifting from either B.P. Cherry Point or Conoco Phillips Ferndale to Tacoma Anchor. These tankers must be capable of approximately 14 knots, and their escort tug or tugs must also be capable of approximately 14 knots. Additionally, these tankers must be scheduled for departure between the hours of 0800 to 1300. All of these conditions must be met in order to qualify for one (1) pilot consideration. If any one or more of the conditions outlined above are not met, then two (2) pilots will be assigned to the job.

Regards,  
Del

Thanks,  
Brett

## Kurt Houston

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**From:** Del Mackenzie  
**Sent:** Tuesday, May 27, 2008 7:53 PM  
**To:** allpilots  
**Cc:** dispatch; Walter Tabler  
**Subject:** Work Rule Changes

Gentlemen:

It was decided at the Board of Directors Meeting today to make the following changes / additions to the work rules:

1. A comp time worker can be assigned from a Vancouver range port to Puget Sound as long as the vessel does not have to pass through the Second Narrows. In the past, a comp day job to Vancouver range ports has only been assigned northbound because of possible delays encountered with vessels transiting the Second Narrows due to unreliable ETDs given by vessels at the oil facilities above the Second Narrows and resulting current restriction problems. This change is intended to avoid the issue of two-day comp jobs resulting from delays while allowing more dispatch flexibility.
2. Change to allow third and fourth year pilots to be assigned as second pilots on 4- and 5-year jobs with the exception of oil tankers.

These two work rule changes are expected to help us with our efficiency while maintaining safe piloting levels.

Regards,  
Del

**Capt. Delmar Mackenzie**  
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## Brett Valentine

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**From:** Brett Valentine  
**Sent:** Wednesday, June 25, 2008 10:42 AM  
**To:** dispatch  
**Cc:** Del Mackenzie  
**Subject:** OFFGOING WATCH MEETING AND TRAINING ON CHANGE DAY

Per President Mackenzie,

On Change Day, pilots going off watch and attending meetings or doing training trips (on duty) will use the check in from **these** assignments for rotation purposes (off and back on watch).

B, Regards,  
bv



## Brett Valentine

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**From:** Del Mackenzie  
**Sent:** Wednesday, February 18, 2009 12:41 PM  
**To:** PAEmployees; dispatch  
**Subject:** COTP Holds or Deviations for Vessels

Dispatchers and Boatmen,  
When you receive notification from the Coast Guard that a vessel is granted a deviation or has a Captain of the Port hold, **enter it into the job notes** for that vessel. When entering this information in the notes include the reason for the deviation, e.g. one radar non-operational or etc.

Thanks,  
MAC

**Capt. Delmar Mackenzie**  
President  
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**Kurt Houston**

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**From:** Tom Burnell  
**Sent:** Friday, February 19, 2010 3:02 PM  
**To:** Kurt Houston  
**Subject:** FW: Temco Delays per MAC

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This is from the Jan, 2008 BOD minutes:

- a. Captain Mackenzie: Temco grain has been put on notice that if there is a delay of more than 4 hours at the berth there will be a pilot switch in Seattle for the continuing leg to the pilot station.

**Walter S. Tabler**

*Executive Director and General Counsel*

*Puget Sound Pilots*

*101 Stewart Street, Suite 900*

*Seattle, Washington 98101*

*(206) 518-5454*

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*<http://www.pspilots.org>*

**Brett Valentine**

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**From:** Andy Coe - President  
**Sent:** Friday, July 9, 2010 2:49 PM  
**To:** 'Mark.Homeyer@crowley.com'; allpilots  
**Subject:** ATB Transits Over 8 hours

Mark,

Below are some guidelines and policies I have pulled from our files. The 88 mile run from Seattle to the North Country on the ATB's falls within these parameters. I think the best option for you is to switch pilots off of Anacortes with Arrow launch as opposed to taking two pilots for the whole trip. There may be occasions when the departure is between 0800-1300 and the tide is mostly favorable, where only one pilot will be needed. These jobs will be reviewed by the President to make a determination on pilot requirements.

The Board of Directors has decided that one (1) pilot will be assigned to tankers shifting from either B.P. Cherry Point or from Conoco Phillips Ferndale to Tacoma Anchor. These tankers must be capable of approximately 14 knots and their escort tug or tugs must also be capable of approximately 14 knots. Additionally, these tankers must be scheduled for departure between the hours of 0800 to 1300. All of these conditions must be met in order to qualify for one (1) pilot consideration. If any one or more of the conditions outlined above are not met, then two (2) pilots will be assigned to the job.

Regards

Two(2) pilots will be assigned to all transits of laden tankers from Cherry Point/Ferndale refineries to Tacoma, whether to pier or anchor. The exception would be if the order time is between 08-1300, in which case only one pilot would be assigned.

The above was based on a transit time, CP/FE to TA averaging 9-10 hours.

We can discuss these options per trip if you like...

Regards, Andy

**Capt. Frantz A. Coe (Andy)**

## Kurt Houston

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**From:** Jonathan Ward - President  
**Sent:** Friday, May 24, 2013 5:23 PM  
**To:** dispatch  
**Subject:** PPW Workers

Tom, Brett & Kurt,

Towards the end of PPW weekends please treat PPW workers according to meeting guidelines. Pilots on the Outbound list may be moved up in rotation to a shift if they're lining up for a job out to the station where they can't repo in for appropriate checkin time. If they're not lining up for a job at all they don't get dispatched.

Pilots on the Inbound list may be moved up to a local at PA, (miniPal) before being repoed in as long as they check in by the appropriate time.

Thanks,  
Jonathan

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No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2013.0.3345 / Virus Database: 3199/6402 - Release Date: 06/11/13

## Kurt Houston

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**From:** Jonathan Ward - President  
**Sent:** Thursday, September 25, 2014 9:27 AM  
**To:** Dispatch  
**Cc:** directors  
**Subject:** New Dispatch Protocol

Tom, Brett & Kurt,

At the 9/23/14 BOD meeting the board voted to modify the geographical area that can be included in Comp Day multiple shift dispatches. Effective immediately *multiple shift assignments for Comp Day workers will be contained within one of two geographical areas: **Everett North** or **Everett South**.*

To be clear; a comp day worker could be assigned shifts in both Everett & Tacoma, or Everett & Cherry Pt. A comp day worker should **not** be assigned shifts in Anacortes & Seattle, or any other two ports that are not in the same geographical area.

### **Capt. Jonathan Ward**

*President - Puget Sound Pilots*

*(206) 518-5444*

*[president@pspilots.org](mailto:president@pspilots.org)*

## **Brett Valentine**

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**From:** David Grobschmit - President  
**ent:** Thursday, October 1, 2015 9:15 AM  
**To:** allpilots  
**Cc:** Dispatch; Linda Styrk  
**Subject:** Upgrade trips on duty during a major Holiday

Captains-

First some history, It used to be that all upgrade trips had to be done off duty. When the number of upgrade trips was increased 10 years ago, there was quite a long discussion within the membership about whether they should be on or off duty.

Eventually, there was a compromise reached that half would be off duty and the other four could be on duty if it did not cause a comp day pilot to be hired. This was designed to give the upgrading pilot some flexibility and also protect the other pilots on watch from the downside of having to do more work (or get bumped up) while in rotation, even without the hiring of compday work.

It was felt that if pilots (depending on how many) were to work on obtaining their upgrade trips only during their on-watch time, essentially that method could critically reduce the number of available pilots for that fifteen day work period.

It was also felt (by our two Pilot commissioners) that this was reasonable given the fact that pilots have four months in which to obtain the necessary trips to increase the scope of their license.

To sum-up this issue-

- Please refrain from conducting upgrade trips while on duty during major holidays. For the reasons that, this condition further exacerbates an already complex, work period. Especially, if someone behind is moved up where as this would not have been the case.

If anyone feels strongly otherwise, please let me know and we will bring it up for discussion again.

Sincerely,

**Captain David Grobschmit**  
*President - Puget Sound Pilots*  
(206) 518-5444  
[president@pspilots.org](mailto:president@pspilots.org)