

NASBLA Engineering, Reporting & Analysis Committee (ERAC) Meeting

March 31, 2017 (8am-5pm ET)

NASBLA Headquarters 1648 McGrathiana Parkway, Lexington, KY

Attendees (for all or a segment of meeting): Committee / Subcommittee Leaders: Glenn Moates, presiding (TN); Kris Wahlers (CO); Kenton Turner (IN); Penny Kanable (WI); Joe McCullough (AK); Seth Wagner (FL). **All other State Members:** John Girvalakis (MA); Rachel Graham (OR)*; Eric Lundin (CT); Johanna Naughton (CA); Amy Rigby (CA). **U.S. Coast Guard Representatives:** Susan Weber*; Paul Newman*; Don Kerlin* **Associate Members:** Pete Chisholm (Mercury Marine)*; Brian Goodwin (ABYC); Dan Maxim (USCG-Aux); Dick Snyder (Mercury Marine, ret); Tammy Terry (Individual Mbr). **NASBLA Program Representative:** Gary Haupt (BAI Training). **Paddlesports Committee:** Eleanor Mariani (CT); Haley Rice (WA). **NASBLA HQ Management /Program Directors:** John Johnson, Ron Sarver, Pam Dillon, John Fetterman. **ERAC Staff:** Deb Gona

*=participated by teleconference

The quorum requirement for NASBLA policy committees (i.e., majority of state members attending in person or virtually) was exceeded at this meeting.

Summary of Key Discussion Points and Action Items

The following covers major points of discussion, committee decisions, and action items resulting from this meeting of the full committee.

General:

- **Reporting to NASBLA Executive Board:** The next written status report on 2017 charges (with preliminary ideas about 2018 charges) is **due by May 26** for discussion during the June 2-4 board meeting. See copy of **Committee Calendar Updated 03/31/17**.
- **Implementing a Volunteer Code of Ethics (COE):** A DRAFT COE was distributed at meeting, with the purpose described by NASBLA CEO John Johnson. The intention is to implement the COE beginning with the 2018 committee cycle. See copy of **COE DRAFT**.
- **Proposals for 2017 Annual Conference sessions:** Are **due online by May 31**.
- **Deregulation:** Given the current regulatory climate and constraints, and as a result of discussions with incoming USCG leadership, the NASBLA Executive Board has tasked all committees with identifying regulations (parts of CFR as pertain to aspects of recreational boating) ripe for elimination). The committee should identify/compile/develop rationales as part of its ongoing charge work.
- **Update of NASBLA Top 10 Most Wanted:** The BLA Workshop priority ranking session conducted the day prior had resulted in no change to the lineup of the top 10 boating safety issues (2015-2016). Issues regarding distracted boating and the

standardization of accident report terms—both related to ERAC products—are still within top five.

- **Measuring / Implementing National RBS Strategic Plan 2017-2021:** Multiple ERAC members and staff are currently serving on the plan’s Initiative #3 team to develop measures and an operational plan (initiative #3 is to “improve upon and expand recreational boating data collection and research”). Relevant materials will be posted as FYIs for committee members and to solicit feedback as needed.

Charges and Topic Explorations/Partnerships:

- **M&E 2017-1: Input to USCG policy/regulatory proposals and actions:** *charge activity is on hold, awaiting publication of Federal Register Notices* for the USCG BAR form and/or accident reporting regulatory project (see associated activity re IR&A 2017-1)
- **K&CM 2017-1: Lighthouse Forum:** *no changes to charge, but awaiting “go live” date for new NASBLA website platform*, which is intended to create more interaction between webpages and current “Connect” features of library and discussion forums. To view demo video, go to <https://www.youtube.com/watch?v=GDL5HAhYj2M>. The charge team will need to be engaged in NASBLA-wide Knowledge Management efforts.
- **K&CM follow-up on ERAC’s 2016 accident report narratives and alcohol/drug involvement products that were passed to NASBLA Enforcement & Training Committee:** *charges under way*. Per a post-Enforcement meeting report from committee staff John Fetterman, Enforcement will produce videos introducing the products to officers/investigators (why important to LE, etc.) with links back to the full products. Enforcement expects to share scripts with ERAC in about a month, with possible rollout to board at summer meeting.
- **IR&A 2017-1: BAR manual development (shorthand charge title):** *charge as revised 12/8/16, under way; some components may require additional input from the states; final product likely to require NASBLA members’ vote (factor into product timelines)*. Resources for teams assigned to draft sections of the Table of Contents will continue to be uploaded at <https://nasbla.basecamphq.com/projects/6173296-erac-ir-a-2017-1-2016-a1-bar-manual-development/log>. The manual’s topics, various reporting and policy issues, and broader deregulation issues were covered at the NASBLA Executive Board sessions March 27-28, and Issues in Accident Reporting session at the BLA Workshop, March 30.
- **IR&A 2017-2: Roll out state-level statistical report template:** *charge activity on hold pending resolution of Boating Accident Report Database (BARD) vendor transition issues and stabilization of system. There is a possibility that no activity may occur for this charge in this cycle.*
- **IR&A 2017-3: Piloting best practices for gathering/analyzing human factors data:** *charge under way*. Efforts continue in Oregon and Florida. Initial work in both

involved compiling supplemental performance data on cases already investigated. Member Dan Maxim, USCG-Aux, will analyze Florida's cases using HFACS-lite guidance, and produce a summary report by May 1. Anticipate the follow-up efforts in pilots will involve training on / active use of guidance and collection form to supplement fatality investigations.

- **S&R 2017-1: Explore recalculation of boating fatality rate's numerator:** *charge under way, with modifications.* Initial exploration on the numerator will focus solely on determining the magnitude of the gap between the accident victim's residence and the location of accident. A data request was made to member Susan Weber, USCG, to pull specific fields for 2006-2015, and deliver the dataset to Penny Kanable (S&R Subcommittee Chair) for the charge team's initial analysis (~mid-April).
- **S&R 2017-2: Input to next NRBSS:** *charge activity on hold pending publication of a Federal Register Notice of USCG's intent to submit an ICR to OMB re the survey methodology and survey instruments.* Anticipate the NRBSS Participation Survey to be conducted in 2017 and the Exposure Hours collection to get underway in 2018. In related activity, the committee was invited by member Rachel Graham to review and provide feedback on a draft of Oregon's upcoming boat use survey.
- **S&R 2017-3: Explore feasibility of linking VIS and BARD:** *no activity will occur this cycle as a result of BARD, VIS, security and budgetary issues at USCG.*
- **Assist Paddlesports Committee on data collection and research:** *focus of activity is pending further discussions with Paddlesports on needs.*
- **E&E 2017-1: Identify best approach to capture/record vessel hull design characteristics:** *charge under way, with modifications.* The charge team identified a question to beta test as an add-on to the accident investigation report in a select number of states over a two-year period. See the notes captured in the March 31 comment to the charge's Writeboard at <https://nasbla.basecamphq.com/W6250377>. The revised query will not focus solely on the hull so as to capture data on and possible issues and trends associated with other design characteristics. Potential pilots were identified and will be formally invited to participate.
- **Topic exploration on flotation issues as apply to canoes / kayaks:** *continue working with the Paddlesports Committee on its charge, especially regarding the ABYC Standard H-29 and manufacturers' compliance.*

**NASBLA ENGINEERING, REPORTING AND ANALYSIS COMMITTEE (ERAC) MEETING
FRIDAY, MARCH 31, 2017**

LOGISTICS

Lodging: Embassy Suites Hotel 1801 Newtown Pike, Lexington KY 40511 859.455.5000

Meeting: NASBLA-HQ Training Rm, 1648 McGrathiana Pkwy, Ste. 360, Lexington KY 40511 859.225.9487

MEETING MATERIALS

Items will be posted to ERAC's Overall Activity Basecamp project area. Members who cannot access Basecamp will receive materials by email attachment.

MEETING DAY MEAL/BEVERAGE INFORMATION

Breakfast is on your own at Embassy Suites.

Coffee/other beverages and lunch will be provided at NASBLA HQ.

LONG DISTANCE PARTICIPANTS

Teleconference dial-in will be provided. GoToMeeting may be used for portions of agenda. Updates will be via email regarding agenda progress, when phone line(s) will be open, and which access code(s) to use for the full committee and breakout discussions.

PRELIMINARY AGENDA

All times shown are Eastern Daylight and subject to adjustment

- 8:00 a.m. Call to Order / Setting the Stage for the Day's Work [Full Committee]**
- Member and guest introductions and opening remarks
 - Goals for this meeting
 - Committee operations: Overview of committee calendar – tasks and milestones for remainder of cycle; Committee policy and member roles
 - Agenda adjustments / member items
- 8:30 a.m. Impact and Influence: What's going on around us? What role does ERAC play? [Full Committee]**
- Overview of relevant issues and topics from discussions and presentations at NASBLA Executive Board meeting (March 28) and BLA Workshop (March 29-30).
 - Relationship of ERAC's work to NASBLA's strategic and implementation plans, and to the National RBS Strategic Plan 2017-2021.
 - Measuring the effectiveness of the committee's charge work and other activities (overview).
 - Overview of related initiatives underway in other NASBLA committees and programs; relevant activities of National Boating Safety Advisory Council (NBSAC).
- 9:30 a.m. 2017 Charge and Topic Exploration Review – Status Reports [Full Committee]**
- Subcommittee chairs will lead the full committee in review and initial discussion on the status of the 2017 charges. Chairs or charge team leaders should be prepared to start the process by *briefly* reporting on charge activity to date, what still needs to be done, obstacles to completing work, and suggested resolutions/actions. *[Time is allotted in the afternoon for additional breakouts and final discussion by the full committee to guide work or resolve issues.]*

Monitoring & Evaluation (Glenn Moates):

- ✓ Input to U.S. Coast Guard policy / regulatory proposals / actions (ERAC_M&E 2017-1)
- ✓ Triage (committee process)

Knowledge & Content Management (Kris Wahlers):

- ✓ Continue developing NASBLA Lighthouse (ERAC_K&CM 2017-1)
- ✓ Status of development of additional delivery methods for 2016 ERAC products on accident report narratives and alcohol / drug involvement as contributors (passed to Enforcement Committee)

BREAK

Investigation, Reporting & Analysis (Seth Wagner):

- ✓ Develop “best practices” / BAR manual for states’ use (ERAC_IR&A 2017-1)
- ✓ Rollout / refine state-level statistical report template (ERA_IR&A 2017-2)
- ✓ Continue pilot of best practices for gathering human factors data (ERAC_IR&A 2017-3)

RBS Statistics & Research (Penny Kanable):

- ✓ Explore recalculation of numerator in fatality rates (ERAC_S&R 2017-1)
- ✓ Input to design / analysis of next NRBS Survey (ERAC_S&R 2017-2)
- ✓ Explore feasibility of linking VIS and BARD (ERAC_S&R 2017-3)
- ✓ Assist Paddlesports Committee in areas of mutual data and research interests and trends identification

Engineering & Equipment Issues (Joe McCullough):

- ✓ Identify best approaches for capturing hull design characteristics (ERAC_E&E 2017-1)
- ✓ Monitor outcomes of engine cut-off switch wear work by Enforcement Committee
- ✓ Collaborate with Paddlesports Committee on topic of flotation issues as apply to canoes and kayaks
- ✓ Update on issues of mutual interest under discussion / activities underway by NBSAC BAE subcommittee, ABYC, NMMA, UL, and other groups

Noon

Working Lunch [Full Committee]

1:15 p.m.

Breakout Work [Subcommittees and Select Charges]

As of this preliminary agenda, three subcommittees – Investigation, Reporting & Analysis; RBS Statistics & Research; and Engineering & Equipment – have charges most likely to need additional discussion time on site.

3:15 p.m.

Report-outs from Breakout Sessions [Full Committee]

3:30 p.m.

Where Do We Go from Here? [Full Committee Review and Discussion]

Near-term:

- Review of specific next steps and timelines for post-meeting charge work and product development and delivery in the current cycle;
- New topics that emerged from today’s discussions for consideration in the Triage (to put forward as proposals before the end of this cycle or as potential new charges for 2018);
- Topics that can be developed into annual conference sessions.

Longer-term:

- Does ERAC's committee charter need any adjustments?
- What can ERAC do to improve its communications and product messages for NASBLA membership and other boating safety stakeholders?
- What other improvements could be made to the committee (e.g., its internal communications, operations, interactions, recruitment efforts, etc.)?

4:45 p.m. Recap of Action Items / Major Discussion and Decision Points [Full Committee]

5:00 p.m. Adjourn

preliminary agenda - public copy - 03/15/2017