

Wyoming Wing Staff Meeting

25 April 2018

7:00- 7:25 PM

- **Finance Committee at 6:00 PM**

Conducting: Col Jeff Johnson

Recording:

Renee Bailey

Attendees:

Lt Col Rod Burnett

Maj Mike Heaberlin

Capt Jan Johnson

1st Lt Robert McKinney

1st Lt David Shepard

CMSgt Mike Moore

Attendees Via Audio Conference:

Lt Col BJ Carlson

Chaplain Capt McKinley Wood

Capt Jerry Cowles

1st Lt Terry Bosecker

Lt Col Michael Carlson

1st Lt John Douglas

AGENDA

Invocation..... Chaplain Wood
Safety Brief..... Lt Col BJ Carlson
Tornado safety. See notes at end of the agenda for details.
Commander..... Col Jeff Johnson

Other Discussion

Department Reports (electronic only)

Commander..... Col Jeff Johnson

1. Scholarship money is available for senior education and training activities including conferences and special activities. Contact me for more information.
2. Wing conference is coming up. Please get your registration in as soon as you can.
3. Encampment is coming time to encourage cadets to go, commanders should make sure they are adequately prepared and ready.
4. Please review the monthly flying plan. It works if we all pay attention and buy into it. It is a wing supported plan.
5. If you have promotions or activities you would like me to attend, please contact me. I'm willing to come to any squadron activity to which I am invited.

6. Please remember to respond to emails from wing officers.
7. Remember to look at the 90 day flying plan and be creative in the hours.
8. Remember to put your notes into this e document before the meeting.
9. Sq commanders -- please, please, please get your pilots in the air. We may be able to find more hours for them, but they have to fly.

Vice Commander..... Lt Col BJ Carlson

I encourage all Wing staff members to look at the Compliance Inspection form for your staff area. The CI is not coming up until June 2019 but it never hurts to see what is expected ahead of time. Being on top of the curve is so much easier than trying to play catch-up at the last minute or fixing a discrepancy. The goal should be to avoid discrepancies in all areas so please take a look and see what you need to do. Just remember that the forms may change along the way so you may have to check back for updated ones. CI forms can be found at:

<https://www.gocivilairpatrol.com/members/cap-national-hq/inspector-general/inspection-checklist/>

Squadrons, if your SUI is coming up be sure to check frequently for changes to the SUI forms. They are changing as the regulations are being rewritten and some are more elaborate (ex. cadet programs changed and include things not normally on the old SUI forms) and you will be expected to follow the new forms. Again, if you can avoid a discrepancy you should do so. Also, start the SUI process early enough to get all documentation and SUI forms uploaded. Forms can be accessed at:

<https://www.gocivilairpatrol.com/members/cap-national-hq/inspector-general/sui/>

Chief of Staff Maj Michael Heaberlin

1. Our 2018 WYWG Conference is 37 days out! Lodging reservation cut-off date is 18 May. Free lodging is available at the Casper Armory! Conference RSVP cut-off date is 25 May. To get your conference tickets, and review the conference schedule, just go to the WYWG Website and click the "Conference" webpage link. This conference will be a great opportunity to hear directly from our CAP Senior Leadership during the General Session!
2. The Joint RMR/COWG 2018 Conference is happening this weekend (27-29 April). We are looking for maximum participation. Great opportunity to meet (face-to-face) our CAP Senior Leaders, your COWG counterparts, and your RMR Staff counterparts! See you there!
3. Remember, our WYWG "Support" Staff exists to work in coordination with our RMR counterparts (and counterparts from the other RMR Wings) to provide support to our WYWG squadron-level counterparts. Especially important is providing specialty track training to new squadron members and getting out the latest info on CAP Policy changes, upcoming events, and deadlines. If any of our squadrons don't have counterparts for the Wing Staff directors to coordinate with, let me know, so I can work with CMSgt Moore and Col Johnson to fill squadron vacancies.

Director Aerospace Education Maj Toni Brown

Aerospace Education (Internal)..... 1st Lt Robert Montgomery

Aerospace Education (External)..... 1st Lt Joe Feiler

Aircraft Maintenance..... 1st Lt John Douglas

1. Should you need to contact me, the best way is by cell phone, 307-413-7888, voice or text, if you need to send me email please use my CAP email jdouglas@cap.gov.
2. Reminder, CAPF71 needs to be filled out each time an aircraft is picked up from the maintenance shop, copies should be sent to Wing HQ, John Douglas.

Aircraft status: Total hrs April 2018 27.4

N261CP - 40.3 FMC

N294CP - 14.5 FMC

N344CA - 31.5 FMC

N353CP - 33.9 FMC

N702CP - 19.6 NMC

N897CP - 28.6 FMC

N9935E - 23.6 PMC

Wing total hrs = FY18,192.0 Aircraft avg hrs= 27.4

N261CP, T206H, Home base KJAC, Maintenance Officer, Capt. Al LaPointe.

MISSION STATUS: PMC.

22.4 Hrs. till oil change, or 5/31/18.

72.4 Hrs. till annual/100 Hr. inspection annual due 12/31/18

FLIR is due for annual maintenance, will remove when N894CP FLIR is back, FLIR did not work on last training Flight.

Corrosion Proofing due.

N294CP, 182T, Home base KCPR.

MISSION STATUS: FMC.

39.9 Hrs. till oil change, or 05/31/18

60.4 Hrs. till annual/100 Hr. inspection.

FLIR is out for annual maintenance.

N344CA, 182T, Home base KPOY.

MISSION STATUS: FMC.

40.9 Hrs. till oil change, or 6/30/18

90.9 Hrs. till annual/100 Hr. inspection.

N353CP, 182T, Home base KGCC

MISSION STATUS: FMC.

47.9 Hrs. till oil change, or 8/31/18

68.1 Hrs. till annual/100 Hr. inspection.
500 Hr. magneto inspection will be done at next 100 Hr.

N702CP, 182T, Home base KSHR.
MISSION STATUS: NMC
In Maintenance shop for inspection.
Propeller O/H due August 2018.

N897CP, 182T, Home base KCYS.
MISSION STATUS
31.5 Hrs. till oil change, or 6/30/18
81.8 Hrs. till annual/100 Hr. inspection.

N9935E, 182R, Home Base KPNA, Maintenance Officer, 1st Lt. John Douglas
45.5 Hrs. till oil change, or 08/31/18
95.5 Hrs. till annual/100 Hr. inspection.
Becker INOP, PMC.
Pitot Static Transponder Test Due May 2018, will schedule for end of May, after Squadron training day of 5/19/18.

Admin.....CMSgt Mike Moore

1. All squadrons should be reviewing their files and file plan to ensure compliance with the regulation. Do not keep documents in your files past the cutoff date.
2. All Wing staff members that have forms must review them to determine if they are still required. Either they will be deleted or determined to a necessity. A memorandum to each staff section will be forthcoming to address those listed on the Wing website. If there is a version at Region or National level that completes the same function, the Wing version needs to be removed.

Cadet ProgramsTSgt Sal Chiporo

1. Encampment, Encampment, Encampment!!!
 - a. Let's get the word out to our Basic Cadets.
 - b. NHQ has plenty of CEAP Money so have your cadets apply.
2. WyWg Conference and Awards Banquet (June 1-3)
 - a. Still looking for a Cadet to sing the National Anthem because I have only heard from 1 cadet parent on this.
3. Get those Cadet NCO of the Year packages in ASAP!!!
4. CAC Conference Call: May 20 @ 2000.
5. Monthly Cadet Program Newsletter
 - a. Pushed back to the end of the first week of the month.
 - b. Next issue: May 6th.

Chaplain..... Ch McKinley Wood

1.

Communications..... 1st Lt David Shepard

1. The Wing HF net is being rescheduled, possibly in conjunction with the region net or another wing net (planning in progress). The Wing HF net is suspended in the meantime.
2. We are working on getting the Casper and Phillips Ridge VHF repeaters back in operation this year. We will also look into the possibility/feasibility of installing a repeater near Sheridan.
3. The new radios will be Motorola SRX2200 portables and APX4500 mobiles with the 02 control head. The code plug is in development at National. There is no estimate as to when our turn for these radios will come up.
4. I have put into National for new radio installs for 49020 and 49010. I have also requested a re-install for 49005 to get the radio properly mounted and a permanent antenna installed. The installs are on hold pending available funding.
5. We are looking for a Licensing Officer, an Engineering Officer, and a Training Officer for Wing Comms. If you are interested in any of these jobs (or know anyone who might be), please contact me for further information.
6. Please contact me if you have any any comm equipment needing repair. Generally, DOD-Funded equipment will go to national for major repairs, and we are still working out how State-Funded equipment will be repaired. It is important that we get broken equipment repaired so it can be put back into use.
7. The Wyoming Wing Comm Plan and HF Plan was submitted to National on 10 April. It should be posted on the communications site on eServices once it is reviewed and approved. If you would like a copy of this plan, please let me know.

Drug Demand Reduction.....Lt Col Susan McDonald
nothing to report.

Emergency Services1st Lt Robert McKinney

1. The SAREX in June approaches. Please start beating the drum at the squadron level in order to prepare. We will be directly asking for staff members, but would appreciate volunteers to step forward. Maj Twitchell is IC, and 1st Lt McKinney is Planning Section Chief.

Finance..... Maj Greg Schreurs

1.

Government Relations Col Bill Morton

1.

Health Services Officer..... Maj Jim Little

Historian..... Capt Jerry Cowles

1. Annual Historian Report has been completed and uploaded to Region Historian
2. Squadron Patches must conform to Heraldry Guide of 3" with top scroll containing motto and bottom scroll the unit's name.
3. Unit activity reports copied to wing historian on quarterly schedule

IG..... Lt Col Cec Reed

Operations..... Lt Col Burnett

1. 15-17 June 2018: Wing SAREX in Laramie. Need maximum participation for all positions. This is the final Wing self evaluation prior to the 14-15 July 2018 Opseval.
2. Wing received some AF flight proficiency money. Suggest squadrons conduct a training day in April or May.
 - a. Combine efforts with other squadrons to maximize training.
 - b. Ensure proposed training day trainees are identified on the 90-Day Flying Plan.
 - c. Maj Heaberlin (ADO for Aircrew Resource Management) can help squadrons maximize training flights and crews for these events based on the 90-Day Plan.
3. Ensure pilots are printing, checking and uploading profiles for flights. CAP requires if the profiles are not used as checklists and uploaded into the mission files, the PIC must document all training completed and explain why mandatory items on the profile were not accomplished.
 - a. FROs are starting to enforce this CAP requirement.
4. If working with a potential non-CAP agency or customer, obtain preliminary information about the customer, the POC, who's funding the effort and timeframe of requested support. Pass the preliminary information to the Wing/DO.
 - a. Be prepared to support document development such as the IAPP and technical requirements. The Wing Staff cannot guess your potential customer's requirements and will need squadron support.
 - b. CAP regulations prohibit providing non-CAP agencies with CAP products without CAP approval. Ensure there is a WIMRS funded mission prior to supporting. If there is a mission number there will also be an IC assigned.
5. The DO still has several staff positions open both on the Wing Staff and in ES.
6. Current HOT taskings in progress:
 - a. VIRBS training, documentation, funding - Schreurs, Burnett
 - b. June SAREX prep and IAPP - McKinney, Twitchell
 - c. State flood season support: funding, technical requirements, IAPP, WIMRS - Burnett, Carlson, Twitchell
7. The ADO for Aircrew Training has not received any squadron inputs for May. Suspense: 30 April.

Personnel..... CMSgt Mike Moore

1. Not all personnel actions are required to obtain Wing approval. Some of the actions can

be initiated from squadron level with their commander approval. Wing will sign any paperwork forwarded but this may delay the time before NHQ gets the request.

2. All personnel changes in eServices must have a supporting document for the action.

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

- 1.

Public Affairs..... Maj Tera Cowles

1. I need articles from all staff members about who they are and what job functions they do within the Wing.
2. Squadron commanders, please get your PAO's to submit
3. I need a list of current PAO's.

Retention & Recruiting..... 1st Lt Alexandra Heil

Safety..... Lt Col BJ Carlson

1. I am in the midst of creating a supplement to CAPR 62-2 concerning who to notify in case of an accident or mishap. It needs to go through the approval process at National and when completed will take the place of the notification letter.
2. Remember to consult CAPR 62-2 if you need to report a mishap. It is better to report something even if it is minor. Reporting covers you and CAP in case anything develops at a later date. I know it is a hassle to report these things but do so within 48 hours. There are 2 sections - one is the initial notification and the other gives more details (injured party, follow-up medical, etc.)
3. As of 23 April, 54% of the wing membership have had a safety briefing. This is the third month in 2018 we have been over 50% but I would still like to see us getting to 75-80%. Encourage members not present for a briefing to take an online quiz.
4. This summer I will be traveling around the state to meet with squadrons about the topic of safety. I will be coordinating these visits with the squadron safety officer and commander. If unable to do an on-site visit I could arrange to do a Skype conference call. I will be in touch later to develop a schedule.
5. Remember to use the Hazard/Safety Suggestion link on SIRS to avoid a discrepancy on an SUI. Also, be sure to "close the loop" by closing out the suggestion with a note about how it was resolved.
6. In preparing for the safety briefing at this meeting I would like to share some websites you may want to use for squadron safety briefings.

<http://www.redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies/tornado>

<https://www.ready.gov/tornadoes>

<https://www.weather.gov/safety/tornado>

<https://weather.com/safety/tornado/news/tornadoes-safety-during-20120330>

- Michael & I will be out of pocket from 1-20 May in the wilds of southern Utah, so if anything comes up in the area of safety contact the Assistant Safety officers - Lt Joe Feiler or Capt Jan Johnson.

Stan/Eval..... Capt Jeff Baum

Supply/Logistics..... Capt Jan Johnson

Transportation..... Capt Jan Johnson

- There was a vehicle mishap. No injuries, vehicle damage. Driver was parking a large van between other vehicles. Minor side damage. Suggest safety pre-brief activity before van leaves base.
- Vehicle spare tires should be inflated to pressure of rear tires. If mounted in front and front tires have different pressure, deflate to correct pressure. Please check your vehicles to ensure compliance.
- All monthly reports were in on time. Thanks and keep it up.
- Summer is eventually coming and mud season will die down. When that happens, please clean and detail your vehicles for summer use.
- The missing VIRB was located and has been assigned to N344CA in Powell.

Web Administration..... Maj Tera Cowles

- No updates at this time

Wing IT..... Maj Tim Anderson

- No updates at this time

Wing Administrator..... Renee Bailey

Squadron Commander Updates

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

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

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WY-059 Michael Walker Memorial Squadron..... Lt Col Susan McDonald
 Gearing up for 4th year of cyberpatriot. And recruiting. Wheatland HS graduation is may 20. Soon we will celebrate 14 years as a unit with 14 years of completed AEX program. Our newest cadets look forward to their first stripe pinning. Hoping to get o flts scheduled once weather behaves.. we might be small but we have some really awesome cadets...

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

- Squadron annual awards banquet on 30 April. Recognizing members for their achievements from last year and giving families a chance to get to know each other

better.

2. Providing a cadet color guard for the MS Walk in Cheyenne on 12 May.
3. Cadet O-flights are scheduled for 19-20 May at Cheyenne.

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

1. Continued training for two new Senior Members and one new Cadet. Possibly one new Senior Member next meeting.

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

- Riverton group has become active with (5) cadet and (1) senior member applications
- Col Eric Boe, NASA retired astronaut and Col in CAP TXWG teleconference in May
- C/Col Tasha McKelvey Spaatz Award to be held at Region/COWG Conference 28 April Colorado Springs
- Chaplain Application sent to Wing Chaplain

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

- 1.

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

1. Monthly training day on 4/21/18, had 7 SM in attendance, flew 6 A12 sorties.
2. Next training day 5/19/18 in Rock Springs, would be great to see if other squadrons join us.
3. Cadet's, currently we only have 1 cadet, and 1 that will be renewing membership next month, with current school schedules neither have been able to attend Thursday's meetings. We are planning a recruiting event at the High School in May, and after spring sports are done they will be attending meetings. Both Cadets are interested in attending Encampment this summer.

SAFETY BRIEFING NOTES

Tornado watch - conditions are ripe for a tornado to occur

Tornado warning - a tornado has been sighted - take immediate action to stay safe

Preparing for a tornado

1. Be weather ready - check forecast regularly to see if you are at risk for tornadoes. Listen to local news or a weather radio.
2. Sign up for notifications - know how your community sends warnings (siren, media, phones. etc)
3. Create a communications plan - have a family plan that includes an emergency meeting place and related information. Pick a safe room in your home, such as a basement, storm cellar or an interior room on the lowest floor with no windows.

4. Practice your plan - conduct a family severe thunderstorm drill regularly so everyone knows what to do if a tornado is approaching and make sure everyone knows where to go. Don't forget pets.
5. Prepare your home - reinforce your safe room if possible. Get emergency supplies ready. For a full list of recommended supplies check out the following link:
<http://www.redcross.org/get-help/prepare-for-emergencies/be-red-cross-ready/get-a-kit>
6. Help your neighbors - encourage others to prepare. Take CPR/first aid training so you can help if someone is hurt.
7. Make sure you know where a shelter or safe place is at your workplace.

Tornado characteristics

1. Dark, often greenish sky.
2. Large hail
3. A large dark low lying cloud
4. Loud roar like a freight train
5. They may strike quickly, with little or no warning
6. They can be transparent until debris starts being lifted.
7. They often move SW to NE but can move in any direction
8. Tornadoes can accompany tropical storms and hurricanes as they move from water to land.
9. Waterspouts are tornadoes that form over water.
10. Wind can get up to 300 miles per hour and tornadoes can cut a swath more than 1 mile wide and 50 miles long.
11. Tornadoes can happen during any season but are most likely in Spring and Summer. They can happen at any time of day but often occur between 3 and 9 pm.

During a tornado

1. Get to a safe place away from windows (basement, interior room)
2. Follow tornado procedures in your workplace or school. Stay away from large open rooms such as cafeterias, gyms or auditoriums.
3. In a high rise get to an inside hallway in the center of the building on the lowest floor possible.
4. If in a mobile home try to get to a sturdy building. Mobile homes are not built to withstand a tornado.
5. If outside get to a shelter if possible. Storage sheds are not safe. If not possible to get to a safe area, seek shelter in a low lying area such as a ditch or ravine.
6. If in a vehicle try to drive to the nearest shelter. Avoid bridges and highway overpasses. If you get caught in your car while driving, pull over and park, keep seat belt on and engine running. Put your head down below the windows, covering your head with your hands and a blanket or other protective item.

7. Protect your body from flying debris. In a violent storm normally harmless objects can become missiles.
8. Continue to listen to news/weather radio to stay updated.

After a tornado

1. Continue to listen to local news/weather to stay updated on any other watches/warnings.
2. Contact your family and loved ones to let them know you are OK. Text messages and social media may be more reliable than phone calls.
3. Assess the damage - check for property damage. Wear long pants, a long-sleeved shirt and sturdy shoes. Contact local authorities if any power lines are down. Stay out of damaged buildings. Be aware of insurance scammers.
4. Help your neighbors - provide first aid as needed until emergency teams arrive.

Check out the following websites for more information on tornadoes and other safety items:

<http://www.redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies/tornado>

<https://www.ready.gov/tornadoes>

<https://www.weather.gov/safety/tornado>

<https://weather.com/safety/tornado/news/tornadoes-safety-during-20120330>