



Minutes  
**Diving and Boating Safety Committee**  
**May 8, 2018**

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**Members Present:** Dale Gawlik, Ph.D., Chair, Program Director & Professor, Dept. of Biological Sciences  
Matthew Ajemian, Ph.D., Assistant Research Professor, HBOI  
Gabriel Alsenas, Director, Core Facilities  
Michael Brady, Ph.D., Dept. Chair & Professor, Dept. of Exceptional Student Education  
Robert Coulson, Research Programs Coordinator, SeaTech Research Center  
Tanja Godenschwege, Ph.D., Professor, Department of Biological Sciences  
David Muncher, Diving & Boating Safety Officer, EH&S  
James Nelson, Diving & Boating Safety Officer, HBOI  
Joshua Voss, Ph.D., Assistant Research Professor, HBOI  
Jeanette Wyneken, Ph.D., Professor, Department of Biological Sciences

**Members Absent:** None

**Environmental Health & Safety Administration:** Wendy D. Ash Graves, CSP, Director

**Committee facilitators:** Elisa Gaucher, M.B.A., Assistant Vice President for Research Integrity  
Judith Martinez, M.Ed., Coordinator, Research Integrity

Start Time: 2:04pm

Adjourned: 3:16pm

- **Introduction and Welcome**
- **Committee member COI disclosure with agenda items**  
N/A
- **Review of Minutes from Previous Meeting**
  - No comments to the minutes. Motion made and seconded to approve the minutes as is with 8 in favor, 1 abstained, 0 opposed, 1 member arrived after the vote was made.
- **Old Business**
  - DBSO's assessed operator list for CPR training and report about 15%-20% across all FAU campuses do have CPR training
  - HBOI DBSO identifies there are 42 boat operators, 31 of which need CPR training
  - HBOI DBSO notified boaters of the May 1, 2019 deadline to have the required CPR certification and has established a personal goal that HBOI researchers comply with the CPR training requirement by the end of the calendar year.

- Multiple classes will be offered throughout the year to get researchers caught up on CPR training.
- Proposal made to ask researchers to either attend one of the classes or provide proof of certification in guidance that DBSC Chair will distribute in the announcement of training dates.

Action item: DBSC Chair to send out memo regarding new implementation of CPR training requirements

• **New Business**

○ **Boating Safety Program Components**

- Chair reviews chart of program components and developments with regards to training, tracking capabilities, and response plans. Chart includes overview of program accomplishments such as the implementation of training requirements: MOCC training and Airboat-MOCC training
- Discussion regarding online refresher options for 5-year MOCC renewal for boat operators. Course can be called MOCC Refresher and EH&S will determine how to carry out this training
- Consideration of using chart as flow chart for new users to see the process or PI training
- Proposal of additional elements that could be added to the components chart including that a reporting column be added
- Subcommittees discussing crew and shore contact training
- DBSO has taken boating program and converted it into a PPT

Action item: Committee members to send feedback to Chair regarding Boating Safety Program Components table

• **Other Business:**

○ **DOI-MOCC southern training debriefing and scheduling update:**

- Chair reviews boat survey results regarding training needs in certain periods, namely the beginning of each semester, proposing to keep the same number of trainings but strategically scheduling trainings based on needs
- DBSO's discuss outcome of southern training in terms of space, amenities, and location. John Prince Park provided concerns of safety and adequate spacing needs leading to recommendation to seek out other southern campus locations including Phil Foster Park and Tigertrail.

○ **Float Plan Web App:**

- Meeting has been scheduled with HBOI OIT and other HBOI representatives to discuss new method for Float Plan app development with a specialist who can work exclusively on the development.
- Existing float plan app efforts from HBOI have resulted in a completed back end with HBOI users already populated. There is a need for the front end.
- Subcommittees have been discussing a more comprehensive app that extends beyond float plans

○ **Kayak training:**

- Not all members had a chance to self-enroll and review the materials as they addressed responsibilities associated with the end of the semester. Canvas training link will be re-sent

Action items: Committee members to review kayak training and provide feedback as needed to EH&S director

○ **Process for new trainings:**

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- Brief discussion regarding defining the parameters of EH&S and committee:
  - Committee makes determination regarding the FAU needs for activities whether training or otherwise.
  - EH&S evaluates what needs the DBSC has identified and EH&S determines the logistics of the activity, determining what is appropriate or not appropriate, and how it can be carried out safely.
  - Member describes that historically the committee has served to listen to the needs of FAU users in areas where they need guidance which they seek from the DBSC. For instance, an FAU unit will identify an activity as high risk and seek the DBSC to provide guidance on how to manage this activity or develop solutions to better manage.
  - EH&S requests clarification on how to address potential hurdles where EH&S deems it necessary to carry out a certain kind of training whereas the DBSC does not. Committee member acknowledges a checks and balances system where the area (in this case EH&S) can respectfully disagree to the decision made by the committee and develop their own safety procedures as needed.
- **Subcommittee updates:**
  - Subcommittee reports making progress on the boating manual with completion of three chapters.
  - New manual complies with SBSA (Scientific Boating Safety Association) standards as well OSHA, AAUS and other pertinent federal regulations
  - Draft of manual is on track to be finished by the end of the Fiscal Year (June 30<sup>th</sup>)
  - Plans are to have another consensus-based editing meeting following the committee meeting for this fifth subcommittee meeting. Hopefully there will even be chapters to provide to the next overall committee meeting
  - Diving subcommittee hasn't met, only boating subcommittee has been focused on building that area of the program. Boating manual has been split into about 5-6 chapters so far
- **Annual Report:**
  - DBSO addresses questions and clarifies details to the annual report including that float plan numbers changed in this update due to error in input. Discussion that SNMREC should not be listed under ETC category only list users under ETC

**MOTION MADE AND SECONDED TO APPROVE ANNUAL REPORT WITH NOTED CHANGES: 10 IN FAVOR, 0 AGAINST, 0 OPPOSED**

- **Other:**
  - Current Chair has extended his term on the committee to December 31, 2018
  - Questions regarding vice-chair appointment and need for a vote. It was clarified that members are not voted in but nominations are welcome. No nominations were made and no volunteers came forward for a vice-chair position at the time of meeting.
  - Proposal was made to split DBSC committee into a Diving Committee and a Boating Committee to align with the splitting of the manual. Proposal that completion of manual split and other pending items first be addressed before a committee split. Currently subcommittees have been charged to address issues specific to diving or boating.
  - Discussion regarding for-credit scientific diving course which was previously set up to be offered as a special topics course but was cancelled due to university objections to instructor credentials.

- Members agree course is necessary and should be cross listed to apply to undergraduate and graduate students.
- Efforts are currently underway by committee member through COE- Exercise Science to establish an open water course first, as a pre-requisite, under the exercise science department if it is willing. Committee member will be working with department over the summer with aims to have the course syllabus developed by the fall. Once established the committee can revisit the scientific diving class and figure out logistics which will provide the most degrees of freedom for available instructors to be permitted to teach the course. Ultimately, the Provost decides how to interpret SACS requirements of who can teach with what degree.
- Second committee member informs that the course can be offered as a special topics course 1 to 2 times without requiring all the approvals from the faculty committee. The course will simply need to be cross listed so it can be eligible for undergraduate and graduate credit.