



Minutes
Diving and Boating Safety Committee
December 12, 2016

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
Robert Coulson, Research Programs Coordinator, SeaTech Research Center
David Muncher, Diving & Boating Safety Officer, EH&S
James Nelson, Dive Safety Officer, HBOI
Joshua Voss, Ph.D., Assistant Research Professor, HBOI
Gary Rose, M.D., Associate Professor, Medicine
Jeanette Wyneken, Ph.D., Professor, Department of Biological Sciences

Members Absent: None

Division of Research/ Ad Hoc Consult: Jack Ludin, J.D., LL.M., Deputy General Counsel

Committee facilitators: Elisa Gaucher, M.B.A., Director of Research Integrity
Judith Martinez, M.Ed., Coordinator, Research Integrity

Guests: Arnie Harrison, Risk Management Director, EH&S

Start Time: 2:49PM

Adjourned: 3:46PM

• **Introduction and Welcome**

- Welcoming to the newly constituted committee from the Chair, Assistant Vice President for Research Integrity and VP for Research. Attendees introduced themselves and their involvement with diving/boating and roles within the university and this committee.
- DBSO provided new Diving and Boating safety manuals to the attendees

• **Committee member COI disclosure with agenda items**

N/A

• **Review of Minutes from Previous Meeting**

N/A

• **Old Business**

N/A

- **New Business**

- Chair announces goals and the direction he has for the newly constituted DBSC including transparency, communicative and responsive to the FAU Community. Operational Decorum Rules following Robert's Rules of Order. Abiding by the rules of quorum and members disclosing possible conflicts they may have with the agenda items present at a given meeting.
- VP for Research proposes training be considered for deans, new faculty, etc. using sample protocols to be used to demonstrate flow and rhythm
- Description of the forthcoming Confidentiality Disclosure Agreement for all members to sign their agreement that they will maintain confidentiality of material discussed at the meetings and of documents provided to them for the purposes of the committee. Additionally, all documents will be returned to the DOR after discussions have been completed for the relevant material.
- There will be a 30-day review period of the minutes where comments and edits will be accepted. The minutes will be officially approved at the following meeting.
- Documents needed for this transition include updating the charter, manuals and establishing new: SOP's, policies and other guidance documents; procedures for recent incidents
- Advanced Diving Practices under consideration for inclusion in the DBS manual
- DBSO and DSO describe New Boating Operator Training course of which they are trained to be instructors. The course is used to evaluate operator performance for operating small boats (up to 26ft.). Discussion on whether the course should be required.
- Need for evaluating the flow of incident reporting and management as well as the creation of a central reporting place.
- Discussions of regaining accreditation for the diving and boating safety program
- Summary of goals: editing the charter, establishing the structure of the committee, re-formatting the safety manual for easier accessibility including an index and PDF bookmarks.
- DBSO and DSO to provide metrics for the diving and boating safety program for DBSC to examine workload, learn of the kinds of boating, diving levels, location of boats, blue water trips, etc. Summary will be provided by campus.
- Discussions of place for the DBS either on the DOR website or to remain on the EH&S website. Dive plans and boat plans will be posted online.
- Further discussion regarding offering scientific diving course for course credit and evaluating the logistics and feasibility of creating this course.

- **Other Business:**

- Deciding on a fixed monthly meeting schedule for the upcoming year with the first meeting taking place during mid-February to allow the DBSO and DSO to compose the metrics and annual report for 2016. A poll will be distributed to select a fixed date. There was a consensus that Tuesday afternoons will continue to be a good meeting time in the upcoming semester.