

## **BOARD FOR BRANCH PILOTS CHEMICAL TESTING COMMITTEE MEETING MINUTES**

The Virginia Board for Branch Pilots Chemical Testing Committee met on Friday, January 23, 2009, at the Library of the Virginia Port Authority, 600 World Trade Center, Norfolk, Virginia, with the following members present:

Meade G. Stone, Jr., Committee Chair  
William M. Martin, III

Staff present for the meeting were:

Mark N. Courtney, Deputy Director for Licensing and Regulation  
Kathleen R. Nobsch, Executive Director

Cynthia Norwood was present from the Office of the Attorney General.

Finding the members of the Committee present, Mr. Stone, Committee Chair, **Call to Order** called the meeting to order at 9:30 a.m.

By consensus, the Committee members approved the agenda. **Approval of Agenda**

Mr. Stone provided background information regarding the creation of the Board's chemical testing regulations and the Committee members reviewed regulations 18 VAC 45-20-40 and 18 VAC 45-20-50. In addition, Mr. Stone reviewed e-mail correspondence from October 2008 from Mark Coberly, counsel to the Virginia Pilot Association. **Review of Chemical Testing Related Information**

After review and discussion, the committee members agreed, by consensus, to recommend the following to the Board: **Discussion of Report to Board**


1. Conduct an annual review of the contract, and associated statistics, between the Virginia Pilot Association and the Medical Review Officer pertaining to the chemical testing program required by regulation 18 VAC 45-20-50 (to be performed at the next to last meeting in a calendar year);
2. After review of contract and associated statistics, annual delegation of administration of chemical testing program to the Virginia Pilot Association (to be performed at the Board's December meeting);
3. Creation of a release form to be signed by Branch Pilots authorizing the Medical Review Officer and the Virginia Pilot Association to provide the Board with the information required by the chemical testing regulations (initial form and then to be made part of the renewal application ~ to be developed); and
4. Suggested revisions to regulations 18 VAC 45-20-10, 18 VAC 45-20-20, 18 VAC 45-20-40, and 18 VAC 45-20-50.

Conflict of Interest forms and travel vouchers were completed by all members present.

**Conflict of Interest Forms**

There being no further business, the meeting was adjourned at 11:20 a.m.

**Adjourn**

  
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Meade G. Stone, Jr., Committee Chair

  
\_\_\_\_\_  
Jay W. DeBoer, Secretary

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Meade G. Stone, Jr.  
2. Title: Board Member  
3. Agency: Board for Branch Pilots  
4. Meeting/IFF Date: Committee Meeting January 23, 2009

5. I have a personal interest in the following transaction:

NONE

Nature of Personal Interest Affected by Transaction:

NONE

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

me

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

Meade G. Stone  
Signature

1-23-2009  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: William M. Martin, III  
2. Title: Board Member  
3. Agency: Board for Branch Pilots  
4. Meeting/IFF Date: Committee Meeting January 23, 2009

5. I have a personal interest in the following transaction:

\_\_\_\_\_  
\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_  
\_\_\_\_\_

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

\_\_\_\_\_

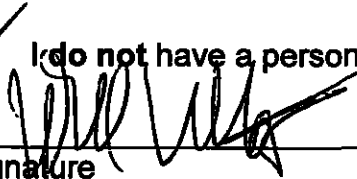
I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

Signature

  
\_\_\_\_\_

Date

01/23/09  
\_\_\_\_\_