

**From:** [Walsh, Brian](#)  
**To:** [#Ferry Captains](#); [Griswold, David S](#)  
**Subject:** Safety Meeting - February 2023  
**Date:** Wednesday, February 01, 2023 10:39:42 AM  
**Attachments:** [NTSB Engine Room Fire on board Towing Vessel Capt. Kirby Dupuis.pdf](#)  
[NTSB Grounding of Passenger Ferry Commodore.pdf](#)  
[TSS Emergency Response Drills.pdf](#)  
[FORM-21 Safety Meeting Agenda \(R-8\) 12-Jan-15.pdf](#)  
[23.03 - Vessel Fuel Systems \(DFO\) 01-Feb-23.pdf](#)

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Attached is your F-21 Safety Meeting for February. Included in the meeting is a review of the importance of effective crew drills & training and review of SMS Alert # 23.03. Please coordinate your meeting to ensure participation by above and below deck crewmembers. Hard copies of the F-21, Take 5 and Alert # 23.03 will be placed in your STG mailboxes.

NTSB reports attached and linked:

- Towing vessel Capt. Kirby Dupuis [https://data.nts.gov/Docket/Document/docBLOB?ID=14573491&FileExtension=pdf&FileName=MIR2224%20\(1\)-Rel.pdf](https://data.nts.gov/Docket/Document/docBLOB?ID=14573491&FileExtension=pdf&FileName=MIR2224%20(1)-Rel.pdf)
- Passenger ferry Commodore. <https://data.nts.gov/Docket/Document/docBLOB?ID=14618159&FileExtension=pdf&FileName=MIR2225-Rel.pdf>

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**Brian P. Walsh**  
Safety Manager & Designated Person  
[NYCDOT Ferry Division](#)  
[REDACTED]  
1 Bay Street, Staten Island, NY 10301





February 2023

F-21

*Staten Island Ferry*

**SAFETY MEETING AGENDA**

Reference: SPM 4.7 Safety Meeting

<b>Date:</b>		<b>Time From:</b>	<b>Time To:</b>
<b>Shift:</b>	<b>Vessel Name / Run #:</b>		<i>or</i> <b>Facility Name:</b>
<b>Facilitator Name:</b>		<b>Title:</b> Captain	
<b>Recorder Name:</b>		<b>Title:</b>	
<b>Meeting Attendance:</b> (List all attendees in addition to above personnel.)			
<b>Printed Name</b>		<b>Title</b>	<b>Signed Initials</b>

*Attach page if necessary for additional attendees.*

## SAFETY MEETING AGENDA

**Meeting Agenda, Minutes & Action Items:**

N° / Topic	Summary																									
<b>1. Open action item(s) status:</b>	Previous Safety Meeting conducted in November 2022.																									
<b>2. Review of ETS events:</b>	ETS reports provided via Captain / CME email, STG mailboxes & Ferries SharePoint site - review "Ferry Operations" events.																									
<b>3. Review recent employee injuries:</b>	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #d9ead3;"> <th style="width: 10%;">ETS #</th> <th style="width: 10%;">DATE</th> <th style="width: 20%;">TITLE</th> <th style="width: 10%;">SITE</th> <th style="width: 50%;">DESCRIPTION (Bold = PESH recordable)</th> </tr> </thead> <tbody> <tr> <td>4977</td> <td>3-Jan</td> <td>Deckhand</td> <td>AJB</td> <td>Changing mop head; splashed in eye with mop water</td> </tr> <tr> <td>4981</td> <td>12-Jan</td> <td>Deckhand</td> <td>SOA</td> <td>Pain in left shoulder after opening scissor gate</td> </tr> <tr> <td><b>4995</b></td> <td><b>24-Jan</b></td> <td><b>Dockbuilder</b></td> <td><b>Home Port</b></td> <td><b>Back pain while shifting CB3 gangway</b></td> </tr> <tr> <td>4993</td> <td>24-Jan</td> <td>Security Inspector</td> <td>STG</td> <td>Assaulted by passenger</td> </tr> </tbody> </table>	ETS #	DATE	TITLE	SITE	DESCRIPTION (Bold = PESH recordable)	4977	3-Jan	Deckhand	AJB	Changing mop head; splashed in eye with mop water	4981	12-Jan	Deckhand	SOA	Pain in left shoulder after opening scissor gate	<b>4995</b>	<b>24-Jan</b>	<b>Dockbuilder</b>	<b>Home Port</b>	<b>Back pain while shifting CB3 gangway</b>	4993	24-Jan	Security Inspector	STG	Assaulted by passenger
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<b>4. Safety Office item:</b>	<u>ETS 4972 F/B Sandy Ground follow-up:</u> Review memo # 23.03 – "at least one (1) fuel oil return valve leading back to the fuel oil service tank(s) must always be maintained in the fully OPEN position, <u>regardless</u> of vessel Class. A positive displacement fuel oil pump can never be allowed to pump against a dead head. A dead head is caused when a pump operates with no flow through the pump due to a closed discharge valve or blockage in the line".																									
<b>5. Functional Area item:</b>	<u>Importance of effective drills &amp; training:</u> Emergency response drills and exercises have proven to be beneficial during crew emergency response to events. Captains should review EPM 2.2 requirements to include (1) Identification of drill scenarios; (2) Execution of drill scenarios; and (3) Drill debrief (See EPM 2.2 and Take 5 For Safety Emergency Response Drills. NTSB has identified the importance of effective drills in recent reports for towing vessel Capt. Kirby Dupuis and passenger ferry Commodore. Links to reports have been provided in 01-Feb-23 email to Captains.																									
<b>6. Additional items:</b> a) items discussed by Facilitator and attendees; b) safety and/or environmental suggestions; and, c) Facilitator additional remarks.	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Submitted by:</b></p> <p>_____</p> <p>Captain</p> </div>																									
<b>7. Reviewer Remarks:</b>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Reviewed by:</b></p> <p>_____</p> <p>SPE</p> <p>_____</p> <p>SPC</p> <p>_____</p> <p>Safety Manager</p> </div>																									



# TAKE 5 FOR SAFETY

"TAKE 5 FOR SAFETY" - communicating workplace safety & hazard awareness information to NYCDOT Ferry Division employees. "TAKE 5 FOR SAFETY" prior to performing daily tasks or in response to specific event. Contact the Safety Manager for complete listing of available topics.

## EMERGENCY RESPONSE DRILLS

An "Emergency Response Drill" can be defined as a sequence of actions **practiced repeatedly** so that crewmembers know what to do in an emergency.

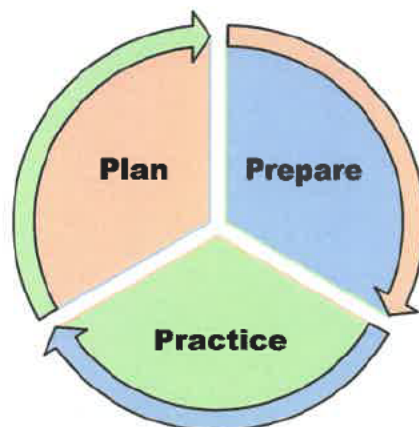
The Ferry Division SMS defines a **Drill** as an "instruction that is coordinated to provide **"hands on"** training in the use of emergency procedures".

Emergency response drills and exercises have proven to be beneficial when responding to an actual emergency.

When coordinating emergency drills, Supervisors should incorporate the following elements into their drills:



- + **Identification of the drill scenario:** Drill **scenarios** should be utilized for all emergency drills and include real life scenarios developed from drill scenario books, Ferry Division events, from within our industry or from crewmember input. Drill scenarios should be discussed with all participants prior to execution of the drill response.
- + **Execution of the drill response:** This element should include a **"as close to real-life"** response as possible. At a minimum "Execution" should include:
  - The utilization or demonstration of any **related equipment** and response gear that crewmembers may be required to deploy and use in response to the scenario; and,
  - A **walk through** of areas identified in the scenario - including the area of the event and evacuation routes and muster locations.
- + **Drill Debrief:** Upon completion of the execution of the drill response, Supervisors should lead a debrief or "hot wash" with all drill participants. The "Hot Wash" should include a discussion of the drill response and actions taken by participants to identify:
  - **Best practices** demonstrated and **lessons learned** during the drill; and,
  - **Problem areas** that may require better team coordination or changes to existing procedures.
- + **Record Keeping:** Document details of the in logbooks as required by procedures.



TAKE 5 FOR SAFETY is for reference purposes only – refer to appropriate SMS manuals for additional information or contact the Safety Manager at [REDACTED]





# Memorandum

## Staten Island Ferry

Reference: SPM 5.1 Document Control

To: <b>Captains &amp; Chief Marine Engineers</b>	<input checked="" type="checkbox"/> <b>SMS Alert # 23.03</b> <input type="checkbox"/> <b>Memo</b>
From: Barry Torrey, DFO	SMS / DOT Reference: <i>OPM 5.6 &amp; OPM 5.7</i>
Date: 01-Feb-23	
Subject: Vessel Fuel Systems	<input type="checkbox"/> Signature required upon receipt

The investigation into the fire aboard the F/B Sandy Ground being conducted by the United States Coast Guard (USCG) and the National Transportation Safety Board (NTSB) is ongoing and it is anticipated that a final report(s) will not be published for some time.

An over-pressurization of the fuel oil system resulted in the failure of the main engine spin-on fuel filters and subsequent engine room fire. At this point investigators believe that both fuel oil return valves were manually closed, which caused the over-pressurization event as the excess fuel oil from the engines had no place to go. As part of the corrective action for this event:

- At least **one (1) fuel oil return valve** leading back to the fuel oil service tank(s) **must always be maintained in the fully OPEN position, regardless** of vessel Class. A positive displacement fuel oil pump can never be allowed to pump against a dead head. A dead head is caused when a pump operates with no flow through the pump due to a closed discharge valve or blockage in the line.

Additionally, to mitigate future risk, we are currently reviewing SMS procedures for possible revision as well as identifying additional engineering controls to prevent recurrence. Recent discussions with fleet engineers have additionally identified **best practices** that are already in place.

The following best practices have been identified and should continue to be considered when maintaining the desired level in the vessel fuel oil service tanks.

- Crewmembers should never OPEN or CLOSE a valve without understanding how the action could affect the system. If in doubt, immediately seek out the CME / supervisor and ask for assistance.
- Chief Marine Engineers should consider assigning one (1) Below Deck Team Member to maintain, monitor, and adjust fuel service tank levels during their watch.
- Proper and continual communication by all Below Deck Team members is essential in maintaining proper machinery plant operation.

