



Minutes  
**Diving and Boating Safety Committee**  
**April 11, 2017**

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

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

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

Start Time: 2:08pm

Adjourned: 3:13pm

• **Introduction and Welcome**

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

N/A

• **Review of Minutes from Previous Meeting**

- Discussion regarding researcher caught in gap of the training switch: “donut hole issue” which occurred because of the motion made to make the new DOI-MOCC training to become requirement effective March 14<sup>th</sup> without course offerings being made available as training implementation was still underway. Several researchers who need to be certified found themselves in this situation. Calls for need to tweak the language of the motion to address this gap where people have no ability to meet the requirement being put in place. Clarification requested about the e-vote count regarding proposed alternatives to account for those whose training was already in progress at the time the DOI-MOCC became required. The e-vote tally included non-voting members and was corrected to reflect: 5 in favor, 0 against, 3 abstained and 1 nonvoter.
- Discussion of the language of the motion regarding the implementation of DOI-MOCC training. Suggested edits to describe that the DOI-MOCC training at FAU is a declaration of intent and will

be in a trial period for one year. Training will be recommended rather than required during this test run period. Replacing the language from “development” of the program to the “implementation” of the program.

- Change of the wording of the motion will be reflected in the March 14<sup>th</sup> Meeting Minutes.
- Committee member was erroneously listed as absent. This was corrected to reflect the member’s attendance at the March 14<sup>th</sup> meeting.
  - Motion made and seconded to amend the language of the motion:
    - 9 in favor, 0 opposed, 0 abstained
  - Motion made and seconded to accept the minutes with these changes:
    - 9 in favor, 0 opposed, 0 abstained

## • Old Business

### *Implementation of Motorboat Operator Training Program*

- Updates from DBSO’s about the first offerings of the DOI-MOCC course suggest positive reception. Sessions have filled up and considerations are underway for offering the course monthly for the next three months to catch up on the backlog of people who need to take the course. As researchers become caught up with the training the need for offerings will be reduced to quarterly. Training involves online work then one day where half is spent on the water. Two instructors are required for hands on training in the water with a maximum of 3 students per teacher for a total of 6 students per session. Successful completion of the training results in a certificate that is valid across all federal agencies.
- Like for diving training, recommendation that implementation of DOI-MOCC should have new boaters be recommended by a PI to affirm the person needs this training for her/his academic or research work at FAU. DBSO confirmed this is standard policy for other trainings and will be carried into DOI-MOCC implementation as well.
- Questions presented regarding whether training can be condensed into less days, how FAU will adopt this training program, and what the cutoff date will be to make the training required and to be managed annually.
- Revisiting the discussion of how to offer the course at a southern location to account for the travel cost issues associated with researchers traveling to HBOI. There have been pushbacks from researchers regarding the costs associated with multi-day training at HBOI. Particulars are needed for the implementation of course offering at either Boca Raton or SeaTech to remove these associated travel expenses.
- Awaiting implementation plan for course including details regarding the logistics to be included in the manual, that will be provided to the operators of the guidance, limitations and exceptions, the transition period, and other logistics of how FAU is going to adopt this developed program. Reconcile the fact that this course does cost money for the PI’s, the university, how we’re going to manage it on an annual basis, who gets priority and in what circumstances for scheduling, procedural logistical, etc. Consideration that in order to gather all the details of the implementation we will need to go through the course and let it work out before adding language to the manual. G.A. volunteers to put together a strawman of what the formalized course description could look like.

### ➤ **Action Items from DBSO’s and R.C.:**

- Put information down on paper of what is needed for DOI-MOCC training implementation

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at southern campuses

- Survey boaters: asking how many people are anticipated to go through the training and when, new or existing boaters, how many new boaters, how many existing boaters, location preference for courses, type of boats used, etc. in order to better tailor training offerings to these users.

#### *Revised 2016 Annual Report*

- Chair charges DBSO with streamlining boating metrics and developing a plan for obtaining the necessary boating information in a usable form. Adding boating metrics to the next annual report down to the level of what labs are involved in boating in addition to the information that is currently captured including the destination, the campus origin, etc. This and additional information is needed to capture the boating needs of the community, what kinds of boating is being done, and which labs are active. This would allow for DBSO's to cross check labs with boats against those with boating activity.
- Database needed for float plan information. DBSO mentions need to find database software that would allow for the input of this data. Chair recommends creating database in Excel spreadsheet as a fundamental measure. DBSO reports there is already a spreadsheet with that information. Discussion of how there should be put into place a contingency that in order to maintain active status PI will need to update the information for their relevant lab so that DBSC and DBSO can maintain accurate files of boating operators.
- Proposition to turn current Diving Program Application form into a generic Diving and Boating Application form and use it for either boaters or divers so when personnel comes in the necessary information can be captured at once.

#### ➤ **Action Items from DBSO:**

- Streamline boating metrics for 2017 Annual Report by developing a plan to best obtain the necessary boating information; database for float plans and boating information.
- Develop a new intake application form or convert the current Diving Program Application form into a generic Diving & Boating form.

- Motion to approve the Annual Report: 9 in favor, 0 opposed, 0 abstained.

#### *Diving and Boating Safety Program (DBSP) manual revision*

- Subcommittee has produced a list identifying the sections of the manual that need work. Chair poses whether the committee is ready to split the manual into two separate manuals to have one for Diving and one for Boating exclusively. Discussion that the manual will be a more effective instrument to communicate if it's broken into two as currently users may be bogged down by the sheer size of the document.

- Motion made and seconded to separate the Diving and Boating Safety Manual into two separate manuals: 7 in favor, 2 opposed, 0 abstained.

- Now that manuals will be split, Chair makes call for the development of subcommittees to develop prioritized list of the identified needed changes to their respective manual. DBSO poses that the diving relevant sections of the manual are essentially complete and follow set AAUS standards so the emphasis of the work should be directed toward the boating part of the manual. Considerations

that with the split, the diving section does need to be reassessed to factor in the split in terms of formatting and certain language.

- **Action Items from Committee:** Nominate and assign a Chair for each subcommittee. Meet at least monthly to discuss prioritized edits or revisions to the manual and present some level of activity at subsequent DBSC meetings.
  
- **New Business**
  - DBSC Charter was signed by the VPR and will be added to the DBSC page of the DOR website.
  - Effective immediately, any communications regarding policies or any requirements of the committee must get vetted through the Chair or the DBSC prior to distribution by DBSO or otherwise.
  
  - New business that was not covered will be moved to the next meeting
  
- **Other Business:**
  - DBSO presented concerns regarding legal issues of liability without the presence of a training policy implemented in the manual or other published document to be publicly promulgated. Resulted in a discussion regarding the separation of university requirements for policy implementation and DBSO personal liabilities. Proposition that committee create policy document to reflect training. Concerns that there is not enough information to develop a policy at this time. Legal counsel recommends that concerns of this nature be brought to his attention. Interim basis solution to provide DBSO with assurance to move forward with the training results in a recommendation to publish the approved minutes on the DBSC section of the DOR website which EH&S Diving and Boating Safety program will link to.