



**Minutes**  
**Diving and Boating Safety Committee**  
March 25, 2019

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**Voting Members Present:**

Brian Bencoter, Ph.D., *DBSC Chair*, Associate Professor, Department of Biological Sciences  
Matthew Ajemian, Ph.D., Assistant Research Professor, HBOI  
Michael Brady, Ph.D., Dept. Chair & Professor, Dept. of Exceptional Student Education  
Tanja Godenschwege, Ph.D., Professor, Department of Biological Sciences  
Lizzie McNamee, B.S., Diving & Boating Safety Officer (Primary)  
Jeanette Wyneken, Ph.D., Professor, Department of Biological Sciences

**Non-Voting Members Present:**

Wendy D. Ash Graves, CSP, Director, Environmental Health & Safety, *Ex-Officio*  
James Nelson, Diving & Boating Safety Officer (HBOI), *DBSO Alternate Member*

**Members Absent: N/A**

**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

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

Start Time: 2:00pm

Adjourned: 3:43pm

- **Introduction and Welcome**
- **Confidentiality disclosure**
- **Committee member COI disclosure with agenda items -- N/A**
- **Review of Minutes from Previous Meeting**
  - **Motion made and seconded to approve the minutes 5 in favor, 0 opposed, 0 abstained.**
- **Old Business**
  - **Role & Function Policy document**
    - Capture the diving and boating activities at all campuses to have a minimum representative at all campuses for quorum. Its necessary members understand they're not representing their specific campus but rather FAU as a whole. Consideration it would be too limiting to list all the sites as it may be troublesome to obtain faculty membership across all sites due to limited users.
    - Concerns of calling it research "project" as it may be misinterpreted as thesis or dissertation where it can also include classroom activity.



- Changing from committee to board
- Discussion regarding the term “Control” and how it may create concerns among the community. Language was taken directly from AAUS. Proposal to remove the word control and call it Diving and Boating Board.

**Motion made to adopt the Role & Function policy as amended to include the name as Diving and Boating Board (DBB). 5 in favor, 0 opposed, 0 abstained.**

- Float Plan Changes: major vs. minor
  - What changes cannot be included as day of changes on the fly
  - New App does not have the ability to open an existing Float Plan and make changes to it.
  - Purpose of the Float Plan is essentially an emergency response plan which allows people to determine what can be used if someone doesn't show up at the reported time and day. If the DBSO is aware of the changes in real time, to be able to access accurate information especially in the event of a concern.
  - Is it acceptable to text the DBSO real time changes so that they're aware in the event of emergency response plan has to take place
  - Create a float plan on the fly or create a new submission was original question? Email versus approval from approve to notify.
  - Got agreement from Kajiura lab to test out the Float Plan at Boca
  - There's need in e-App to track changes made on day of
  - Just notification may not be sufficient for proper management as was discussed at the previous meeting
  - Float Plan app doesn't currently have all the capabilities it may need but we need to first examine which are important now to launch and anything additional will need to be in Phase 2
  - Proper phone and protection against water should be included as minimum equipment requirements
  - Major change needing operator and vessel size that they're qualified to operate. Major changes will still require active approvals.
  - Matrix should spell out if you're doing these things then you should do this for approval and if this then just notify.

> Action Item: Wendy to send Float Plan app for people to test out

> Action Item: Committee to test out float plan app and assess proper terms to describe. What needs a new float plan and what operators can change post-approval. Updated versus replace.

Member leaves at 2:43pm

- Non-Compliance Issue update
  - Lab previously forgot to submit float plan
  - DBSO has followed up on the lab and with the PI
  - This same lab has now had an issue where a lab member submitted a float plan at 6am on Friday morning and went out on Saturday instead without receiving approval
  - Proposal for the DBSC to write a letter of non-compliance. After consulting the policy, DBSO will contact PI regarding grievances and PI's response to that.
  - Motion made for the PI to be contacted and notified that the Board is asking for an explanation of a series of recent violations



- Discussion on whether DBSO should be the one to contact the PI or whether it should come from the committee. Proposition that DBSO work with the lab and inform them to work with DBSO to remedy the issue or it will need to be brought to the board.
- **New Business**
  - DBSO Updates
    - According to the AAUS and FAU Manual the Board has to vote in new diver's certification or new depths.
    - Motion made and seconded to approve certification of new scientific diver
    - 2 newly trained Nitrox divers at HBOI
    - MOCC class last month for 3 students
    - Member asks regarding notification of MOCC or how to access location of training dates
    - CPR class for 11 at HBOI, CPR class at Boca for 4 to get everyone up to speed by the May 1<sup>st</sup> guideline. Notice was sent out to all divers and boaters
    - Kayakers now have to be checked off for competency so there has been the development of a Check-out list and 3 people have been
    - Sullivan Park (The Cove)
    - Training days and scientific dives have produced several qualified divers who have obtained internships
    - DBSO has completed 24 dives already
    - Completed the Diving Manual, and will now revise it to include the new name. Wendy and Jimmy will be reviewing it. Onto the Boating Manual.
  - Southern location for MOCC training
    - Phil Foster, Blue Heron park is not good for training due to crowding
    - John Prince Park- got an agreement with them to reserve one of their boat ramps to be able to do training is the least desirable due to maneuverability and previous negative experience
    - Eula Johnson & Dr. Myzel State Park – received agreement with this park next to SeaTech. Can park boats at SeaTech. Don't have knowledge of places nearby
    - Can we partner with FWC or have MOCC trainings at the same time at the Blue Heron in order to facilitate that location as a training option.
    - Can have multiple training location options at the southern locations
  - DAN Instructor trainer
    - Member participated in DAN NAUI instructor trainer workshop should anyone now be interested in CPR through DAN and NAUI member can provide that training
    - To become an instructor of the DAN courses you either need a diving assistant or a master diver
    - Consideration to be added to the Scientific Diving
    - DAN DFA Pro



- **Other Business:**
  - Guidance memos should be included in the manual in the future

**Motion made and seconded to adjourn with 5 in favor, 0 opposed, 0 abstained.**

End time- 3:43pm

Action Items:

- Committee to test out float plan app and provide feedback
- Labs to pilot test float plan app
- Follow up on lab with repeat non-compliance incidents
- Southern location for MOCC training update
- DBSO's discussion of float plan edits requiring notice or active approval
- Boating manual update