

Minutes  
**Diving and Boating Safety Committee**  
**October 9, 2018**

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**Members Present:** Dale Gawlik, Ph.D., Chair, Program Director & Professor, Dept. of Biological Sciences  
Gabriel Alsenas, Director, Core Facilities  
Brian Benscoter, Ph.D., Associate Professor, Department of Biological Sciences (non-voting)  
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  
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:** Matthew Ajemian, Ph.D., Assistant Research Professor, HBOI  
David Muncher, Diving & Boating Safety Officer, EH&S

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

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

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

Start Time: 2:05pm

Adjourned: 2:42pm

• **Introduction and Welcome**

- Welcome to new member Dr. Brian Benscoter who is in a non-voting status until Dr. Dale Gawlik rotates off
- DBSC does not vote on new leadership or new membership

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

N/A

• **Review of Minutes from Previous Meeting**

Motion made and seconded to approve the minutes with edit to 8 in favor, 0 opposed, 0 abstained

• **Old Business**

- *Guidance Memo Action Items*
  - Chair is currently working on guidance memos regarding the new kayak; CPR/First-Aid/AED, boat training requirements
- *DBSC Membership & Leadership*

- No feedback was provided on current leadership nominations; e-mail will be resent for members to have another opportunity to comment.
- Chair defers decisions regarding the need for and integration of a vice chair to the new chair who will come on in January 2019
- *Float Plan Program Update*
  - Float plan app is underway and needs further work.
  - Features include auto populating fields based on previous input fields/vessel types, etc. for streamlined process, new format will allow for metrics to be pulled from completed plans, users will be able to edit and resubmit existing float plans, routing process is in place via email authentication process. Beta testing is not predicted to be long.
  - As the new format is rolled out the online form can exist in parallel to the existing paper form. Brief overview of form functionality is provided.
- *Manual Revisions Update*
  - Subcommittee will be meeting following full committee meeting to continue working on the manual which is currently on chapter 5. Description of chapter descriptions is provided:
    - Chapter 1- Global introduction, scope, definitions, policies etc.
    - Chapter 2- Defining roles and responsibilities for anyone involved in boating with the manual.
    - Chapter 3- All of the training authorization, re-authorization, termination, etc.
    - Chapter 4- Operations related to float plans and how they are used in the process.
    - Chapter 5- Special operations guidance: coastal, off-shore, airboat, any special boating activity.
    - Making changes in previous chapters as changes are made in subsequent chapters is part of the ongoing process in efforts to make the manual simple and efficient.
    - This new manual is based on several templates including the existing manual, and recognized diving and boating associations.
- *DBSO Search Update*
  - Position was recruited for, there's a final pool of candidates that Wendy picked. 4 phone interviews, final candidates to bring for in-person interviews. At this point Wendy will circulate everything to the DBSC and hopefully the candidates will have the opportunity to meet with all or most of the committee members to provide feedback.
  - Discussion regarding DBSO and Assistant DBSO roles and the need to clarify this with EH&S
- **Other Business**
  - Member asks regarding status of splitting the committee into a separate boating and separate diving committee which was previously discussed. Chair acknowledges the idea is to have the new manual complete and then revisit the topic to determine whether separate committees are necessary.