

# Wyoming Wing Staff Meeting

28 September 2017

7:00- 7:25 PM

- Finance Committee at 6:45

**Conducting:** Col Jeff Johnson

**Recording:**

Renee Bailey

**Attendees:**

Rod Burnett

Robert McKinney

Mike Moore

## **Attendees Via Audio Conference:**

David Shepard

Jan Johnson

Bill Morton

Jerry Cowles

Jeff Baum

Greg Schreurs

Ken Dyk

Jackie Floyd

Toni Brown

Joe Feiler

## **AGENDA**

Invocation..... Col Jeff Johnson

Safety Brief..... Col Jeff Johnson

1. Fall is in the air, many are heading out into the field to harvest big game animals. Checking the chamber of a weapon using a “pinky” is not a sufficient method of clearing the weapon as safe. Make sure muzzle is pointed in a safe direction. Know what to do and how to handle firearm malfunctions. There is no such thing as an unloaded weapon, always assume the weapon is loaded and treat it as such. Don't place your finger inside the trigger guard unless you are prepared to shoot. Practice safe shooting, keep weapons secure when not in use.

Commander..... Col Jeff Johnson

1. Embrace a “let's grow” mentality. Need to keep growing in our professional development. Need to retain and grow membership numbers.
2. Aircraft will be moved around depending on his flying and who is not. Questions contact Greg

3. Wind Waivers: make sure you have your strong wind training complete. If it is not complete, the waiver will not be issued.
4. Pilot's need to make sure that all boxes are completed before contacting the DO.
5. Fuel receipts, must have the fuel receipts in the allotted time. The FRO will be responsible for the briefing and debriefing INCLUDING make sure that receipts are uploaded.
6. Budgets need to be in.
7. Inventory by mid October by region request.
8. Look for some personnel changes before the end of the year. It is not punishment, it is opportunities to grow and develop.
9. Huge Thank you to Maj Seng for all that he has done for the Wing.
10. Operation Stripe is coming up as well as some Professional De

**Other Discussion**

**Department Reports (electronic only)**

Commander.....Col Jeff Johnson  
 Vice Commander.....Lt Col BJ Carlson  
**Make sure that everyone in the wing is aware of the 2018 Wing conference, scheduled for 1-3 June in Casper WY . Let's have a great turn-out.**  
 Chief of Staff .....Maj Michael Heaberlin  
 Director Aerospace Education ..... Maj Toni Brown

Deadlines are approaching for the Squadron AEOs. Please be working on the report of **Your** squadron's **AE Activities** and how you met **your POA** for 2017(Plan Of Action) since last October. Include **ALL** AE events: for CAP cadets and senior members as well as for any other AE presentations or assistance you gave about AE in your communities (4H, Girl and Boy Scouts, classroom teacher assistance, other groups). I suggest you type (and save!) a short Word document of the summary of your AE activities before you log on. Also create (and save) an AE Plan of Action for your squadron for 2018. Please send these 2 saved documents to me in just and email **before Nov. 1.**

The actual report is now done online: Log on to CAP website; open Aerospace Education tab; then open Unit Activity Report. Then year you are reporting on is 2017. Then go to UNIT POA and complete that report about meeting your goals. In both reports, there is a section at the end to upload a document to support your 2017 AE activities and your 2017 POA. If the website does not let you upload anything, try **uploading a blank document and submit**. Then email me your documents. Call me (307) 660-8692 if you are having problems with the website.

**Pilots:** How many of your have obtained your Part 107 SUAV (Small Unmanned Aerial Vehicle) certificate? Please let me and your squadron Commander, AEO, and cadet leader know that you have it. The STEM kit for the Drone is now available to each squadron. It would be helpful to have your knowledge ready for your cadets and their leaders. The online course is available through AOPA or FAA Pilot Workshops. It takes between 1 & 2 hours to complete the course online.

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

Aircraft Maintenance.....Col Bill Morton

Aircraft status: Total hrs 2017

N261CP - 31.7 hrs to mid cycle - 33.0 hrs to Annual/100hr ck. 181.6

N294CP - 29.1 hrs to mid cycle - 79.1 hrs to Annual/100hr ck. 64.8

N344CA - 41.5 hrs to mid cycle - 91.5 hrs to Annual/100hr ck. 101.7

N353CP - 41.0 hrs to mid cycle - 91.0 hrs to Annual/100hr ck. 96.4

N702CP - 48.8 hrs to mid cycle - 75.8 hrs to Annual/100hr ck. 55.6

N897CP - 25.1 hrs to mid cycle - 42.7 hrs to Annual/100hr ck. 100.0

N9935E - 39.7 hrs to mid cycle - 39.5 hrs to Annual/100hr ck. 121.7

Wing total hrs = 721.8 hrs Aircraft avg hrs 96.24hrs for 7.5 aircraft

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

N294CP - 64.8 hrs

N344CP - 101.7 hrs

N353CP - 96.4 hrs

N702CP - 55.6 hrs

N897CP - 100.0 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.....Maj Aaron Seng

Cadet Programs .....Lt Col BJ Carlson

1. First off, I will be out of the country from 26 Sept until Thanksgiving weekend. Any Cadet programs business will be handled by Capt Jan Johnson and TSgt Sal Chiporo. I will check email when I can but no guarantees on the length of time it might take to respond. Please cc me on any correspondence. Thank you.

2. Past events: Black Shirt Academy 25-27 Aug 2017. 8 NCO cadets from 3 squadrons learned leadership skills, drill testing and inspection skills over a fully packed weekend. Each cadet also prepared a short lesson and presented it to the group. This activity will be repeated before encampment to train encampment staff. Thanks to TSgt Chiporo, Lt MacHott and Flight Officer Dunbar for heading up this training.

3. Upcoming cadet events: 13-15 Oct 2017 Operation Stripe activity at the Casper Armory - this event will help cadets earn their next achievement. Save the date for now and encourage cadets to attend. Cost will be minimal, probably about \$15 per person for food. More information will come later from coordinator Capt Jan Johnson. Email: j.johnson.cap@gmail.com

4. A Training Leaders of Cadets basic course will be offered on the 14th of Oct at the Casper Armory. Please let SMs know this is available. TSgt Sal Chiporo is the contact

person for this event. Email: [salvatorechiporo@gmail.com](mailto:salvatorechiporo@gmail.com)

5. 1-3 June 2018 - WY Wing Conference Cadet training track - content to be determined later. This will be at Casper at the Parkway. We will try to coordinate lodging at the armory for those that wish to save \$\$.

5. Future activities: A wing-wide orientation flight will be coordinated along with a Cadet Competition prep weekend to get prepared for the Region Cadet Competition in the spring.

Chaplain.....Ch McKinley Wood

1.

Communications.....1st Lt David Shepard

1. Lt Shepard received a highly successful at the wing SAREVAL
2. Casper Mountain repeater installation is in the works
3. National has announced who they have selected to supply two-way radios to replace the current E.F. Johnson radios. We are going with Motorola this round. There has been no mention of specific models at this time. The last round was swapped out quickly due to the Narrowbanding requirement. Replacements will be moving at a much slower pace this time. We will be notified when our number comes up.
4. Inventory time is upon us! I will be contacting folks who have wing-issued equipment via email with instructions on exactly what actions need to take place with issued equipment to get it inventoried properly.
5. Please let me know if you have any comm equipment that needs repair so we can get the equipment back in working order.

Drug Demand Reduction.....Lt Col Susan McDonald

renee has been given the red ribbon items to mail to the sqdrns. dont forget last full week oct is the date for red ribbon. we need u to fill out the after action repirts under ddr reporting in the cadet prpgrams area of nhq site.

Emergency Services ..... Lt Col Mike Carlson

1. I will be out of the U.S.A. in Thailand from 26 Sept until Thanksgiving weekend. Any E/S programs business will be handled by 1st Lt McKinney. I will checking e-mails when I can but no guarantees on the length of time it might take to respond. Please "CC" me on any correspondence. Thank you

Finance.....CMSgt Mike Moore

1. This is the last month of the fiscal year. All closeout bills should be already submitted.
2. Those squadrons that have not submitted their FY 2018 budget will not be able to access funds after 1 October.
3. The change in cost for maintenance cost of aircraft used in "B" or "C" missions has increased. Ensure this is factored into the cost of all appropriate missions/sorties.
4. Those squadrons that have not submitted their CAPF 172 should do so in the near future. I would like to have them uploaded prior to the cutoff date.

Government Relations ..... Col Bill Morton  
Health Services Officer.....Maj Jim Little  
Historian.....Capt Jerry Cowles

Historical CAP uniforms are being processed for display, historian has conducted visitations at Cheyenne, Casper, Cody, Sheridan, Gillette, & Laramie at meetings and use of archives at public libraries. Photos and documents once processed will be uploaded into state and national archives. Does anyone know what a filter position was during the 50's and how many positions were filled in Wyoming?

IG..... Lt Col Cec Reed  
1.

Operations..... Maj Greg Schreurs

Training weekend scheduled in Pinedale on 21 October (Weather Permitting). If you are coming notify me or John Douglas. Ground and air training for new and existing crew members. Ground teams can also come for aircrew coordination training. Mission staff are welcome to come and train. All trainees NEED commander approvals for training before arrival. If you need training - we'll do our best to get it done.

Training missions for fiscal 2018 are being loaded along with tentative dates.

Thanks to all those who worked hard on passing the SAREVAL. Well done.

We have 406/121.775 Personal Locator Beacon practice units. We will be distributing them to units over the next few weeks.

I have 2 121.775 practice beacons that will be distributed over the next few weeks.

Personnel.....Maj Aaron Seng  
Plans & Programs..... Col Jackie Floyd  
Professional Development.....Maj Harlan Ribnik

1.

Public Affairs.....Maj Tera Cowles

Retention & Recruiting.....2d Lt John Douglas  
Safety.....1st Lt Joe Feiler  
Stan/Eval.....Capt Jeff Baum

1.

Supply/Logistics.....Capt Jan Johnson

1. Still arguing about radio and camera that never existed.

2. Inventories are due on 15 Oct. I forgot and will send out a reminder to squadrons. I still have to do inventory for 001. All items should be checked for **BOTH CAP ID and Serial number**.
3. Beginning to actually get ABU's to squadrons. Have been to Cheyenne and Yellowstone. When and if my life slows down a bit, I plan to visit other squadrons also. I have put in a budget request for visiting all squadrons to confer and check on logistics and supply status and hand out ABU's.
4. I am working on getting upgraded computers to all the incident commanders. Maj Anderson is doing things to increase their speed and installing windows 10.

Transportation.....Maj Michael Heaberlin

1.

Web Administration.....Maj Tera Cowles

Wing IT.....Maj Tim Anderson

Wing Administrator..... Renee Bailey