

**NASBLA ENGINEERING, REPORTING AND ANALYSIS COMMITTEE (ERAC)
FRIDAY, FEBRUARY 19, 2016, 8:00 a.m.-4:15 p.m. EST
Grand Kentucky Salon-C, Hilton Downtown, Lexington, KY**

MEETING SUMMARY

ATTENDEES (in-person and remote)¹: **ERAC Leadership:** Glenn Moates, TN (Chair); Kris Wahlers, CO (Vice Chair); Eleanor Mariani, CT (Board Liaison, remote); Tammy Terry, OH (Immediate Past Chair); Penny Kanable, WI (Special Projects Subcommittee Chair); Joe McCullough, AK (Engineering-Equipment Subcommittee Chair); Seth Wagner, FL (Accident Reporting & Analysis Subcommittee Chair). **At-Large State members:** John Girvalakis, MA; Rachel Graham, OR (remote); Deb Green, OH²; Eric Lundin, CT; Johanna Naughton, CA; Amy Rigby, CA. **NASBLA program representative:** Gary Haupt, Boating Accident Investigation Training. **U.S. Coast Guard representative to ERAC:** Susan Weber (remote). **Other U.S. Coast Guard SMEs:** Don Kerlin (remote); Jeff Ludwig (remote). **Associate members:** Pete Chisholm, Mercury Marine (remote); Brian Goodwin, ABYC; Dan Maxim, CG-AUX; Bruce Rowe, Forever Resorts; Dick Snyder, Mercury Marine (ret.); Karen Steely, Aaron Fdn. **State Guest (for Accident Reporting & Analysis breakout):** Scott Brewen, OR (remote). **NASBLA Leadership Guests (portions of agenda):** Darren Rider, TN (President); Mark Brown, OK (Board member); John Johnson (CEO/Executive Director); Ron Sarver (Deputy Director). **ERAC Committee Staff:** Deborah Gona (Research Consultant).

Meeting materials can be found at the **ERAC Meeting Materials** page on the Lighthouse (link provided to committee members). Individual items referenced in this summary can also be accessed directly by clicking on the **live links that are highlighted**. Items will be available on the materials page through the 2016 cycle, and on **ERAC 2016 Overall Activity** (<https://nasbla.basecampHQ.com/projects/5486330/log>) and other Basecamp project areas as applicable.

This is a summary of key presentation, discussion, and action items. It is not intended as a transcript.

Call to order / setting the stage for the day's work (full committee session)

- **Meeting called to order.** Chair Glenn Moates opened the meeting at just after 8:00 a.m. EST, welcomed members, and asked all attendees in the room and on the phone to introduce themselves (see **Attendees** list above).
- **Quorum requirement was met for purposes of conducting official, full committee business.** All ERAC state members, representing 10 states, attended either in person or by phone. The Board Liaison to ERAC participated by phone for the morning agenda. [**Note: no votes were taken during the meeting.**]
- **2016 leadership transitions described.** Glenn, Kris Wahlers (vice chair), and Tammy Terry (immediate past chair, soon-to-be individual member) spoke of their new or changing roles in and outside of ERAC and expressed appreciation for current and past opportunities on the committee. Board liaison Eleanor Mariani added her thanks to all for their current and past service.

¹ "Remote" means attendee participated in the meeting by phone for most or some portion of the agenda.

² Representing Ohio during leadership/membership transitions; status on committee to be determined.

New leadership positions created as a result of the establishment of subcommittees in January also were noted. Glenn thanked Penny Kanable, Joe McCullough, and Seth Wagner, who were all tapped to lead the new groups.

- **Establishment of subcommittees discussed.** As part of the January leadership transition, the board asked ERAC to also make the move to subcommittees, a structural change the board had initially discussed last year. Among the reasons: NASBLA's other policy committees operate with them (as did ERAC in the past); the groupings can make it easier for the board and others to better understand the work of the committee; the structure can offer additional leadership and growth opportunities; and organizing the work in this way can take some of the burden off of the committee chair to orchestrate and report out on all aspects of the subject matter covered in the charges. Adjustments can be proposed and made as needed.
- **Review of committee calendar for 2016 and notice of upcoming delivery dates.** Deb Gona (ERAC staff) cited major calendar changes instituted by the board last year, and described tasks completed to date. **Next major deliverable to the board—a 2016 charge status report with preliminary recommendations for 2017 charges—is DUE JUNE 1** for consideration by the board at its mid-June, in-person meeting. **Other critical dates:** Any committee product(s) needing a vote from NASBLA membership at the annual business meeting must be sent to the board 45 days before the meeting date and made available and announced to membership by Aug. 15. The final report on ERAC's work in 2016 must be completed and posted online by Aug. 30.
- **Meeting goals were set.** Glenn asked that the presentation and discussion of charges—to take place during the morning's full sessions covering current status and the breakouts in the afternoon—result in agreement on what still needs to be done with each charge, the expected outcomes, and who will work on what aspects. Obstacles to the charge work and ways to get around them also should be addressed.

Impact and Influence: What's been going on around us? What role does ERAC play? (full committee session)

- **Executive Board meeting (Feb. 15-16) outcomes that affect ERAC (covered by Deb Gona).**
 - Adoption of a revised **Policy on Committees** that codifies cycle changes approved in 2015, and reflects the evolution of the committees and how they function today (including emphasis on electronic methods of conducting business and completing charge products).
 - Adoption of an updated **NASBLA Implementation Plan 2016**, which presents the specific tactics (actionable items), associated with the NASBLA strategic plan objectives and strategies. All of ERAC's charges are reflected in one way or another in the current plan.
 - Consideration of all committees' interim status reports on major accomplishments, charge-related challenges, and crossover activities during the Oct. 1, 2015--Feb. 10, 2016 period. Offered a chance for ERAC to relay the need for the board's assistance on challenges outside the committee's ability to affect change. **[Note: specific matters covered in the ERAC status report to the board would be discussed as part of the review of individual charges during the morning session.]**

- **BLA Workshop (Feb. 17-18) sessions related to ERAC’s work (covered by Deb Gona).**
 - Session on public policy development as relates to NASBLA membership’s involvement in providing input to national policy efforts (e.g., through comments to Federal Register notices); to products developed by the committees; and to policies under consideration by their colleagues in other states. The take-home message as relates to ERAC was that products are improved (and there is more buy-in) when the larger membership participates in their development. [**Note: additional matters taken up in sessions at the workshop would be discussed as part of other morning agenda items.**]

- **Latest information and actions on Coast Guard regulatory activities relevant to ERAC’s work.**
 - Regarding the USCG’s **accident reporting regulatory project**:
 - Jeff Ludwig, regulatory development manager, USCG BSX, addressed the committee by phone about the project initiated nearly four years ago:
 - There have been recent efforts in the USCG to reinvigorate the project;
 - Only process, not content specifics can be discussed given that it is an active regulatory project;
 - However, he could advise that recent past, NBSAC recommendations and ERAC work are informing what the USCG is trying to do with the accident reporting revisions;
 - Before a regulatory proposal can be published in the Federal Register for comments, it must clear multiple levels of review at the USCG, DHS, and potentially OMB; at higher clearance levels, reviewers do not know as much about the RBS program;
 - Formal documentation of stakeholders’ support (like from NASBLA), as part of the clearance review package or in the Notice, can be helpful as the reviewers want to know who the stakeholders are and how they might feel about proposed revisions.
 - Deb Gona reported on related activity in the lead up to the ERAC meeting:
 - A draft of a resolution supportive of getting the accident reporting project moving in the regulatory process was considered by NASBLA’s Executive Board earlier in the week.
 - There were several reasons for developing the draft and seeking consideration of it now, including:
 - The project has been in the works a *long* time;
 - In 2011, the states had expressed general support for concepts (like a two-tier accident reporting system), but need a chance to finally weigh in on detail;
 - Implementation of some committee-developed tools for states’ use, intended to improve accident reporting, depend on regulatory and policy changes;
 - BLA Workshop offered a chance to introduce a draft to members for possible, timely action before the annual conference.

- The board was supportive of putting the draft resolution before the membership for first consideration during the BLA-only session at the workshop. The initial reaction was a mix of some pros and cons.
- NASBLA President Darren Rider and CEO John Johnson reported on board action following that session and next steps:
 - John said a few BLAs expressed concern about a resolution that might be construed as endorsing a series of specific measures that the body may not have weighed in on as an official policy position;
 - Once advised it was a more general recommendation to move the project forward in the regulatory process, there seemed more of a comfort level;
 - That led the board to believe there was deeper consensus that could allow the draft to move ahead for more consideration by membership;
 - A revised draft—incorporating some changes already offered by a couple of BLAs during and after the workshop session—will go back out to the BLAs to pick any additional comments; distribution will be followed by least one national teleconference;
 - When a final version of the resolution is drafted, intent would be to proceed with the bylaws-sanctioned, interim policy-making and voting process over a 30-day period.
- Deb advised the committee that it will receive copy of the resolution draft after additional modifications have been made to the current version and it is ready for broader discussion.
- **Update on National RBS Strategic Plan 2017-2021 development.**
 - In the absence of Ernie Marshburn, leader of the NBSAC Strategic Planning Work Group (SPWG) charged with developing the 2017 version, Dan Maxim (ERAC and NBSAC member) and Deb provided brief status updates.
 - This Plan is different from previous versions (e.g., [2012-2016 version](#)) as it follows content standards and format used by other federal agencies;
 - As of the meeting date, the plan had been through several drafts and work continued participants are generally comfortable with content and substance, but continue to work on language;
 - Goal is to get the draft to the point where it can be published to the Federal Register for public comments; committee will be notified when that happens.

2016 Charge and Activity Review – Status Reports (full committee session)

- **Regarding charges grouped as “Administrative”**

[Note: At the end of discussion on these items, Kris Wahlers stressed that while committee leadership is named as heading up this grouping, the charges within, such as A2, require quick and broad-scale attention. He asked that the entire committee, with its wealth of member expertise, stay plugged in to these charges.]

- **A2 – Input to USCG Policy and Regulatory Proposals (covered by Tammy Terry and Deb Gona)**
 - Major activities:
 - Coordinated, completed content development for NASBLA’s response to [USCG Notice on the draft BAR manual](#) (COMDTINST) by conducting two national teleconferences with the states (30+ participants, with 20 states represented); revising “First Look: Information and Issues” document to supplement official NASBLA comments letter; and preparing comments package for BLA online vote Oct. 14-Nov. 13 (53 states cast affirmative votes), before submission to Regulations.gov.
 - Vann Burgess, in report to BLA Workshop Feb. 17, said USCG is in process of adjudicating comments received (80+, which includes state-submitted itemized comments and items in NASBLA’s supplement [separate from calls for withdrawal of the draft]); no timetable on issuance of next version; issue for USCG is in sorting out what falls under regulation v. policy.
 - Coordinated NASBLA’s response to second (30-day) [USCG Notice on its BAR information collection request to OMB](#) (ERAC members developed draft of NASBLA response to 60-day ICR notice on-site at 2015 annual conference; NASBLA members approved draft at business meeting); purpose of latest submission was to cite references in original comment letter that were inaccurately represented in the USCG’s Federal Register response and its stated rationale for not making changes to BAR collection or form in its request to OMB.
 - Recommendations for future: Tammy said that whether or not this continues to be labeled a “standing charge” in the future, it is an important ongoing activity for the committee and NASBLA; she believes ERAC excels at the process of gathering input from membership and making those points in a public forum (through comments to Federal Register Notices).
- **A1 -- Report Terms and Definitions Guidance to the States (covered by Glenn Moates, with group discussion of options to move project forward)**
 - Major activities:
 - In 2012-13, conducted, completed [consensus-based effort to update five accident reporting categories](#); hope was that when completed they would be accepted by the USCG for incorporation in to BARD;
 - Produced [guidance document](#) for states to use in implementing the new terms and definitions; offered some additional advice to a few states, and there remains interest among ERAC states to implement.
 - Challenges:
 - Project at a standstill. States can implement the new terms, but are still required to report to the USCG, which has not made changes in BARD.
 - Glenn said his state (TN) maintains its own database and theoretically could make all changes; but the issue comes in reporting data to the USCG. Tammy said that for states that enter directly into BARD and do not have separate databases, the only way to implement the new terms is if BARD screen changes are made; as of November 2013, a hold had been placed on that activity pending other internal

USCG priorities. Now there is additional uncertainty due to status and final content of BAR manual and accident reporting regulatory project.

- Suggested options to consider for moving forward with this project in service to the states:
 - Individual states could update state investigation form and enhance the narratives—i.e., begin capturing the information (especially the distraction codes), regardless of whether it is submitted to BARD;
 - Create and seek approval of a consensus report form (universal form for all states) that would incorporate the revised terms (and could facilitate one global change to BARD);
 - As a workaround, interim guidance for states—whether or not an effort to build a universal form is initiated or as a possible first step to doing so—request USCG to take the five revised lists and map the new terms to the existing fields already used on the USCG-BAR form and BARD;
 - Since another Federal Register Notice will need to be issued for the USCG-BAR form to (at minimum) incorporate changes required by Final Rule to SNS VIS BARD effective January 2017, use the opportunity to propose changes to those fields.
- **B2 - Lighthouse Forum (covered by Kris Wahlers)**
 - Major activities:
 - [Lighthouse](#) has a spot on the NASBLA website navigation banner now; it serves as a public place to present finished committee products (especially in the [Get Equipped](#) section);
 - Its [discussion forum and library](#)—housed in NASBLA Connect—require membership in the community; those areas are still in development and are only as good as what goes into them and how they are used (currently marginal use);
 - Still to do:
 - Electric Shock Drowning (ESD) page (off-shoot of 2015 A3 charge) is hidden from public view as it is still under construction at www.nasbla.org/ESDResources; 2015 A3 team needs to incorporate the final checklist and legislative guidance produced last year; review and update text on page (previous ABYC information served as basis for narrative); and insert the resources (currently on Basecamp) and links to other organizations (determine how to include actual documents in the Connect-based library);
 - Make updates to site-related instructions;
 - Continue work on methods to classify resources in the library, including participation on NASBLA’s knowledge management team;
 - Find a way to incorporate access to results of surveys conducted on behalf of member states (current holding area not easy to find);
 - Continue seeking, implementing ways to increase visitation to the site; there have been presentations to the BLAs, to IBWSS last year, but how do we get the public to find it and use it?
- **Issue Triage**
 - This year, the triage was reclassified from “standing charge” to committee process;

- The last triage teleconference was in January 2015 when there was a lengthy agenda; no additional items have moved through the process since then;
 - Topics or issues that emerge from ERAC’s monitoring activities or subcommittee discussions should be submitted to the triage (especially important for identification and development of possible new charges).
- **Regarding Accident Reporting & Analysis subcommittee charges**
 - **B3 – State-Level Statistical Report Template (covered by Glenn Moates and Susan Weber)**
 - Major activities:
 - **Template document** developed by 2015 team was delivered to the USCG (mid-CY) to begin work with BARD contractor; intent is to build the template into the system so that a state can produce its own statistical report based on what has been entered into BARD;
 - As of the meeting date, the project was still a work in progress. The template has been added as a sub-menu item under the BARD reports; from there the user is taken to pages explaining the template and with options for filtering the data by timeframe and level of records (those that just meet state reporting requirements, federal requirements, or all records). Initial tables, though, were not loading correctly.
 - Still to do (near-term):
 - Per Susan, the contractor had estimated an end-of-February timeframe for getting the template’s data tables to load correctly;
 - Additional cleanup will be needed (e.g., the notes from the team to CNSI were still in the template and must be deleted);
 - A few states will be tapped to test the template.

[Note: per Susan, the USCG contract with the vendor will be up in a few months; if the new contract is awarded to a different vendor, then the project (if not completed by then) may experience delays as the new vendor gets up to speed with it and all things BARD.]
 - **B4 – Quality of Accident Report Narratives (covered by Seth Wagner)**
 - Major activities:
 - **Latest draft of this guidance document** (“best practices” for narratives, with intent of aiding proper reporting and statistical analysis) is in review by the team.
 - Still to do:
 - The layout and a few pieces of the content remain to be finalized, including clean-up of drafts of sample narratives intended to become part of final product;
 - Intent is still to pass the final draft on to NASBLA’s Enforcement & Training Committee for counsel on delivery and use of the product;
 - Still expect completion of the product during this cycle.

- **B5 – Documenting Alcohol and Drug Involvement in Accidents (covered by Seth Wagner)**
 - Major activities:
 - **Latest work on this guidance for officers** to more consistently record alcohol and drug involvement as contributors is available for anyone on committee to review and weigh in on at this time.
 - Still to do:
 - Further discussion will take place during afternoon breakout session; also anticipate additional conference calls post-meeting to vet the guidance and gain consensus on its contents.
 - Although this product currently needs more work than the narrative guidance, still expect completion of the product during this cycle.
- **C2 – Human Factors: Applying Best Practices for Gathering and Examining Data (covered by Glenn Moates and Dan Maxim)**
 - Major activities:
 - Charge has been active for a few years, with the most recent product from the “HFACS-lite” work being the 2014 **best practices** guidance document and collection form for officers/investigators to use in capturing human factors information.
 - During 2015 boating season, Tennessee applied the tool to 15 fatal boating incidents and **analyzed** the findings. That included discoveries about the form itself (e.g., seemed to be geared more toward motorized vessels, collisions, single vessels, and operators (not the occupants)).
 - Still to do:
 - Further discussion will take place during afternoon breakout session.
 - Based on experience to date, revisions likely will need to be made to the form and directions to the state users.
 - Florida and Oregon continue to indicate interest in coming on board with the effort, and their representatives from the committee will be part of the afternoon discussions on refinements to the guidance and form and on the next steps for their participation.
- **Regarding Special Projects subcommittee charges (covered by Tammy Terry)**

[Note: At the beginning of discussion on these items, Tammy noted that as an assist to newly-appointed subcommittee chair Penny Kanable, she would cover the charges’ status having led both prior to their placement under this grouping and would leave consideration of any future plans to Penny. Tammy further cautioned that currently it is an odd combination of two charges that did not neatly fit into any of the other newly-created subcommittees; the subcommittee composition and charges will likely change over time, but for the moment, this where they have been placed .]

- **B1 – Terms and Definitions Reference and Resource Modules (covered by Tammy Terry)**
 - Major activities:
 - This “digital manual” was an outgrowth of the original terms and definitions project and intended to help train in their appropriate use;

- Currently, it is only functional as a downloaded PowerPoint file (housed in [the Lighthouse Library](#)).
- Still to do:
 - The modules are “done,” but are on hold pending Coast Guard action on the draft BAR manual and the accident reporting regulatory projects, both described earlier in the meeting;
 - Tammy will transfer to Penny any files necessary for modifying the base data in the future.
- Recommendations for future: Tammy said that whether and how this work continues as a “charge” is still up in the air. However, as part of Lighthouse development, consideration may be given to creating an actual online version of this training.
- **C1 – National Recreational Boating Survey (NRBS) Priority Research (covered by Tammy Terry)**
 - Major activities:
 - The [NRBS page in the Lighthouse Get Equipped portal](#) presents a list and download points for the different projects resulting from the 2012 survey;
 - Before the 2012 data release, the initial charge work focused on exploring survey methodology and process to make objective suggestions to the Coast Guard for use in developing future surveys; recommendations were made by ERAC in the form of memoranda to the Coast Guard;
 - Given the potential use of the data for evaluating state-to-state effectiveness, a clause in the just-signed [Memorandum of Understanding between the Coast Guard and NASBLA](#) (paragraph 4.g.) says that the Coast Guard will openly receive and formally acknowledge recommendations from NASBLA on survey design and analysis;
 - The additional charge work on the survey involved analyzing the released data that would be most helpful and valuable to the states (see items on [NRBS page](#)); most focused on exposure hours and the impact of their use in the denominator on risk rates.
 - Still to do:
 - One research item remains for completion by the end of the 2016 cycle—that is, to look at potential changes to the calculation of the numerator used in fatality risk rates (from accident location to victim’s state of origin), determine whether changes would result in significant impact, and consider the implications; Penny will serve as charge team leader on this aspect.
 - Coast Guard comments and additional survey information from BSX survey point-of-contact, Don Kerlin:
 - In light of Dr. Philippe Gwet’s departure from the Coast Guard, any further requests for 2012 NRBS data should come to Don first;
 - It is likely that a grant, instead of a contract, will be awarded to conduct the 2017 survey; a notification was expected to go out soon;
 - The survey timeline was determined by the Coast Guard working backwards through the amount of time generally needed to achieve OMB approvals and other procedural milestones;

- Current work in BSX has been in developing the criteria for the grant and the method(s) that the grantee would use to conduct the survey;
 - BSX has already determined the need to focus on collecting exposure hour data as opposed to collecting other information that, in the case of the already-conducted NRBS surveys, could have been gathered from other places or that had resulted in poor response;
 - Primary concentration also is likely to be on a web-based (plus mail survey) method with less emphasis on phone surveying [the 2011 and 2012 surveys relied heavily on a phone-based effort that affected response rate];
 - Since the expected changes are in general alignment with what ERAC had found in its work and communicated via the memos to the Coast Guard, Tammy asked whether ERAC input factored into the decisions. Don said the input has been a contributing help to the Coast Guard in deciding on the way forward;
 - As for providing more input to the survey process, per Don, the Coast Guard will continue to seek input from ERAC/NASBLA, individual BLAs, and general comments from the public. Regarding whether there is anything else ERAC can contribute at this point, Don said just be prepared if he or the Coast Guard generally comes and asks for something ERAC has been working on.
 - Recommendations for the future: Tammy stressed that ERAC should continue an NRBS-related charge that offers the constructive advice on future surveys. But she did not think that a charge with additional analysis of the (now-dated) 2012 survey would be needed.
- **Regarding Engineering & Equipment Issues subcommittee work (covered by Joe McCullough, with additional remarks from Pete Chisholm, Brian Goodwin)**
 - Major activities:
 - In its early years, ERAC had a Boats & Associated Equipment Subcommittee, but for various reasons, including crossover between charges, it and the other subcommittees were phased out. Current work in this area emerged from the 2015 ERAC triage process, and resulted in three interrelated charges and teams being approved for the 2015 cycle.
 - Last year, the group conducted a survey of the BLAs to get at state interests and priorities in this area. **The results** showed that engine cut-off switches/lanyard use and flotation performance in recreational boats (especially non-powered craft) were of greater interest to the BLAs than other issues proposed in the survey questions. Pyrotechnics disposal and alternative distress signals were also of interest to the charge group, and Joe subsequently drafted an article on the topic for possible publication in *Small Craft Advisory*;
 - This year, NASBLA's Enforcement & Training Committee has been working on the engine cut-off switch/lanyard issue via production of an infographic and video, with particular emphasis on encouraging marine safety officers' use.
 - Still to do:
 - With the creation of subcommittees in 2016, and this one in particular, the idea was that the members who served on last year's three "E" charge teams would serve as

an enhanced monitoring group for the time being and also as the core base for figuring out the next steps on these issues;

- During the afternoon breakout session and beyond, members will consider if there are any potential charge topics that should go to the triage and if there are some other activities that the new subcommittee should take on;
 - As part of the issues monitoring process and to help inform the breakout discussion, ERAC associate members who represent other organizations and groups were asked to share information about activities of mutual interest.
- Informing ERAC’s work—recaps of what’s going on in some other key organizations and groups:
- Re NBSAC Boats & Associated Equipment Subcommittee (Pete Chisholm): among topics covered in recent meetings are Visual Distress Signals (VDS) and alternatives (replacement for flares, including disposal issues and potential standards for same); continuing interest in and support of efforts to move Engine Cut-Off Switch use through the legislative process (see NBSAC resolutions on [awareness and outreach](#) and [installation and use](#)); work on the definition of model years; and reviews of measurable progress on the Saved by the Beacon campaign.
 - ABYC updates (Brian Goodwin): The Council publishes over 71 standards and tech reports, so there is always something in review. Among major projects and issues covered in his update to the committee: The “Warnings and Labels” project, developed from a review of accidents over five years (see [ABYC warnings and labels](#) PowerPoint). End swapping, with ABYC examining the issue at the request of the Coast Guard (e.g., to determine whether the vessels are compliance with the ABYC standards) and developing a webinar for manufacturers. Ethanol issues and the impact on engines. Upper deck capacity and vessel capacity weight issues. ABYC’s development of a document that would help buyers (especially for LE boat acquisition) in writing RFPs that reference appropriate ABYC standards. Wireless controls and other technologies, with potential misuse from a human factors side.

Initial Planning – Thoughts about WSBA conference session

- **Committee activities “update” session scheduled for May 10, 2016 (Kris Wahlers to present):**
 - Intent is to provide a more detailed ERAC update than what is typically presented during the national committee briefings, especially for the benefit of newer BLAs in the region, and preferably with a focus on boating issues in the West.
 - Since the ERAC update will be preceded by a survey workshop session, one suggestion was to consider the tie in to ERAC’s work on the NRBS and exposure hours.
 - Anything paddlecraft related would be of interest.
 - Since one of the areas in which WSBA has expressed interest is accident reporting and potentially an update on the BAR manual draft, the session might present an opportunity to get some feedback on the terms and definitions rollout issues discussed earlier (e.g., facilitating the states’ use of the terms; mapping the current to new terms; the idea of the ‘universal’ reporting form, etc.).

Report-outs from Breakout Sessions on Accident Reporting & Analysis and Engineering & Equipment Issues

The groups met for about two hours in breakout. When the full committee reconvened, the discussions and decisions on next steps were recapped as follows:

- On **C2 – Human Factors**, as a result of its review of the Tennessee experience and the prospect of two other states piloting the project in 2016, the group identified the need to:
 - Modify the human performance factors reporting form and related guidance;
 - Amend the form to capture information on two vessels instead of one;
 - Add a section to collect information on a vessel occupant who might have contributed to the incident or who was a victim in the incident;
 - Convert the current PDF to a fillable form;
 - Add space to capture possible maintenance issues with the vessel that could be determined to be related to a human performance factor;
 - Add a section for a human factors narrative;
 - Prompt the investigator to consider risk management issues with the incident where the operator should have recognized a risk but did not react; add text to the guidance that precedes the form to assist the investigator in this area;
 - Add instructions on how to fill out each section of the form; and
 - Move forward with those changes, and then engage the states of Oregon and Florida as pilots to apply the form and methodology to some of their more serious accidents in the next year and to subsequent analysis.
- On **B4 – Accident Report Narratives**, the group identified:
 - A need to reach out to other states represented on the committee for possible submission of example narratives that follow the pattern described in the latest draft product;
 - Likely need for another teleconference (or two) to review such samples and take up any changes to the latest draft product before finalizing.
 - The timeline for passing the product on to Enforcement and Training is TBD.
- On **B5 – Alcohol /Drug Involvement**, the group identified:
 - A need to further narrow the definition and change some of the verbiage in the latest draft so there is knowledge that there is no distinction between “involvement” and “contributing factor”;
 - The need for Seth to go back to this latest draft and modify/streamline it/put into more appropriate presentation;
 - Likely need for additional review and teleconference(s) before finalizing.
 - The timeline for passing the product on to Enforcement and Training is TBD.
- On **Engineering & Equipment Issues**, the group presented the issues that were discussed in their session, from “most important” to those of lesser importance:
 - Engine cut-off switches and their use—this has been addressed by other groups and in various ways; however, given its high priority, the fact that it has been taken up by others did not deter the ERAC group from identifying the following new activity:
 - Contact the states that currently have laws requiring ECOS/lanyard use on vessels (beyond PWCs) and try to compare their baseline data; what were their successes and failures?; what kind of outreach have they done?;

- Survey all of the states to find out what they are seeing in the way of use of electronic cut-off switches;
- Review the [NASBLA model act](#) (further investigation into ECOS-related work underway in Enforcement & Training suggests that committee does not plan to review the act).
- Flotation issues, especially as applies to canoes and kayaks—the group identified the following activity:
 - Analyze data from a sample of states, both search and rescue and BARD data, because the group is interested not just in injuries that reach reportable thresholds, but also near misses;
 - Phase two would be to dig a little deeper and if it proves to be a significant issue, then devise an easier description of what “level flotation” means;
 - The end goal would be to draft a resolution advocating that all canoe/kayak manufacturers have flotation chambers installed in their craft.
- Visual distress signals—the group discussed:
 - The relevancy of pyrotechnics, given that boaters really are not using them as much anymore; cell phones and radios are displacing them. Currently, there is a large surplus, especially in coastal areas, and disposal of expired pyrotechnics is a problem. But if boaters are not buying them (or as many of them) now, then eventually the problem goes away.
 - The prospect of talking to the Coast Guard to learn more about the research in this area and what is happening with the alternatives.

Possible topics for consideration in the triage and 2017 charge development AND/OR submission as a session proposal for the NASBLA annual conference

- Apart from aspects of current charges that might be proposed for the 2017 committee cycle (such as carryover of the human factors analysis), a few others were identified during the course of the day’s discussions:
 - New charges that might be further defined from the Engineering & Equipment subcommittee breakout discussion and follow-up exploratory work in this cycle;
 - Mapping out the accident reporting terms and definitions from the existing terms in BARD to the new terms (to facilitate state use);
 - Consideration of consensus development of a “universal” accident reporting form;
 - Potential reworking of the terms and definitions reference and resource modules into a new format.
- As part of this discussion, however, Deb Gona asked that the committee consider what can still be done as part of the current committee cycle (as logical extensions of the current charges or ‘pre-work’ for possible new charges) and what really cannot be done in this cycle because the activity would move the committee into a totally new area and require more development for the next cycle.
- Regarding the NASBLA annual conference, **session proposals are being accepted through May 15, 2016.** One, proposed by Tammy for Seth’s consideration, was a breakout session using the accident report narrative charge work as its basis.

Wrapping up the day’s work and moving forward

- Glenn asked the committee to consider:
 - How we might continue to refine the subcommittee structure, both for the remainder of this cycle and going into the next;
 - Improvements that could be made to communications (internal and external) and to recruitment efforts (perhaps this is something that could be floated at the WSBA meeting).
- Kris added to that and asked the committee whether the subcommittee structure and charge placement “made sense”; Penny Kanable suggested that consideration be given to placing the terms and definitions reference and resource modules charge in proximity to the charge that provides guidance to the states on the new terms.
- As one means of getting answers and information from the Coast Guard—for example, on matters that were discussed in the Engineering & Equipment Issues breakout—Bruce Rowe suggested that ERAC take advantage of the fact that several current ERAC members (and BLAs) are on NBSAC and can make requests for information (member items) to the Coast Guard up to 30 days in advance of the next meeting. The upcoming NBSAC meeting is April 21-23.
- Deb asked the committee to take another look at what ERAC is about, its charter, and how it is described, and whether members believe that any changes need to be made as a result.
- In closing, Glenn thanked all members for their work; expressed thanks to Kris, Tammy, and Deb; and asked that as the subcommittees and charge teams convene teleconferences, to let him (and Kris) know if there is anything that they can do to facilitate the work going forward.

Having no other business to address, the meeting was adjourned at 4:15 p.m.

Appendix – Meeting Agenda (begins next page)

**NASBLA ENGINEERING, REPORTING AND ANALYSIS COMMITTEE (ERAC) MEETING
FRIDAY, FEBRUARY 19, 2016**

Lodging: Hilton Lexington Downtown / Meeting Room: Grand KY – Salon C
369 West Vine Street, Lexington, Kentucky 40507 (859.231.9000)

Meeting Materials, Meeting Day Meal and Beverage Information, and Teleconference Information
[provided to committee members]

PRELIMINARY AGENDA

All times shown are Eastern Standard 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
 - Review of 2016 transitions in leadership and committee operations
 - Committee calendar – tasks and milestones for remainder of cycle
 - Goals for this meeting
 - Agenda adjustments / member items
- 8:30 a.m. Impact and Influence: What's been going on around us? What role does (or will) ERAC play? [Full Committee]**
- Review of any committee-related issues and topics arising from discussions and presentations at NASBLA Executive Board meeting (Feb. 15-16) and BLA Workshop (Feb. 17-18).
 - Relationship to NASBLA's strategic and implementation plans, and to the National RBS Strategic Plan (2012-2016 and 2017-2021).
 - Updates on relevant initiatives underway in other parts of NASBLA.
- 9:15 a.m. 2016 Charge and Activity Review – Status Reports [Full Committee]**
- Subcommittee chairs will lead the full committee in its review and initial discussion on the status of the 2016 charges. 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.]*
- Administrative:**
- Input to U.S. Coast Guard Policy and Regulatory Proposals and Actions (A2)
 - Accident Report Terms and Definitions Guidance (A1)
 - Lighthouse Forum (B2)

Accident Reporting & Analysis:

- State-Level Statistical Report Template (B3)
- Quality of Accident Report Narratives (B4)
- Documenting Alcohol and Drug Involvement in Accidents (B5)
- Human Factors: Applying Best Practices for Gathering and Examining Data (C2)

BREAK

Special Projects:

- Terms and Definitions Reference and Resource Modules (B1)
- National Recreational Boating Survey (NRBS) Priority Research (C1)

Engineering & Equipment Issues:

- Results of 2015 survey of states and "E" charge activities
- Issues of mutual interest under discussion / activities underway by NBSAC
BAE subcommittee, ABYC, NMMA, UL, and other groups

Noon

Working Lunch [Full Committee]

[Initial planning discussion--WSBAA annual conference session: ERAC has accepted an invitation from the Western States Boating Administrators' Association to update the group on committee activities during a 45-minute session set for May 10. The ERAC session will be followed up with a WSBAA-member interactive session on boat accident reporting issues.]

1:15 p.m.

Breakout Work [Subcommittees and Select Charges as needed]

As of this preliminary agenda, two subcommittees – Accident Reporting & Analysis and Engineering & Equipment Issues – have charges most likely to need additional discussion time.

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 2017);
- Topics that can be developed into annual conference sessions.

Longer-term:

- Does ERAC's committee charter need any adjustments?
- Is there a need to rethink the nature of some of ERAC's charge work (in light of challenges posed by the current heavy reliance on external parties' actions)?
- What refinements might need to be made to the newly-minted subcommittee structure as we move toward the new cycle?
- What other improvements could be made to the committee (e.g., its communications, operations, interactions, recruitment efforts, etc.)?

4:45 p.m.

Recap of Action Items / Major Discussion and Decision Points

5:00 p.m.

Adjourn