

# Wyoming Wing Staff Meeting

26 October 2017

7:00- 7:25 PM

- Finance Committee at 6:45

**Conducting:** Col Jeff Johnson

**Recording:**

Renee Bailey

**Attendees:**

Rod Burnett

Michael Heaberlin

David Shepard

Jan Johnson

## **Attendees Via Audio Conference:**

Jackie Floyd

Terry Bosecker

Mike Moore

Greg Schreurs

Ken Dyk

Jerry Cowles

Jeff Baum

Toni Brown

BJ and Mike Carlson

Bill Morton

George Twitchell

## **AGENDA**

Invocation.....

Safety Brief.....

1. Remind everyone about the annual safety briefing is ready to be completed. As soon as you get it completed, get it submitted. Winter driving tips: 117 total highway deaths for state of Wyoming this year; stock vehicle with ice scraper, snow shovel, sand, salt, check antifreeze levels, check tire tread and levels, keep gas tank full, check your windshield wipers, check the weather before you travel, clear ice and snow off of your vehicle before driving; don't use cruise control, water, extra food, sleeping bags, candles, hand warmers, run vehicle 10 minutes per hour, but make sure exhaust pipe is clear of ice and snow, always wear your seatbelt, let someone know where you are headed and when you plan to arrive, don't run the road blocks, fine up to \$750

Commander..... Col Jeff Johnson

1. COMMEX is this weekend. We will be more involved than we were last year, but not as

involved as we will be next year. Will be using VHF and airplanes.

2. Inventory, hope you are making progress. Capt Johnson needs your support.
3. Safety, you should be having safety briefings before your meeting activities and entering them into eservices. No entry, so safety currency.
4. I will be out of town at Wing Commander's course in Mid-November. Refer questions to the DO, Lt Col Rod Burnett. I will have limited access to email and the net.
5. As the physical year comes to an end, our fiscal year is just beginning. This would be a good time to review the progress of our goals. Of particular interest will be your progress in finding and mentoring your replacement. This is sooner rather than later project. You could have the dreaded bus experience and then no one would be identified or trained to replace you. Please make that a high priority and report back to me who you have identified and your plan at [jjohnson@cap.gov](mailto:jjohnson@cap.gov). Also of import is recruiting and retaining. We haven't made any growth since Feb of last year! in fact, we have bled some. We can't continue this way.
6. It seems the same 20 or so people are the ones doing the work in the wing. I bet the same is true for your squadrons. Need to train and move others into leadership slots. They don't have to be ready, but have a teachable attitude and a desire to serve. We need to spread the work load, there is burnout everywhere
7. 70-1 is out for review. Take a few minutes to review it if you are involved in aircrew activities.

## Other Discussion

### Department Reports (electronic only)

Commander.....Col Jeff Johnson  
Vice Commander.....Lt Col BJ Carlson  
Chief of Staff .....Maj Michael Heaberlin

Director Aerospace Education ..... Maj Toni Brown

- 1) Most important! All Squadron Commanders, please check to see if your AE Officer has submitted a 2017 AE Activity report and you need to approve it. If it has NOT been submitted, please help your AEO complete that report first. If you are having difficulty with the NHQ computer reporting system, please call either Bob Montgomery (307-267-7311) or me (307-660-8592) to help you while you are on the computer.
- 2) Then help your Squadron create and submit an AE Plan of Action (POA) for 2018. Best to type it as a document and then upload it. If you are having trouble again uploading docs into the CAP website, send it to Bob Montgomery AND me and we will upload it for you.
- 3) If at all possible, try to attend the Wyoming Aeronautics Seminar "The State of Aviation" Nov. 14-16. Go to the Wyoming Aeronautics website to download a copy of the Sept/Oct Newsletter for details on the schedule.
- 4) Encourage your AE Officers and Cadet leaders to attend the Aerospace Symposium in Colorado Springs Jan 12-14, 2018. Go to Eventbrite.com to register and for details about speakers. CAP vans can travel to the event.

Aerospace Education (Internal).....1st Lt Robert Montgomery  
Aerospace Education (External).....1st Lt Joe Feiler

Aircraft Maintenance.....Col Bill Morton  
Aircraft status: Total hrs Oct 25, 2017

- N261CP - 15.7 hrs to mid cycle - 17.0hrs to Annual/100hr ck.
- N294CP - 24.3hrs to mid cycle -74.3 hrs to Annual/100hr ck.
- N344CA - 24.9hrs to mid cycle -74.9 hrs to Annual/100hr ck.
- N353CP - 29.4hrs to mid cycle -79.4 hrs to Annual/100hr ck.
- N702CP - 45.4hrs to mid cycle -72.4 hrs to Annual/100hr ck.
- N897CP - 38.5hrs to mid cycle -.20.9 hrs to Annual/100hr ck. Pitot/cert & Corrosion due.
- N9935E - 21.3hrs to mid cycle - 21.5hrs to Annual/100hr ck.

Wing total hrs = 765.2 hrs Aircraft avg hrs= 109.3 hrs for 7 aircraft

**A/C currently in danger of being lost to another Wing:**

- N294CP - 64.8 hrs
- N344CP - 103.0 hrs
- N353CP - 110.4 hrs
- N702CP - 56.4 hrs
- N897CP - 101.4 hrs

In the past they required a minimum of 125 hrs per a/c or averaged the total Wing time to keep your aircraft.

Three aircraft are close to minimums.

Two are definitely in the loss status. The Wing CC will usually be given the choice of which a/c he gives up.

Admin.....CMSgt Mike Moore

1. I will be reviewing all files requirements for Wing staff. If you have files let me know where and what type they are for inclusion in the Wing file plan. We have a SAV coming up in December and need to be prepared.

Cadet Programs .....Lt Col BJ Carlson

- 1.Had a successful Operation Stripe weekend in Oct with several cadets further along in their achievement advancement.
2. CAC has met 2 times and is working on the cadet track for the June Wing conference.
3. Wyoming will be represented at the HART ceremony in Canada in Nov.
4. So far, 2 squadrons are interested in participating in the Cadet Competition. The region competition is in April and each Wing can send 2 teams.

Chaplain.....Ch McKinley Wood

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Communications.....1st Lt David Shepard

1. Inventory: if you have wing issued items, please send a time stamped photo including tag number and serial number in

Drug Demand Reduction.....Lt Col Susan McDonald  
.any unit who used the red ribbon items i sent please let me know how it went.

Emergency Services ..... Lt Col Mike Carlson

Finance.....CMSgt Mike Moore

1. This is my last meeting as the Wing Director of Finance. Major Greg Schreurs will assume the position effective 15 November 2017.
2. All budgets have been uploaded at Wing. Only one squadron still needs to submit a CAPF 172 (reminder for Sheridan).
3. All squadrons should review their monthly reports for problems and let the DoF know if there any.

Government Relations ..... Col Bill Morton

Health Services Officer.....Maj Jim Little

Historian.....Capt Jerry Cowles

A recent opportunity to travel to Riverton revealed no record of CAP, however burial records at county library paints a different story. Has anyone heard of a Lander Squadron? WY archives will have search engine with a link for National to access state archives sometime in the future, thanks to Maj Tim Anderson.

IG..... Lt Col Cec Reed

- 1.

Operations..... Lt Col Burnett

CAPR 70-1 out for review on CAP web site under Civil Air Patrol Publications/Regulations for Preview.

Need volunteers for new and vacant positions in Operations and Emergency Services.  
Will advertise positions as we review the DO organizational staffing needs.

Immediate needs:

- Chief, Aircrew Training (DOT)
- Chief, Pilot

Developing processes to budget, track, speedup training and baseline aircrew status.

Two tasks sent to Commanders and Operations Officers (1 Nov 2017 suspense):

- Determine the active, inactive aircrews and individuals in the training pipeline.

- Review and provide feedback on the proposed "Aircrew Progress" quad chart

Personnel.....CMSgt Mike Moore

1. A reminder that all awards that need to be approved at Wing level must come through the Personnel Officer and the Awards Review Board prior to submittal to the Wing Commander for approval.
2. Personnel assigned to Wing HQ must submit any updates to their records to the Personnel Officer for inclusion in their Wing records.

Plans & Programs..... Col Jackie Floyd

Professional Development.....Maj Harlan Ribnik

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Public Affairs.....Maj Tera Cowles

Retention & Recruiting.....2d Lt John Douglas

Safety.....1st Lt Joe Feiler

Stan/Eval.....Capt Jeff Baum

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Supply/Logistics.....Capt Jan Johnson

1. All discrepancies from the April survey/audit have been cleared.
2. The 2017 annual inventory is in progress. Casper, Cody and Gillette are complete. .As we have carefully checked serial numbers and tag numbers against what is on assets, we have found mismatches and I am in the process of working with national to correct them.
3. ABU distribution has commenced and multiple squadrons have received uniforms. I hope to get all the ABU sizes inventoried and will publish this when the information becomes available.
4. Once inventories are done, I plan to work on assigning assets to the squadrons where they are kept. This should make the inventory process easier for all.
5. I have started working on my logistics technician rating in hopes of eventually becoming qualified as an ES logistics section chief.

Transportation.....Maj Michael Heaberlin

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Web Administration.....Maj Tera Cowles

Wing IT.....Maj Tim Anderson

Wing Administrator..... Renee Bailey