

# Soundings

Safe ♦ Responsible ♦ Reliable ♦ Efficient

## *Harley Marine is going GREEN...*

I am very pleased to announce that the Harley Marine Services Family of Companies is going green. HMS has always taken great pride in being environmentally responsible. We are now formalizing and improving our efforts towards reducing our impact on the environment, and we need your help. Your ideas and suggestions of areas where you think we can target to reduce our environmental impact (for example, plastic bottle recycling efforts, reducing emissions or ways to minimize noise pollution) are critical to this process.

To submit your ideas and suggestions, please send to [green@harleymarine.com](mailto:green@harleymarine.com). The five best “go green” ideas will receive a choice of Harley Marine wine, golf balls or “The Galley Chef” cookbook, which has recipes from our very own Captain Chris Starkenburg.

We are also in the process of putting together the HMS “Go Green Team”, which will consist of a representative from each location and/or operations, along with other volunteers. The representatives for each of the HMS locations are:

Seattle – Mike Curry, Jim Caspers (Designated Persons Ashore)

Alaska – Jim Weimer

Portland – Bryon Fletcher

Alameda – Jonathan Mendes

Los Angeles – Andre Nault, Rosie Chavez

New York – John Walls

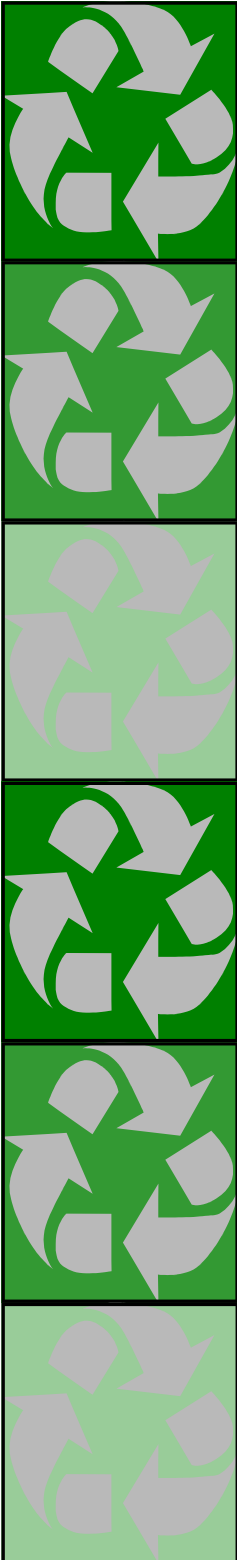
If this is something you would like to participate in, please contact myself or one of the regional representatives.

The HMS “Go Green Team” will be instrumental in our efforts towards improving our environmental program and achieving ISO 14001:2004 certification as well as receiving recognition from other regional programs.

Deborah Franco

Harley Marine Services

Vice President - Human Resources / Administration



## Payroll Items of Interest...

The digital PAF system implementation has been very successful from the Payroll point of view. The paper copies seemed to take a life of their own, wandering off to some unknown desk or cubby hole. Now each pay period the list of approved requests is ready to print and process at the touch of a button.

Requests for vacation and sick leave do need to be approved by the last day of the pay period to be included in your check for that pay period. Any forms submitted and approved after the first or 16<sup>th</sup> of the month may not be included in the current pay period payment but will be added to the next pay period.

*Do not* submit a PAF to request a change in your tax withholding. You must complete a W-4 form to change the number of exemptions you wish to claim. Other personal information such as mailing address or phone number can be updated through the PAF system.

Payroll dates for the summer months:

**SMS:**            May 2 & 16    June 2 & 17    July 2 & 17  
                         Aug. 1 & 15    Sept. 2 & 16

**Other:**            May 7 & 22    June 6 & 20    July 8 & 22  
                         Aug. 7 & 22    Sept. 8 & 22

Remember pay date is the 5<sup>th</sup> business day after the end of the pay period. After all vessels are online with the Wheelhouse Management Program we will evaluate if that turn around time can be reduced.



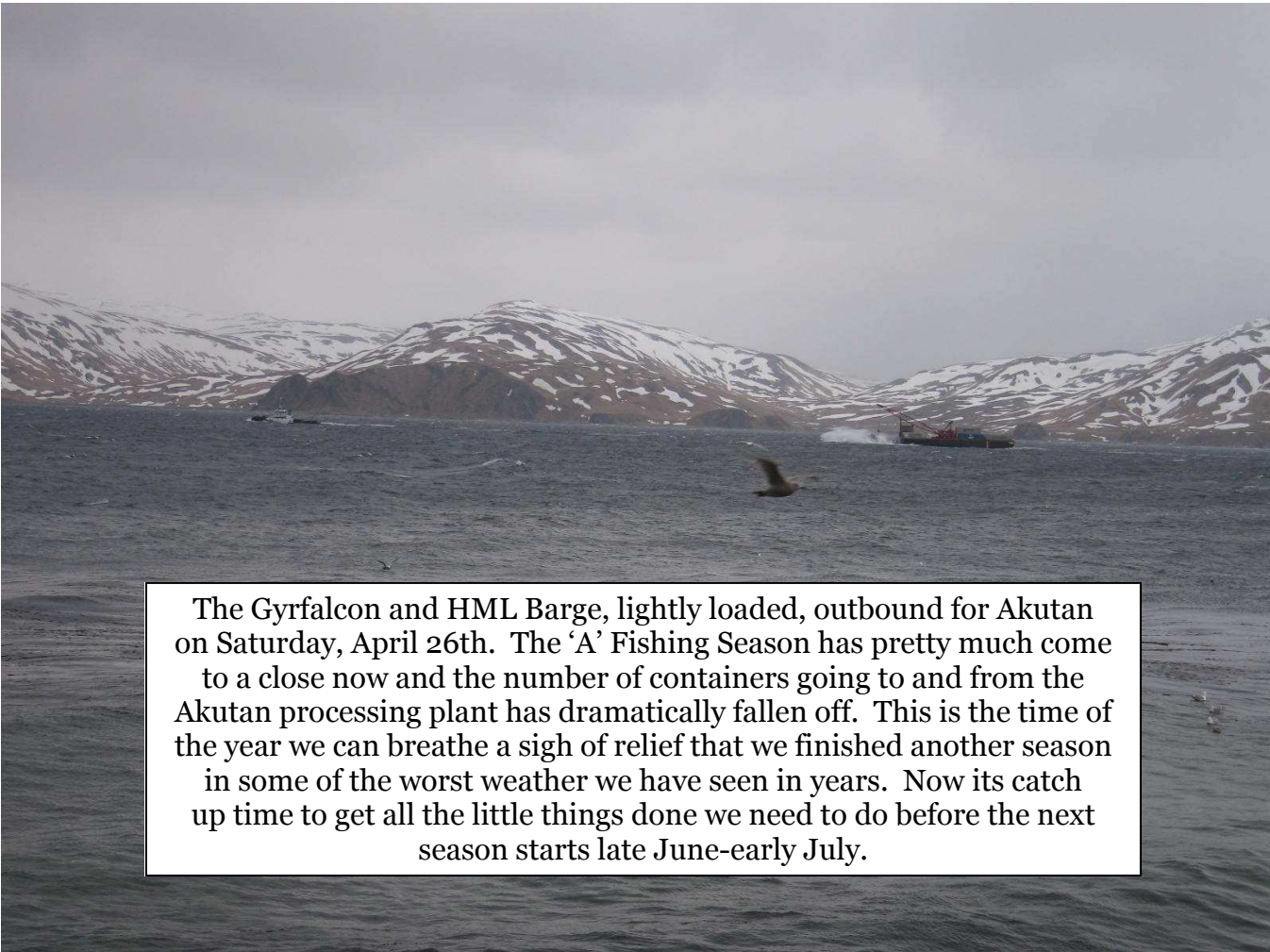
### MAY

#### HOLIDAYS

- 5th - Cinco de Mayo
- 11th - Mother's Day
- 17th - Armed Forces Day
- 22nd - National Maritime Day
- 26th - Memorial Day (HMS Offices Closed)

#### THUMBS UP

- Congratulations to Doug Houghton, General Manager of Southern California. He will be taking a seat on the board of the Marine Exchange of Southern California. Way to go Doug!!
- Special Thumbs Up to Michelle Belben for her efforts in taking over Accounts Payable. She has a great attitude and is doing a good job!
- Thumbs Up to Andrew O'Donnell for all the extra time he has put in on the Lucy Franco and Catherine Quigg.



The Gyrfalcon and HML Barge, lightly loaded, outbound for Akutan on Saturday, April 26th. The 'A' Fishing Season has pretty much come to a close now and the number of containers going to and from the Akutan processing plant has dramatically fallen off. This is the time of the year we can breathe a sigh of relief that we finished another season in some of the worst weather we have seen in years. Now its catch up time to get all the little things done we need to do before the next season starts late June-early July.

## APRIL NEW HIRES

### **Millennium Maritime**

David Spanjol—Dispatch

### **Starlight Marine Services**

Jonathan Willingham—Deckhand

### **Olympic Tug & Barge**

Eric Boardman—Deckhand

Jacob Case—Maintenance

David Girard—Engineer

Greg Hull—Tankerman

Corey Johnston—Deckhand

Randall Ybarra—Deck/Engineer



**Welcome to the Team!**



Q - Factor by Captain Jim Caspers  
Director of Quality Systems  
Harley Marine Services, Inc.

## Licenses, Documents and Training Certificates

Documentation for seafarers is a shared responsibility for the company and the individual. A shipping company is required to man their vessels with qualified, certificated and medically fit seafarers. However, each crewman must maintain their licenses, MMD's, STCW Certificates and First Aid/CPR/AED Certificates. The crewman must provide copies of these licenses and certificates to the company he is employed.

The mariner must be available for required medical examinations including physicals, hearing tests, respiratory testing, respirator fit tests and drug screens. HMS Human Resources Department requires copies of these tests and maintains the confidentiality of these sensitive records.

The new Transportation Workers Identification Credential (TWIC) requirement is rapidly approaching. The date of compliance is September 25, 2008. Less than five percent of the TWIC's have been issued and when the rush begins you don't want to be in it! Those who have not yet applied should do so at the first opportunity.

Training certificates and cards should always be carried with the mariner when aboard the vessel. You may be asked to produce these documents as well as your MMD, USCG License and STCW during an audit, inspection or accident investigation. In any event, be prepared, carry your documents.

Please refer to the Harley Marine Services Marine Operations Manual for specific references. MOM 02-180 TRAINING has tables on page three which outline these requirements.

Should you have any questions, feel free to contact me. See you on the water!

## QSMS - Q & A

### Can I go to work if my documents are expired?

No. These are legal requirements and company "Conditions of Employment" as well.

### What certificates and documents must I carry aboard ship?

MMD, STCW, USCG License, First Aid, CPR/AED, HAZWOPER 24 HR, HAZWOPER Refresher, Passport (International)

### Are there new requirements of concern?

TWIC Cards will be required after 9/25/2008 for vessel crews, tankermen and certain management employees

### May Anniversaries

#### **Harley Marine NY**

Tucker McKay—1 year

Steven Pokas—1 year

William Richardson—1 year

Christopher Tranos—1 year

#### **Harley Marine Services**

Jim Caspers—1 year

Michelle Moll—1 year

Deka Sheikh—4 years

Rod Gullickson—17 years

#### **Millennium Maritime**

Bo Jun—8 years

Phillip Ruan—8 years

Neal Salamunovich—8 years

#### **Olympic Tug & Barge**

Patrick Cunningham—1 year

David Ferguson—1 year

Bradley Hilton—1 year

Caleb Sheaffer—1 year

Paul Thompson—1 year

Eric Chisman—2 years

Robert Harmeling—4 years

Allen Hall—5 years

Rosalio Castro—6 years

Byron Peterson—6 years

Brett Nelson—11 years

Steve Springman—18 years

#### **Pacific Coast Maritime**

Dennis Pinfold—1 year

Chris Starkenburg—18 years

#### **Starlight Marine Services**

Jacob Laprade—1 year

Jason Lorenz—1 year

Ryan Tom—2 years

#### **Westoil Marine Services**

Nels Gorne—1 year

Jeffrey Salcido Sr.—2 years

Joe Wilson—2 years

Tom Matlock—3 years

Tony Danelo—7 years

Sal Manzella—8 years

## Cooking with the Captain Captain Chris Starkenburg, Gyrfalcon Pizza Sauce

*\*Last month was Pizza Dough*

### Ingredients:

- (6) 28oz. cans of whole peeled Italian Plum Tomato's (good quality)
- $\frac{3}{4}$  cup of olive oil
- 8-10 fresh garlic cloves (peeled, smashed and chopped roughly)
- $\frac{3}{4}$  cup of fresh fennel (chopped)
- 1 tablespoon of fennel seeds
- 8-10 large fresh basil leaves
- 2 tablespoons of kosher salt
- 1 tablespoon of white sugar

### Directions:

In a large stainless steel or non stick stock pot, add the olive oil, garlic and fennel. Allow to simmer over medium heat for about 10 minutes, do not let the garlic brown. Add the tomatoes, basil, salt and sugar to the reduction and reduce the heat to the lowest setting. Simmer and stir occasionally until the tomatoes start to break down (this will take about 6-8 hours).

With a hand blender, puree the mixture to your desired consistency and continue to simmer to reduce the liquid for a thicker sauce.

### Chef's Notes:

I start my sauce after dinner the night before and let it simmer through the night. If you are worried about the sauce burning, you can place it in a double boiler.

You can freeze the left over sauce for future use or it can be used with other pasta dishes.

Enjoy!!



## **Safety Corner**

### **What is a Near Miss?**

A Near Miss is an unplanned event that did not result in...

- Injury
- Illness
- Damage
- Spill/Product loss

...but had the potential to do so.

According to the Marine Operations Manual, a near miss is an opportunity to improve safety, health, environmental and security of an operation based on a condition or an incident with potential for more serious consequences.

The difference between a near miss and a full blown incident is often a fraction of a second or inch, that may not be there the next time. Near misses are warnings of accidents in the making. By accepting these warnings and looking for their causes, we can prevent these situations in the future.

It is a scientifically proven fact that a solid, properly managed Near Miss Reporting Program will cause the number of actual incidents to diminish as awareness increases. This can only be done by making your ship mates and management aware of the hazards that could befall the unsuspecting crew or individual. Near Miss Reporting is essential to affect this change.

We really need all our personnel, whether on a tug, a barge or in the office to take the time to submit these reports so all of us can benefit from these subtle reminders that there are real hazards out there just waiting to befall the unsuspecting mariner.

Near Miss reports can be found on the vessels computer under forms as well as in your QSMS Forms Binder.

Awareness is the name of the game! Help your fellow shipmates out, help management, help all of us to be a safer, more efficient, more environmentally responsible and profitable company.

Thank you all for your efforts, be safe out there!

Mike Curry

### **May Birthdays**

**Birthstone:** Emerald

**Flower:** Lily of the Valley and Hawthorne

#### **Harley Marine NY**

John Walls—5/2

John Curtin—5/6

Riley Canterbury—5/28

#### **Harley Marine Services**

Gregg Nelsen—5/3

#### **Millennium Maritime**

Mario Meyers—5/23

#### **Olympic Tug & Barge**

Bart Sappington—5/1

Brian Bamer—5/3

Ron Winterfeld—5/8

Chris Swan—5/9

Matthew Jacobs—5/17

Andrew Pugh—5/17

Wojciech Satlawa—5/19

Kirk Bonnin—5/27

Adam Bozarth—5/31

#### **Pacific Coast Maritime**

Carlos Trinidad—5/18

#### **Public Service Marine**

Quinn Butler—5/27

Trent Newlon—5/29

#### **Pacific Terminal Services**

Tracy Wild—5/5

#### **Starlight Marine Services**

Jordan May—5/21

Chris Ramos—5/21

David Prouty—5/23

Kevin Caldwell—5/28

Justin Rodgers—5/28

#### **Westoil Marine Services**

Boris Klarin—5/19

Matthew Drake—5/22

John Skow—5/26

## ***eMaint Update***

*By: Mario Meyers*

eMaint is a Computerized Maintenance Management System (CMMS) which Harley Marine Services is utilizing to track and schedule Preventative Maintenance. The system is maintained offsite and managed by eMaint Inc's team of experienced technicians. HMS has challenged eMaint's technicians to make changes that suit our company so it is constantly moving and always changing.

There are areas where we will still need your help in order for the system to run most efficiently. On work requests, the "asset code" must be filled, please click on the folder and select an asset that pertains to that piece of equipment. Also, the required email address must be filled, otherwise the system will not 'save your new request'. We are still trying to make completing the Work Order or "Closing the Loop" simpler. Please continue to send your Site Administrator the needed information to complete the Work Order. Please include the date, name of crew member, hours and description of work completed. We will keep you updated on changes and improvements that are made to the system.

Our "Plan of Action" this Quarter is to concentrate on training our Captains and Engineers on all aspects and upgrades we have made to the system in the past year. We will also be training the HMNY Crews and Managers in the coming months, and this will complete our Company loop. We are analyzing all components of the system to identify problem areas and create practical solutions to make the system run smoother. We will continue to offer follow up training to increase our crew's knowledge of the system and encourage shore side personnel to become involved in the process.

Over the past few months, the "eMaint Team" has been organizing training sessions for our Engineers and Captains to reintroduce them to our Preventative Maintenance System. We have been met with a lot of enthusiasm, many questions and many positive suggestions. These meetings give the eMaint Team an opportunity to obtain your views on the system and review your suggestions and ideas for improving the system. If we have missed or incorrectly entered any information on the "asset" files or other boat information, please send your Site Administrator an email so we can make the change.

As our company grows, so will the importance of the eMaint system and our Preventative Maintenance Programs, the system is our future, it will become easier as we progress. We will continue to offer additional training and handouts as the technology becomes available. The eMaint Technicians are continually improving the system on a daily basis and welcome any suggestions we make.

The eMaint Team is always available to answer your questions and take your suggestions, please contact your Site Administrator; Matt Gullickson (OTB and PCM), Tim Kline (SMS), Jay Dady (HMNY) and Mario Meyers (MMI, PSMI, and WMS). Additionally, the eMaint team's email address is: [emaint@harleymarine.com](mailto:emaint@harleymarine.com).

We wish to thank all of our Captains and Engineers for their time and efforts in making the eMaint Program a success!!



## Investing in 401(k)

The value of investing in a 401(k) plan is advocated by many financial advisors for its' numerous benefits.

### **You Control the Contribution**

One advantage to enrolling in a 401(k) plan is that you determine the contribution amount based off your financial status, up to the plan and legal maximums. As this is a pre-tax benefit, you can actually lower the amount of income taxes taken out each pay period. The current IRS allowable contribution is \$15,500 for the 2008 year.

### **Employer Matching Program**

Non-union employees are eligible to receive matching contributions from the Company. HMS currently matches up to five percent. Meaning, if you were to contribute three percent of your pay, then HMS will match that three percent.

### **Catch-Up Contributions**

If you are already participating in the Plan and are 50 years of age or older, you may contribute an additional amount each plan year. For 2008, the IRS limit is up to an additional \$5,000.

### **Hardship Withdrawals**

Life happens and as such, unexpected financial expenses will occur and you may be able to withdraw funds. As 401(k) was devised to be a long-term retirement plan, the IRS sets limits to access your money before retirement. However, hardship withdrawals are allowed for unforeseen circumstances. Per IRS regulations, a hardship must embody an immediate and severe financial burden and all other resources available have been exhausted. Should you commence with a hardship withdrawal, all regular income taxes will be deducted. Additionally, you will not be allowed to contribute to the Plan for six months.

### **Portability**

Should you leave the Company, your savings in the Plan are completely portable. Generally speaking, you can leave your balance in the Plan, roll it over into another employer-sponsored plan or IRA, or take a full or partial withdrawal.

To learn more about eligibility and open enrollment, please contact your local HR representative for more information.



*Welcome to the family...*

**Sienna Juliette Orlando**

Birth date: 04/02/08 @ 8:08 am

Weight: 7 lbs. 10 oz.

Length: 20 inches

Proud parents: Melissa & Carlo Orlando (Carlo is an engineer at Westoil Marine Services on the Z-3).



## TWIC Transportation Workers Identification Credentials

As you know, TWIC cards are now a requirement for all credentialed U.S. Merchant Mariners. While the enrollment deadline is September 25, 2008, it is recommended to start the process before that time. Harley Marine Services, Inc. (HMS) is allowing reimbursement of fees associated with obtaining your TWIC card with a signed reimbursement contract. Due to the extended processing time of the applications, HMS has approved reimbursements without the actual copy of the TWIC card. However, as a reminder, the Human Resources (HR) Department will still require a copy. If you have been reimbursed for your TWIC expenses and have received your actual TWIC card, please stop by your local HR office to furnish a copy of it, if you haven't done so already.

Thank you,  
Your HMS Human Resources Department

### \*\* *Company Barbeques* \*\*

*Southern California hosted its first barbeque of the year on Friday, April 11, 2008. Over 70 people took an advantage of the great weather to attend the lunch event. The bigger-than-expected crowd included several customers, agents, and employees. The menu composed of tri-tip, sausages, chili, salad, and refreshments. Doug Houghton once again did a great job at starting an amazing fire and grilling the cuts to perfection.*

*Our next Southern California barbeque is expected to take place in May (date TBA). We hope you will be able to join us then!*



## APRIL EMPLOYEE OF THE MONTH

### **Captain Allen Hall, Olympic Tug & Barge**

Olympic would like to recognize Allen Hall as employee of the month for April. Allen came to Olympic in 2003 to assist with a construction project in Alaska and has since been a valued team member. Recently, Allen has been working as Master on the Hunter D making the run from Vancouver to Portland. Since the beginning of 2008 Allen has played a crucial part in keeping the Hunter D operation running smoothly, has demonstrated a professional interaction with his crew and Olympic's customers, and has been the "go to" individual for our schedulers. Thank you Allen for all the hard work you do for Olympic!

### **Paul Cagle, Deckhand/Crane Operator, Pacific Coast Maritime**

Paul Cagle has been an employee of PCM for over three years. In that time he has progressed from Deckhand/Cook to the AB Deckhand position to the Deckhand/Crane Operator position. He started training for his current position late last year to fill a vacancy we had due to other internal promotions. Paul has performed exceptionally well in all of these positions. He is a great shipmate and everyone enjoys his company for the 75 day tours of duty. He is very deserving of this recognition.

### **Captain Sam D'Aloisio, Starlight Marine Services**

Starlight Marine Employee of the Month is Captain Sam D'Aloisio. Sam has been a tremendous asset to the Bunkering Operations at SMS. He comes from a career in operating deep sea oil tankers, and the knowledge, professionalism and management shows. Sam has adapted his deep sea experience to operating tugboats over the past two years at SMS. Sam is always active and manages a very productive crew. Thanks Sam and keep up the good work!

### **Jonathan Stanley, Port Mechanic, Westoil Marine Services**

Since joining the Southern California engineering team in April of 2007, Jon has been an instrumental part of keeping up maintenance on the equipment. He works long hours to make sure that all projects are completed. Most recently he has been working on the Millennium Maverick and prepping the tug before going into the shipyard. He is a very dependable and reliable mechanic. Westoil Management is happy to present Jon Stanley, as Employee of the Month.

### **John Bearden, Chief Engineer, Millennium Maritime, Inc.**

John Bearden began his career at Westoil in April of 2004, and has worked both the oil barges and the tug boats. His current position is an Engineer aboard the tugboat, Millennium Maverick. John has always been flexible to the scheduling demands and lends a helping hand with the other tugs. He is a productive, professional, and dedicated employee. Westoil Management recognizes John Bearden, as Employee of the Month.

**Congratulations to all of our recognized employees!**

**Harley Marine Services, Inc.**

**910 SW Spokane Street  
Seattle, WA 98134**

**Phone: 206-628-0051**

**Fax: 206-628-0293**

**E-mail: [info@harleymarine.com](mailto:info@harleymarine.com)**

**Editor**

**Stephanie Wright**

**E-mail:**

**[swright@harleymarine.com](mailto:swright@harleymarine.com)**



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