

Wyoming Wing Staff Meeting

21 February 2018

7:00- 7:25 PM

- **Finance Committee: at 7:30 PM**

Conducting: Col Jeff Johnson

Recording:

Renee Bailey

Attendees:

Jeff Johnson

Michael Haerberlin

Mike Moore

Rod Burnett

Sal Chiporo

Attendees Via Audio Conference:

Jerry Cowles

Ken Dyk

BJ Carlson

Mike Carlson

Jeff Baum

Toni Brown

McKinley Wood

Tim Anderson

Bill Morton

Dave Shepard

AGENDA

Invocation..... Chaplain Wood

Safety Brief..... Lt Col BJ Carlson

See the end of the agenda for the briefing notes. Safety Day topics: ORM, Mishap reporting and review 48 hours to initiate a report, 72 hours to complete it, distracted driving one of the major causes of ground incidents. Cell phone use by the driver, while the vehicle is in motion is prohibited by CAP. Passengers in the vehicle can also be a distraction. Do not be afraid to ask for a sterile environment. Changing radio stations. Eating while driving. Fidgeting with controls, familiarize yourself with the vehicle and the controls before you start driving. No smoking in the vehicles, use a spotter when backing up., winter preparedness for vehicle and home.

Commander..... Col Jeff Johnson

Other Discussion

Department Reports (electronic only)

Commander..... Col Jeff Johnson

1. Was hoping to see each unit senior R & R plan by now. Only a few have replied.
2. From Col Kettell: each wing is expected to send 25 individuals to the Region conference in April. MG Smith will be there as well as the BOG. Please plan on attending and bringing cadets. The region needs a good showing.
3. Our wing conference tentatively has BG Gen Phelka attending. It's in Casper, a central place. Stay at the armory or at the hotel. Please consider it, as well. A lot of work is going into making it worthwhile to attend.
4. Lt Col Rod Burnett is our SFRO. If you qualify, please consider joining him so the responsibility is spread out.
5. Capt Johnson and I will be out of state during the training weekend in March. Lt Col Carlson will be the contact if you can't reach me by phone or email.

Vice Commander..... Lt Col BJ Carlson

The National CAP website has been totally revamped. If you have not had a chance to look at it here is the link: <https://www.gocivilairpatrol.com/> Last month, I noted some links for Professional development. The items can now be found under the CAP University link in the Members section. You will need to poke around the new website to become familiar with where everything is now located.

I hope that several wing members will take advantage of the wing training session coming up on 23-24 March at the Casper Armory. SLS, CLC and basic TLC will be offered along with Color Guard training for cadets. Please pass the word to everyone that needs training in one of these areas.

Chief of Staff Maj Michael Heaberlin

Director Aerospace Education Maj Toni Brown

A teacher's guide for Squadron Aerospace Education Officers (AEOs) to help senior members study to take the Yeager test. After you sign into the CAP website, open the **Aerospace Education** tab on the left hand side of the page. Then go to **AE Downloads and Resources**. The books available are shown with colored pictures of the covers. Open the **Teacher's Guide for Aerospace: Journey of Flight**. You probably want the Third Edition, but if anyone has the hardcover book, look inside for the edition.

For cadet leaders, login, and follow the same steps as above to move to the colored page of available online resources. Open the **Leaders Guide for Aerospace Dimensions**. There are outlines, vocabulary lists and suggested activities for each chapter of each of the

cadet aerospace education books.

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

Aircraft Maintenance..... 1st Lt John Douglas
Aircraft status: Total hrs

N261CP - 39.6 hrs to mid	89.6 hrs to annual	hrs total for 2018	.
N294CP - 43.4	66.0		
N344CA - 48.2	98.2		
N353CP - 9.7	59.7		
N702CP - 33.5	60.5		
N897CP - 46.8	96.8		
N9935E - 12.7	12.9	Annual due Feb 17,2018	

Wing total hrs = 161.8 Aircraft avg hrs= 23.1

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

N294CP -
N344CP -
N353CP -
N702CP -
N897CP -

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

_____ aircraft are close to minimums.

_____ are 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.

Cadet Programs TSgt Sal Chiporo

1. Encampment

- Staff Positions are open. Please get the word out to Senior Members and Cadets.
- Basic Cadet Application season opens March 1. Cadets can apply for CEAP.
- Encampment CC: TSgt Chiporo, Cheyenne
- Cadet CC: Major Alice Wood, Gillette

2. Training Weekend

- March 23-25
- Topic: Color Guard and Guidon

3. New PT Standards

- Cadet Program Officers and Commanders: Refer to February CP Newsletter for

guidance

- 4. Quality Cadet Unit Awards
 - a. Most WYWG Squadrons are within reach of this goal
 - b. August 31 is the deadline to qualify
 - c. More to come on this
- 5. Monthly Cadet Program News
 - a. More extensive information than during the Monthly Staff Meeting
 - b. Will attempt to send out prior to Monthly Staff Meeting
 - c. Here is the link:
https://drive.google.com/open?id=1Ht0ffPiQp_gdjiqpOleo_ofZoeMW0-fh.

Chaplain..... Ch McKinley Wood

1.

Communications..... 1st Lt David Shepard

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

Apparently no unit has done anything in DDR for quite sometime so there is nothing to report other than what was reported back in October for red ribbon week.

Emergency Services 1st Lt Robert McKinney

Finance..... Maj Greg Schreurs

Government Relations Col Bill Morton

Winterboards in Wash. DC Feb 28 - Mar 4,2018

Appointments are confirmed for Senators and Congresswoman on Mar 1,2018.

Health Services Officer..... Maj Jim Little

Historian..... Capt Jerry Cowles

- 1. The annual wing historian report is underway with changes in patches for squadrons, wing patch, change of commanders, major events of last year, number of search and rescue operations.
- 2. The annual report format has been revamped to parallel what we have been submitting over the last three years.
- 3. Region historian Lt Col Sulliens is looking for a replacement.

IG..... Lt Col Cec Reed

Operations..... Lt Col Burnett

- 1. 16 - 18 March 2018: Wing SAREX in Casper. Need maximum participation, great opportunity for training especially for IC staff.

2. 19 - 20 May 2018: Tentative Wing SAREX
3. 14 -15 July 2018: WY/CO Joint OPSEVAL
4. Wing Policy Memos posted on the Wing Website:
 - Flight Release Officer Appointment, Flight Release Officer Management and Post Mission Paperwork.
 - To be on Wing website soon: Wing Supplement to CAPR 66-1, WYWG Pilot Qualification Management, Mountain Flying Course and Strong Wind Operations.
5. Still looking for volunteers for:
 - Senior Flight Release Officer: See CAPR 70-1 for qualifications. Wing would like at least two volunteers for SFRO.
 - Assistant Director of Operations for Aircrew Training Management (DOT): See DO Organization Chart on Wing Website for Job Description.
 - Assistant Director of Operations for Aircrew Resource Management (DOP): See DO Organization Chart on Wing Website for Job Description.
 - All positions on the IC Staff: ICs, Operations, AOBD, Planning, etc.: Wing is short volunteers in these positions. Request each squadron enter people into training for at least one of these positions. For additional information, contact 1Lt McKinney, Wyoming Wing Emergency Services (ES) Officer (DOS).

Personnel..... CMSgt Mike Moore

Plans & Programs..... Col Jackie Floyd

Professional Development..... Maj Harlan Ribnik

1.

Public Affairs..... Maj Tera Cowles

1.

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

Safety..... Lt Col BJ Carlson

1. As of 20 Feb 30% (64 out of 212) of the members in the Wing are safety current. We need to get our numbers up by the end of the month. Target is 75-80% of wing members being safety current. We still have some members that have not had a safety briefing since 2016 and prior (one not since 2014). **All** active members need to stay safety current on a monthly basis.
2. Each unit should be having a safety briefing before each event and documenting it in eServices. Cadet units should be having a briefing each week. Appoint a Cadet Safety Officer to help you or assign safety topics to cadets as a way to improve their public speaking.
3. As of 20 Feb only one unit (WY-080) needs to complete their safety day/ORM requirement. WY-059 needs to complete the ORM portion. The Wing will have its safety

day at this meeting and that will get Wing current. Thanks everyone for getting this completed.

4. A supplement to CAPR 62-2 is being worked on to take the place of the internal mishap reporting letter sent out late last year. Once approved it will be sent to all commanders, transportation officers, and wing staff, and posted on the Wing website <http://www.wywg.cap.gov/> For now, use the reporting protocol in place.
5. Thanks everyone for staying safe!

Stan/Eval..... Capt Jeff Baum
1.

Supply/Logistics..... Capt Jan Johnson
Transportation..... Maj Michael Heaberlin
1.

Web Administration..... Maj Tera Cowles
1.

Wing IT..... Maj Tim Anderson
1.

Wing Administrator..... Renee Bailey

Squadron Commander Updates

WY-002 492 EMS Squadron..... 1Lt Joe Feiler
1.

WY-019 Teton County Senior Squadron..... 1Lt Jim Warren
1.

WY-059 Michael Walker Memorial Squadron..... Lt Col Susan McDonald

1. Our unit has come along very well. We accepted a new cadet last week and he has posted today. We also accepted another application last night so he will post next week we also have two other prospective cadets in the pipeline waiting for that magical birthday to arrive. One of seniors who joined last summer has decided to stay with his NCO rank and papers have been submitted.

2. Our big deal this year so far has been CyberPatriot. This year we fielded THREE teams two high school and one middle school so all of the cadets we had last spring could all have a taste of the competition. We did very well even with other school and community events vying for their attention. High School Team #1 which is mostly the cadets who had participate the other two years. Scored second place in Wyoming. Against our JROTCs competitors in the state from cheyenne. Team #2 didnt do so well as they had several members miss a critical competition so they didnt place at all. Our middle school team is the big winner this year. They are first place in Wyoming against Davis Middle school in cheyenne. They went to semi final

round and did very well I would say looking at the preliminary scores that we are about half way in the race. So we will not proceed to finals this year but they have a good chance to move forward next year if we stick to it.

3. We also have a few matters of congratulations. Cadet Gussie has attained his Wright Brothers Award. Cadet Christian Moody has attained his Earhart award. The Moody twins have BOTH received THREE nominations to academies from our congressional delegation. So far Haiden has received appointments from West Point and from the ARmy ROTC college program. Christian is a few weeks behind in the process but we expect his appointments to be right around the corner. Last year apparently the Army Guard presented Cadet Nelson with an appointment to West Point. Which he turned down to stay in Wyoming Guard because he enjoys his job there and he wanted to stay in WYoming so he is pursuing his Commission at UW. He is doing very well both academically and in ROTC.

The Moody cadets also attended a "shadow a cadet" at WEst Point and have lots of info to pass along to those interested in that career line.

4. I was asked to be 1 of 8 Wreaths Across America coordinators to be part of a committee for helping to mentor other new locations. Unfortunately I am not available for travel to Maine for the weekend of the training.. Maybe next time.. But I am still available to any CAP unit here that wishes to learn from our 12 years of experience.

WY-066 Cheyenne Composite Squadron.....Maj Tim Anderson

1. Cheyenne
 - a. 24 Feb - VA Hospital visit
 - b. We have started working on a mentoring program for new senior members and should have the first draft of it next month.
 - c. We have added 3 new senior members over the past 3 months.
2. Laramie Flight
 - a. They have grown in cadets, but not in senior members. Meeting more consistently in Laramie.

WY-069 Powder River Composite Squadron..... 1Lt Terry Bosecker

- 1.

WY-075 Yellowstone Regional Composite Squadron.....Capt Jerry Cowles

1. CAP display will travel to Riverton Library, we have reached out to business and govt leaders with warm reception. We conduct a formal meeting in Riverton March 3.
2. We currently are exploring adding a chaplain to the squadron. We have added 5 new members (2 cadet and 3 seniors) to our roles.

WY-078 Cloud Peak Composite Squadron..... Capt Ian Lydic

- 1.

WY-080 Sublette County Composite Squadron..... 1Lt John Douglas

- 1.

SAFETY DAY ITEMS: See below

It is important to exude a constant safety message to everyone in a unit so they realize that safety is a priority. It not only keeps the member safe but it will help keep vehicles and equipment safe. After all, CAP has better things to spend money on than repairs due to safety issues.

CAP has tool to deal with any situation/event/activity/meeting/etc. a squadron or wing deals with. It is called Operational Risk Management (ORM) and should end up being second nature and applied for all CAP activities. Granted. a staff or unit meeting may not create many concerns, but many events/activities have a greater concern for risks. For example, building and shooting off rockets, conducting ES training and flights all have more major safety concerns.

ORM has 6 steps that flow in a logical manner:

1. Identify the hazards
 - a. Make a list of any and all hazards associated with the planned activity
 - b. Think about what can go wrong and right it down
2. Assess the Risks
 - a. For each hazard you list determine the probability and severity of each hazard.
 - i. Probability - Frequent, Likely, Occasional, Seldom, Unlikely
 - ii. Severity - Catastrophic, critical, moderate, negligible
 - b. A Risk Management matrix is available so one can determine how severe and probable a risk will be. This helps determine if the activity/event/etc. Should continue and can help develop the risk controls if it goes forward
3. Analyze Risk control measures
 - a. Measures can range from rejecting/avoiding the risk, delaying the activity, compensating and reducing the risk
 - b. Controls can be used as reduce options - engineer the situation, guard, improve task design, limit exposure, selection of trained, capable personnel, train/educate, warn, motivate, reduce effects, rehabilitate.
 - c. Design a system to eliminate hazards if possible.
 - d. Incorporate safety devices
 - e. Provide warning devices
 - f. Develop procedures and training.
4. Make Control Decisions
 - a. Decide if the plan can be accepted, needs to be rejected, modified or given to a higher authority
 - b. Decide who will implement and monitor the controls during the event.
5. Implement Risk Controls
 - a. Make sure everyone is aware of the risks involved and what is being done to mitigate the risks. This can be accomplished by a verbal and/or written briefing. Anyone who arrives after the briefing should be briefed before entering the activity.

- b. Make sure everyone knows who is in charge and who to go to for support.
- 6. Supervise and Review
 - a. Supervise during the activity to see if the controls are working or if changes need to be made. Unplanned events may force a reevaluation of the controls being used. Any time conditions change the plan should be revisited to make sure the controls are still appropriate.
 - b. Review after the event - did the benefit outweigh the costs, were the controls effective, what could/should have been done differently. Get feedback from others by conducting an After Action Review (AAR) - see what went well and what could be improved - this is a brainstorming session with as many involved participants as possible .

5 M Concept

This is used to graphically illustrate the relationship that exists in any typical process.

To produce a successful MISSION, there is overall coordinating MANAGEMENT and interaction between:

MAN - level of training/proficiency, awareness, level of alertness, confidence level, discipline, communication skills plus other factors.

MACHINE - design of vehicle, maintenance, upkeep, repair, useable, available

MEDIA - climate (temperature, seasons, precipitation, wind, etc), routes, terrain, vegetation, obstructions, constrictions, surfaces - paved, dirt, ice, mud, snow, sand, hilly, curvy.

MANAGEMENT - provides the enforcement and establishment of standards, procedures and controls. Drives the interactions between MAN, MACHINE AND MEDIA. It is the controlling factor in defining the process or either mission success or failure.

MISSION - the desired outcome. Successful missions are indicators of how well a system is functioning. Basic cause factors for mishaps fall into the 4 M categories - MAN, MACHINE, MEDIA, MANAGEMENT.

REPORTING A MISHAP:

. Reporting CAP Mishaps. **It is extremely important to report all mishaps. There are lessons to be learned from each mishap which help identify trends and some mishaps, that may first appear to be minor, are found to be more severe upon further discovery. For this reason, all mishaps must be reported using the online safety reporting system.** (See Attachment 4, Mishap Process Flow Chart.)

a. Accidents. **Anytime a mishap occurs at CAP activities that could be serious enough to classify as an accident, (see attachments 1, 2 and 3), an appropriate CAP leader (e.g., wing commander, director of operations, activity director/ commander or safety officer) will: (1) Immediately notify the CAP National Operations Center (NOC) toll-free at 888-211-1812, Ext 300, (24 hrs/day). The NOC will, in turn, make appropriate notifications to CAP leadership and required national advisors, CAP-USAF and NHQ key personnel. Do not delay notifying the NOC. Completion of the online mishap notification can be accomplished after the verbal notification. (2) For mishaps involving death or serious bodily injury accidents, DO NOT fill in the "account" portion of the online mishap notification without prior coordination with**

the office of General Counsel at NHQ (NHQ/GC). The final responsibility for the timely completion of the online mishap notification after coordination rests with the appropriate unit or activity commander.

b. Aircraft Mishap Reporting. It is the responsibility of the pilot-in-command (PIC) to immediately report any aircraft mishaps to the wing/region commander and/or wing/region safety officer in accordance with the wing/region mishap reporting procedure (see paragraph 3). This will be a brief, fact-based report via telephone or e-mail. This report is in addition to an online mishap notification. (1) Reporting Aircraft Accidents - The wing/region commander/safety officer will, in turn, contact the NOC for all qualifying accidents (see 4a(1)). (2) Reporting Aircraft Incidents - The wing/region commander/safety officer will, in turn, contact NHQ Safety for all aircraft mishaps that may be classified as incidents. When in doubt follow the requirements for Reporting Aircraft Accidents.

d. Online Mishap Notification. Unit/activity commanders are responsible for ensuring an online mishap notification is accomplished within 48 hours of a mishap, preferably as soon as possible. The online mishap management database documents all mishaps and is an important legal document that must be completed correctly. **Failure to complete an online mishap notification could result in the member being held personally responsible for damages or medical expenses incurred, and loss of government or corporate provided insurance benefits.** The entry in the "ACCOUNT" block of the online mishap notification has a limited number of characters. There is sufficient space to enter a description of the mishap, up to and including a brief initial assessment of injuries and/or property damage. **The account of the mishap should not include any reference to fault or blame.** Attachment 5 provides examples of both inappropriate mishap accounts and proper mishap accounts. (2) The mishap management database reports the creation of an online mishap notification, by e-mail to the appropriate CAP (squadron, group, wing, region) commanders, safety officers, the National Safety Team, NHQ Safety and the CAP-USAF Director of Safety.

e. Safety Mishap Report Worksheet. This worksheet is a printable form used to collect safety mishap information when access to the online reporting system is not immediately available. The information on the worksheet is in the same order as it will be entered into the online reporting system. **The worksheet can be downloaded and printed from the online mishap management system. Commanders and activity directors should pre-print a supply of worksheets and place them in mission/activity planning kits for use when online access is not readily available. Use of the worksheet to collect and organize mishap information prior to live, online mishap notification entry is highly-recommended even if internet access is readily available.**

If anyone has questions about how to file a mishap online there are 2 good powerpoints in the online learning management system under the Safety section.

Mishap reviews may be conducted by a single mishap review officer, or a board of three or more members, depending on the complexity and seriousness of the mishap. The mishap review may be delegated to the group or squadron commander level; however, the **appointment of a mishap review officer (fact gatherer) must be issued by a commander at**

the wing level or above. The primary purpose of CAP mishap reviews should be to determine how to prevent similar mishaps from recurring.

One of the major causes of ground vehicle mishaps is connected with
DISTRACTED DRIVING

Types of distraction:

1. Cell phone usage (talking and/or texting) while driving. This has been a well researched topic and should not be done by the driver when the vehicle is in motion. It is not allowed by drivers in CAP vehicles when the vehicle is in motion.
2. Chatting with passengers - conversations can distract a driver. If you need a sterile environment you must let the passengers know.
3. Changing radio stations - know how your radio/CD player is laid out or have a passenger change things. (story about Lynette Wallace)
4. Eating while driving - juggling a burger, fries and drink can be a messy and if you are worried about spilling or cleaning up a mess you take your mind off of driving
5. Playing music loudly (more difficult to hear emergency vehicles) and grooving to the beat.
6. Fidgeting with controls - again you need to know where things are located in the vehicle. If you need to turn on the wipers, adjust the heat or AC, or put a vehicle on cruise control know how to do it before starting the vehicle.
7. Preening while driving. We probably have seen people combing their hair, shaving, putting on makeup, etc. all which can distract a driver of a vehicle
8. Driving while upset - if you are angry or upset it would be better to wait until you are calmed down. You may floor the gas pedal, pass other vehicles recklessly, or take other not-so-safe chances.
9. Lost in directions - reading a map or written directions can be distracting. Again, have a passenger help or pull over to get things straight
10. Thinking through complex problems - having your mind on concerns distracts you from the task on hand.
11. Searching for items in the vehicle. If you cannot find it with your hands you are more likely to use your eyes.
12. Multitasking - doing more than one thing (eating and reading directions, etc).

Driving a CAP vehicle

No cell phone usage by driver

No smoking in van

Use a spotter when backing. New vans have a back-up camera. Scout area behind for obstacles if no spotter is available.