

**Maryland Port Commission
Open Session Minutes
December 6, 2022**

The Three Hundred and Ninety-Third Session of the Maryland Port Commission was called to order at 3:30 pm by Secretary of Transportation Jim Ports. The Commission met in Open Session from 3:30 pm until 4:19 pm in the Stanton Room, 20th floor, World Trade Center, 401 E. Pratt Street, Baltimore, MD 21202.

Present: Secretary Ports and Commissioners Dandy (telephone), Dean (telephone), Huber, Lunn, McDonald, and Richardson.

Staff: William Doyle (Executive Director), Brian Miller (Deputy Executive Director, Operations and Logistics), Robert Munroe (Deputy Executive Director, Administration and Environment), Christina Nichols (Chief of Staff), Phil Whaling (Principal Counsel), Richard Scher (Director of Communications), Dominic Scurti (Director of Planning), Dave Espie (Director of Security), Holly Miller (Acting Director of Harbor Development), Steve Johnson (Director of Engineering), Wonza Spann-Nicholas (Director of Finance), Richard Powers (Director of Marketing), Bradley Smith (Director of Maritime Commercial Management & Strategic Initiatives), Cindy Burman (Deputy Director of Marketing and Cruise), Jennifer Guthrie (Legislative Manager), John Thornton (Manager of Procurement), Samantha Biddle (MDOT Chief of Staff), William Richardson (MDOT Director of the Environment), Andrea Williams (Manager, Safety and Risk Management), Jayson Knott (Maryland Department of Commerce Senior Director, Office of Business Development), and Krystal Jones (Executive Office).

Minutes of the Three Hundred and Ninety-Second Open Session Meeting

Commissioner McDonald moved to approve the Open Session Minutes of the Three Hundred and Ninety-Second Port Commission meeting. Commissioner Lunn seconded the motion. The Commission then voted unanimously to approve the Open Session Minutes.

Executive Director Update, William Doyle, Executive Director

Mr. Doyle reported that the Maryland Department of Labor suspended the license of the Maryland pilot who piloted the grounded Evergreen vessel Ever Forward. The United States Coast Guard (USCG) findings will be released today. Mr. Doyle had discussions with Captain Eric Nielsen, Association of Maryland Pilots, and the USCG Captain of the Port, Captain David E. O’Connell regarding the latest developments. MDOT MPA will defer all media to contact the USCG public relations officer for any information regarding the latest findings.

Safety Program Annual Report, Andrea Williams, Manager, Safety and Risk Management

Ms. Williams presented an update of the MPA Safety Program Annual Report. Ms. Williams relayed the work MPA has done to improve on one of its greatest assets at the port – its workers.

Safety is about our employees. A safe workplace helps the bottom line and helps to maintain a safe workplace for the employees and the families that depend on them.

Highlights of Ms. Williams’ presentation included the following:

Safety Pillars of the MPA:

Safety Policy

- Establishes senior management’s commitment to continually improve safety; defines the methods, processes, and organizational structure to meet safety goals.

Safety Assurance

- Evaluates the continued effectiveness of implemented risk control strategies; supports the identification of new hazards.

Safety Promotion

- Includes training, communication and other actions to create a positive safety culture within all levels of the work force.

Safety Risk Management (SRM)

- Determines the need for and adequacy of new, or revised risk controls based on the assessment of acceptable risk.

MPA’s Safety Programs are guided by the SRM Sustainability Strategy:

- Identify and Implement Safety Management System (SMS)
- Identifying and implementing practicum safety training and drills (CLOSED)
- Conducting accident investigations (CLOSED)
- Identify new safety management requirements (CLOSED)
- Evaluating Emergency Notification Systems
- Conducting physical asset inspections and evaluations (CLOSED)
- Establishing skill development requirements needed for MDOT MPA fleet mechanics in preparation for future automation
- ESH Training for WTC Employees

Investments in Occupational Health and Safety in 2022

- Equipment purchase
- Compliance updates
- Internal Audit program
- 136 Building Inspections
- 12 Root Cause Analysis on Personnel, Heavy Equipment, or Vehicle Near Misses or Accidents
- Training Opportunities:

In-House Capabilities	Cost Savings per Year
8-hr Hazwoper Refresher	\$7,000
Harness and Lanyard Inspections	\$3,000
First Aid/CPR/AED Certifications	\$2,000
Asbestos Awareness	\$5,300
Other Safety Trainings: Confined Space, Electrical, Heavy Equipment, lockout/tagout, etc.	
Total Savings:	\$17,300+

MPA OSHA Incident Rate

Q1 and Q2 2019 – 2022:

- Recordable Incident Rate is useful for comparing working conditions in workplaces and industries. It is calculated by combining the actual number of safety incidents and total work hours of all employees with a standard employee group.
- An incidence rate of injuries and illnesses may be computed from the following formula: (Number of injuries and illnesses X 200,000) / Employee hours worked = Incidence rate.
- The North American Industry Classification System (NAICS) average for water transportation is approximately 2.3 in 2021. This is an overall national decrease of 1.2

Safety and Health Initiatives for 2023

The Safety and Risk Management department utilizes proactive safety measures to minimize the likelihood of an incident occurring. It is MPA's goal to eliminate problems before they happen. These measures help enforce a positive safety culture on MPA properties, help prevent accidents from occurring, and improve health and safety budgeting.

Some examples of the proactive safety measures that MPA utilizes are:

- Arc flash studies are in progress at the MPA terminals to protect personnel and equipment from an arc flash (a type of electrical explosion or discharge).
- Conducted weekly safety observations on the various trades.
- MPA buildings are inspected twice a year and reports of findings are sent to each department for corrections. All MPA owned buildings that are tenant leased are inspected once a year. All departments or companies cooperate and make repairs immediately.
- Review incidents, near misses, accident investigation reports and claim summaries to prevent reoccurrences of similar incidents at the beginning of each safety committee

MDOT Safety Commission

Mission Statement: "MDOT desires to elevate and promote safety as a value. MDOT's goal is that every day, each member of the MDOT family returns home to their loved ones, safe and sound."

- A goal of the commission is to leverage knowledge and capabilities of all its transportation business units to help drive down direct and indirect costs that have an effect MDOT-wide when there is an injury.
- The Commission is planning the 2nd Annual MDOT-Wide Safety Fair.

Financial Impacts

Work Injury Costs – 2021

- The total costs of work injuries in 2021 for MDOT MPA was \$21,239 and includes both indemnity and medical and includes costs incurred back to the 1970s. It does not include lost wages, productivity losses, or administrative expenses. The costs related to the 1970s case was recently closed within the past few weeks.

MDOT MPA Property Insurance

Property and Electronic Data Processing (EDP) Equipment 2022 Totals

- 2022 Building Replacement Cost – \$1,509,871,248

- 2022 Contents Replacement Costs – \$18,340,698.22
- 2022 EDP Replacement Costs – \$2,532,093.02

Loss Runs 2020 – 2022

Loss Run Overview

- A Loss Run report is a claims history report that includes the types of claims filed in the past, the frequency of past claims filed and the related costs. This data is used by insurer carriers to help determine how risky a business is to insure. The calculated risk directly impacts the premium amount a business will pay for insurance. Risk levels also help determine whether an insurer will offer a policy or renew a policy.

Loss Run Yearly Totals

- 2020:
 - 11 loss runs
 - Total paid out – \$17,686.13
- 2021:
 - 4 loss runs
 - Total paid out – \$3,518.02
- 2022
 - 3 loss runs
 - Total paid out is expected to be \$0

Summary

- MPA is a lower insurance Risk.

Contracts for Approval

John Thornton, General Manager of Procurement, presented the following contracts to the Maryland Port Commission for approval:

1. **Contracts #222012A-IT and #222012B-IT**, Geographic Information Systems Services, Johnson, Mirmiran & Thompson, Inc., Sparks, Maryland (#222012A-IT), and KCI Technologies, Inc., Baltimore, Maryland (#222012B-IT); \$1,000,000 each; Term: January 8, 2023 – January 7, 2026 (Three Years with Two (2) Two-Year Renewal Options).

A motion to approve was made by Commissioner Richardson, seconded by Commissioner McDonald, and approved unanimously by the Commission.

2. **Contract #222020-IT**, Wi-Fi Installation at Maryland Department of Transportation Maryland Port Administration (MDOT MPA) Public Marine Terminals, Brown's Enterprises, Inc. dba Brown's Communications, Inc., Hunt Valley, Maryland; \$383,897; Term: January 5, 2023 – July 4, 2024 (Initial Term with Two One-Year Renewal Options).

A motion to approve was made by Commissioner McDonald, seconded by Commissioner Huber, and approved unanimously by the Commission.

Adjournment

There being no further business, a motion to adjourn was made by Commissioner Lunn and seconded by Commissioner McDonald. The motion carried unanimously. The meeting adjourned at 4:19 pm.