



Minutes
Diving and Boating Safety Committee
December 12, 2017

Members Present: Dale Gawlik, Ph.D., Chair, Program Director & Professor, Dept. of Biological Sciences
Gabriel Alsenas, Director, Core Facilities
David Muncher, Diving & Boating Safety Officer, EH&S
James Nelson, Diving & Boating Safety Officer, HBOI
Jeanette Wyneken, Ph.D., Professor, Department of Biological Sciences
Matthew Ajemian, Ph.D., Assistant Research Professor, HBOI

Members Absent: Robert Coulson, Research Programs Coordinator, SeaTech Research Center
Joshua Voss, Ph.D., Assistant Research Professor, HBOI

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

Start Time: 2:06PM

Adjourned: 3:05PM

• **Introduction and Welcome**

- DBSC Chair announces he will be rotating off the committee after the Spring 2018 semester in the hopes of wrapping up action items from the past year. Questions regarding whether there is a plan to vote on a Vice-Chair and whether there will be one for the committee. Discussion on who can be vice-chair, and whether they necessarily need to be faculty. DBSC will expand membership to include more faculty members.
- Discussion regarding member bringing up members contributing items to the meeting agendas and the need for members to present agenda items to DOR facilitators and DBSC Chair earlier in order to structure the agenda and provide members time to review and digest the material. Decision was made to add deadlines for members to submit agenda items for points of discussion two weeks prior to the meeting date. A table will be added on the website to reflect the submission due date for the respective meeting date.
- Chair describes that all agenda items submitted may not be addressed in the subsequent meeting as there are still big items to address but that they will certainly be addressed in upcoming meetings. Chair calls members to send him action items as well as large items or directions they have in mind thinking ahead for the new year for the committee to tackle. Member questions the process of how agenda items are selected for inclusion on the meeting agenda. Chair explains it his responsibility as DBSC chair to take the meeting hour allotted and prioritize which things get addressed at which time.
- Member suggests agenda items submitted by committee members should be prioritized. Recommends two standing agenda items, the first that the DBSO have five to ten minutes each

meeting to report the activity that occurred during the previous period especially highlighting interesting or unique cases, DBSO agrees.

- Request is made that DBSO's compile and circulate a bulleted list including number of dives conducted, floatplans, etc. to present to the committee as part of the standing item. HBOI DBSO presents concern about writing up report as many things happen last minute and explains a need to do things in an impromptu manner. Member argues verbal report without written document is sufficient. Suggestion is made that monthly metrics provided can be used toward the annual review. Second standing item that member proposes is that diving and boating subcommittees meet monthly and discuss agenda items there to make better use of time at DBSC meetings. Concerns that subcommittees have not met since their inception and inclusion of them on the DBSC agenda is to gauge the status of progress. Agreement that once the subcommittees are up and running, these committees could separately discuss agenda items and present decisions and necessary deliverables to the committee at large.
- Member additionally proposes that if subcommittees are more active it could alleviate the need for the full committee to meet as regularly. Recommendation that subcommittees meet as frequently as monthly in lieu of full board meetings to allow for working time and for DBSC to meet on a quarterly basis. Chair agrees that once subcommittees are up and running and there is a pattern of the subcommittees meeting monthly the recommendation is feasible. Discussion whether charter states need for monthly committee meetings. Concerns regarding whether subcommittees would provide monthly updates to the DBSC at large in between DBSC meetings.

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

N/A

- **Review of Minutes from Previous Meeting**

- Member questions the Meeting Minutes template regarding the inclusion of Ad Hoc Consult and Environmental Health & Safety Administration personnel. Decision is made to remove these listings from the Meeting Minutes unless they are present at the meeting.
- DBSO brought up concerns regarding language of the previously approved October Meeting Minutes. Subsequent discussion regarding the primary shore contact in the event of a diving accident. Committee agreed that in the event of a diving accident on a boat, the boat operator will communicate the event to the primary shore contact.
- *Motion made and seconded to approve the November minutes with the removal of Division of Research/ Ad Hoc Consult and Environmental Health & Safety Administration lines. 6 in favor, 0 opposed, 0 abstained.*

- **Updates**

- **DOI-MOCC Southern Campuses & DBSO updates**
- DBSO provides update on feasibility of conducting DOI-MOCC training at southern campuses. Starting the permitting process of the forms at Palm Beach County Parks (John Prince Park) though no flares are allowed without first obtaining permission from the Palm Beach County Sheriff's Department and the FAA. DBSO expresses difficulty in identifying other suitable areas. DBSC Chair has suggestions for location options and proposes to meet with the DBSO at a separate time to discuss possibilities including the ICW which DBSO has concerns with.
- Concerns arise regarding who will pay for the training at the southern campuses. DBSC Chair states that the committee is charged with developing and implementing policy not necessarily identifying budgetary concerns. Concerns that placing charge costs on the PI's is not in the spirit of the research

- mission FAU is seeking to promote or the charge the VPR made to the committee.
- DBSC Chair requests that feasibility study listing various sites and an evaluation of whether such a site would work for the needs of the DOI-MOCC in a written report from the DBSO's. The report should additionally include recommendations as well as limitations of the different sites. Also requests that budgetary concerns from HBOI be put into writing to follow-up on once a southern location is identified and underway.
 - Member presents concerns that the committee never voted on DOI-MOCC training to be offered as requirement on the southern campuses. Comment is made that HBOI students have to travel to main campus and incur costs as necessary throughout the year implying a parallel to those from southern locations travelling to HBOI. Member again questions whether the committee supports a southern campus offering.
 - DBSO will look to conduct February training in Southern campus.
 - Recommendation that members submit water locations and suggestions for southern campuses location.
 - Member states agreement with driving to HBOI for training so long as reimbursement is provided.
 - DBSO states he can provide carpooling service to and from HBOI from Boca Raton free of charge.
 - Concerns regarding use of state vehicle and liability issues.
 - EH&S would provide payment of training at Southern Campuses
 - **Airboat Training**
 - **Frevvo/Amazon Cloud Float Plan Software**
 - OIT and DBSC members are working out glitches to make this software available for Beta testing.
- **Old Business**
 - Review Draft Boater Survey
 - **Subcommittee (Boating) Updates (G.Alsenas, D.Muncher, J.Nelson, R. Coulson, M.Ajemian)**
 - Subcommittees have not yet met as of their formation in June.
 - **Other Business: N/A**