



Minutes
Diving and Boating Safety Committee
October 10, 2017

Members Present: Dale Gawlik, Ph.D., Chair, Program Director & Professor, Dept. of Biological Sciences
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
Joshua Voss, Ph.D., Assistant Research Professor, HBOI
Gary Rose, M.D., Associate Professor, Medicine
Jeanette Wyneken, Ph.D., Professor, Department of Biological Sciences
Matthew Ajemian, Ph.D., Assistant Research Professor, HBOI

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

Environmental Health & Safety Administration: Arnie Harrison, MHS, FLHCRM, Interim Director, Environmental Health & Safety Department

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: 3:07PM

Introduction and Welcome

Committee member COI disclosure with agenda items

One member disclosed conflict with an agenda item and will recuse himself from any pertinent discussion and voting as applicable.

Review of Minutes from Previous Meeting

- Discussion regarding the definitions and difference between “accident” and “incident” with emphasis on which is legally reportable and which is to be solely evaluated by the DBSC. Agreement that the definitions listed should be reversed. The minutes will be revised to reflect this change and read *“Accidents must be reported to the DSO, whereas ‘incidents’ require reporting to the DBSC for evaluation and review. These 2 classifications need to be added and detailed in the future manual.”* All accidents will be incidents but not all incidents will be categorized as accidents.
- Member makes request to revise the title “DBSC Corrective Action Plan” to “DBSC Decision Report”.
 - i. Motion made and seconded to approve the minutes with the noted modifications: 9 in favor, 0 opposed, 0 abstained.**

Old Business

- Airboat Incident Report update
G.A.’s schedule has not allowed him the opportunity to circulate the report in enough time for the committee to review before the meeting. Will send to RI today or tomorrow to be circulated to the

committee who will review it further and make a decision to discuss at a future meeting or to vote by correspondence to accept or make changes to the document.

- Boat training requirements for crew members

Discussion for the need to define a passenger and a crew member which would allow for ease of defining the necessary training for each. Passenger is a person who is travelling on the boat and a crew member is a person involved in a particular kind of work or working together. A crew member should then complete some kind of training something like a canvas module, meet with the DSO's to learn various techniques that may arise when boating. Developing training will be deferred to Boating Subcommittee.

- Action Item: Boating subcommittee to develop formal definition of crew member and establish satisfactory training for these persons.

New Business

- Float plan monitoring updates

- i. HBOI IT has several initiatives wherein they're using Amazon Cloud and a preliminary place has been saved for DBSC to host a database application. G.A. is in the process of providing a database architecture from which HBOI IT can begin work on. The idea is to have this web-based system that can be accessed by mobile phone or computer; wherever you need to be. This would allow users to pull up float plans, dive plans, reuse and update them as necessary. The biggest issue so far has been integrating FAU's authentication system into this program. Frevvo is a form based platform to take information from the user and then feed into the Amazon Cloud database for storage. Once in database format, data can be used to run reports, queries and so forth. Anticipated timeline is approximately one month for a framework of the basics.
- ii. Discussion regarding asking labs to begin developing their own SOP's based on a DBSC template to be developed. These SOPs could then be reviewed by the DBSC annually to ensure adequate safety practices are in place and being followed.

Concerns that information that would make up SOP is already asked on the float plan and that this may be additional paperwork that may not provide the intended benefit of increasing safety. For instance, if there is a diving accident on a boat, the boat operator will communicate the event to the primary shore contact. If it's an FAU boat, parties involved would follow the FAU boating SOP's of what to do in the event of an incident. Consideration of adapting existing diving accident management systems/flow chart for use on boating accidents or incidents.

Clarification that the proposed SOP would go above the information required on the float plan and encompass procedures of what to do in the event of an incident, what questions to ask, who should be contacted: when and in what order, etc. The value would be to ensure each unit has a safety plan in place and that it encompasses best practices. The safety plan would be based on DBSO expertise and a review of other unit's safety measures would be applied.

This SOP requirement can be included in the manual revisions along with guidelines of minimum points that need to be addressed. Topic can be presented to the all hands meetings for divers and boaters at such a time when a meeting is scheduled, and can be incorporated into the boating needs survey form as well.

- **Motion made and seconded to defer the SOP development to boating subcommittee with 9 in favor, 0 opposed, 0 abstained.**

- Action Item: Boat Subcommittee to discuss development of SOP requirement for each lab/unit and inclusion into manual revisions.

- **DOI-MOCC Updates**

- i. Last class offerings for this semester will take place on October 11th and 12th
- ii. DBSO contacted the event coordinator of Palm Beach County Parks & Recreation for potential southern location of DOI-MOCC to be provided at John Prince Park in Lake Worth. Application will be reviewed by event coordinator and aquatics director and if approved, courses can begin in January. This park doesn't provide all the things necessary to run the course so it will be modified to include day one activities on the Boca Campus including trailering, rescue work in the pool, etc. Day two will take place at John Prince Park however there are issues regarding shooting off flares which may require additional fireworks permitting. Operating at this location will be more involved in the transportation of boats and will be an additional expense of \$300-\$400. Concerns regarding who will be responsible for paying the additional expenses to teach the course at the southern location were raised.
- iii. HBOI DBSO and his assistant will be travelling out of state to attend USGS training. Assistant will become MOCC instructor. HBOI DBSO will become an instructor trainer which will give him the ability to train instructors in-house to allow a broader range of certified FAU instructors.
- iv. USGS officials have been interested in a partnership with FAU wherein their personnel can visit HBOI to receive DOI-MOCC training. Proposal was made for HBOI to become a regional MOCC area which would allow FAU to invite federal agency personnel to receive the DOI-MOCC training for a fee that would in turn support costs of Diving & Boating Safety Program. Additionally, HBOI DBSO and additional federal instructors could be invited to help him to maximize class sizes. HBOI DBSO will also be able to provide training for instructors at an additional fee up to three times the cost of standard MOCC training.

- Action Item: DBSO to outline cost-benefit analysis of using John Prince Park as location.
- Action Item: DBSO to develop feasibility survey for *additional sites* to serve the southern locations.

- **Airboat Operator Training and Certification**

- i. Certification for the DBSO's to become airboat *operators* would require completing a 3-day training course in Titusville, FL.
- ii. A \$1,050 per participant course of an additional 4-days with 60 hours' logged time will be necessary to receive certification to become airboat *instructors*. Becoming airboat instructors will not be feasible unless there is an airboat at FAU that is made available on a regular basis for DBSO's to go out and build the expertise needed to conduct the training.

- Action Item: DBSO & DBSC Chair will meet to discuss ways that the airboat operator training limitations can be addressed to present to the committee at the next meeting.

- **Needs Survey of Boat Operators**

- Action Item: DBSO & DBSC Chair will meet to discuss modifications and final revisions to present to the committee at the next meeting.

- **Boat Application Intake Form**

- Action Item: Boating sub-committee to condense the form and incorporate committee's edits.

- **Other Business:**

- i. DBSC oversight of snorkeling operations- Tabled for next meeting
- ii. Monthly meeting dates- confirmation of calendar hold