

Wyoming Wing Staff Meeting

28 March 2018

7:00- 7:25 PM

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

Conducting: Col Jeff Johnson

Recording:

Renee Bailey

Attendees:

Jeff Johnson

Michael Heaberlin

Mike Moore

Rod Burnett

Rob McKinney

Jan Johnson

Tim Anderson

Attendees Via Audio Conference:

Mike Carlson

Toni Brown

Sal Chiporo

Jerry Cowles

Ken Dyk

Terry Bosecker

BJ Carlson

McKinley Wood

John Burkett

AGENDA

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

Other Discussion

Department Reports (electronic only)

Commander..... Col Jeff Johnson

1. Wing conference coming in June. Please plan on registering and attending. Lots of good classes, and awards, Gen Phelka and Col Kettell will be there.
2. One of the items addressed by John Salvadore at the Utah Wing Conference was the emphasis that Gen Smith places on professionalism. We can all work at improvement.
3. Wing complimented by CAP-USAF and by Col Kettell

4. Reminder for all to share what you are doing in your appropriate section of the e notes. After talking with others, we may be setting a best practice with our format for this meeting.
5. New region goal for recruiting is 5% growth in our Wing and our Units.
6. Need to raise our ES/IC bar. We need more mission base staff.
7. May (Now June 15-17) SAREX coming up, final practice before the OPSEVAL. Please participate.
8. SPAATZ Cadet presentation coming up on 21 April.

Vice Commander..... Lt Col BJ Carlson
 Check out the Wing website <http://www.wywg.cap.gov/> for updates in the calendar and news. The WY Wing conference site is now active, the prices are reasonable, and there is a full agenda. The cadet track will be solidified soon.

Squadron CCs - don't forget to post an update (located at the bottom of the agenda). I like to hear what other squadrons are doing and what concerns may be occurring.

Chief of Staff Maj Michael Heaberlin

Director Aerospace Education Maj Toni Brown
 During the 2018 Wing Conference, one of the sessions will feature a Wyoming Archives/Museum historical show called Wings to the West. Below is a link to a YouTube video about aviation in Wyoming that will give you a preview of the photographic panels that will be at Wing conference.

<https://www.youtube.com/watch?v=DCrv0X93lfM&t=54s>

Also, I now have a complete set of the new STEM kits available from CAP NHQ AE . They will also be on display during Wing Conference so AEOs and Leaders of Cadets can decide which kits they would like to order, and in which order.

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 -
 N294CP -
 N344CA -
 N353CP -
 N702CP -

N897CP -
N9935E -
Wing total hrs = Aircraft avg hrs=

Admin.....CMSgt Mike Moore

1. Make sure to keep up with the review date of documents. Procedures must be reviewed periodically and annotated.

Cadet ProgramsTSgt Sal Chiporo

1. Encampment
 - a. Staff Positions are open. Please get the word out to Senior Members and Cadets.
 - b. Extended WyWg 1st time cadet discount until 15 April
 - c. Basic Cadet Application season opens March 1
 - i. Cadets can apply for CEAP & 1st time cadet discount
 - d. Encampment CC: TSgt Chiporo, Cheyenne
 - e. Cadet CC: Major Alice Wood, Gillette
2. WyWg Conference and Awards Banquet (June 1-3)
 - a. Looking for a Cadet to sing the National Anthem
 - b. HOT!!! Cadet NCO of the Year Award
 - i. Nominations Please!!!
 - ii. Same nomination format as Cadet Officer of the Year.
 - iii. Packages due No Later Than 1 May!!!
3. Training Weekend
 - a. March 23-25
 - b. Topic: Color Guard and Guidon
 - c. Lessons Learned: Need better coordination between DCP and PD teams.
 - i. Assign POCs early
 - ii. Fall Training Weekend: Lt Col Mike Carlson coordinating TLC Basic or Intermediate depending upon need/desire
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. CAC Conference Call: April 22 @ 1900
6. Monthly Cadet Program News
 - a. News will come out soon...I am a little behind on getting the news out.

Chaplain..... Ch McKinley Wood

- 1.

Communications..... 1st Lt David Shepard

1. New assignment at work -- wyolink
2. Out of town training on Motorola systems

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

1. Have not heard from any units except cheyenne about any DDR lessons being conducted.. Thanks TSgt Chiporo for your update.

Emergency Services1st Lt Robert McKinney

1. The planned May SAREX has been MOVED. The new dates have been confirmed on June 15-17, 2018, and will be held in Laramie, WY. The Incident Commander will be Maj George Twitchell. We are accepting interested Incident Command Staff member applications.
2. Please contact Lt McKinney regarding your Squadron's ES training requests for the next planning year. If we know an event is coming, we can plan for it months in advance!
- 3.

Finance..... Maj Greg Schreurs

- 1.

Government Relations Col Bill Morton

- 1.

Health Services Officer..... Maj Jim Little

Historian..... Capt Jerry Cowles

1. Squadron commanders, Heraldry Guide is your goto for creating and approval for squadron patches. 3" disc with scrolls, top scroll is for mottos only, bottom scroll is for squadron name. Wing historian needs to recommend approval to Wing CC.
2. Annual report is under construction.
3. Riverton did have a squadron in 50's and 60's

IG..... Lt Col Cec Reed

Lt Col John Burkett;

1. I would remind all squadrons that have an SUI due, to down load the SUI worksheets answer all the questions and make sure that you have supporting documentation to the "Y" answers to show the inspectors and to up load all the required documentation in National's IG Documentation section.
2. The wing has 2 remaining SUIs this year, and one re-inspection to do. There are 6 SUIs due in 2019. The lists and due dates can be seen in the Commanders Dashboard of eService. The schedules for 2018 and 2019 are posted on the Wing Web site.
3. The SUI worksheets tend to change without notice just make sure your using the most

recent one published.

Operations..... Lt Col Burnett

1. Next SAREX moved to: June 15 - 17, 2018.

Personnel..... CMSgt Mike Moore

1. Before submitting personnel action requests to Wing check to see if the approval level is at squadron. This will decrease the delay in getting your request to NHQ. If in doubt just contact Lt Col BJ Carlson or myself.
2. If squadrons are having problems with personnel actions at NHQ let me know and we can try to work through them.

Plans & Programs..... Col Jackie Floyd

1. Sent suggestions to wing cc regarding 2018 strategic plan

Professional Development..... Maj Harlan Ribnik

- 1.

Public Affairs..... Maj Tera Cowles

1. I need articles for the Spring addition of the Wyoming Wings so we can have information in it about the WING Conference before the deadline for publishing passes. I need them no later than the 20th of March to make my cut off date and hopefully print on time.

Retention & Recruiting..... position open

Safety..... Lt Col BJ Carlson

1. As of 26 March, the wing is almost 54% in safety currency. Please make sure your members are getting briefed regularly and you are documenting the training. EVERY event/meeting/activity/etc. should have an appropriate documented safety brief. I am still shooting for about 75% of the wing's members to be safety current each month. Thanks for your help.
2. Mishaps. There is a practice site where you can practice entering a mishap so you can get familiar with the system. In SIRS on the left panel under Media/Resources there is a link called Mishap Entry Practice. Please use this to practice in case you need to actually enter a mishap on the regular link in SIRS.
3. Last month there was a question about how to do a mishap review. The February 2018 Beacon addresses this on page 4. The first paragraph summarizes it: "One of the most basic ideas behind doing a mishap review is to find out WHY the mishap happened. It is only when we know WHY a mishap happened that we can begin to find out what we can do to prevent similar mishaps. A good mishap review should carefully determine WHAT happened, then look for all the clues about WHY it happened. I see quite a few mishap "reviews" in SIRS that list a sequence of events, but then don't ask the important questions of WHY it occurred and what can we do to reduce the chances of a similar

occurrence.” Keep asking WHY???

- 4. Additional mishap review information: In the narrative box insert FACTS only-no opinions, step through the sequence of events leading to the mishap including who, what, when and how, see if you can determine what factors contributed to the mishap, verify that all pertinent information is in SIRS, do not enter recommended corrective actions. Once the review is completed it is sent to the Wing CC for additional input and corrective actions. It then goes up the chain to Region and National where it is hopefully closed out. The more complete the review officer is the better chance of it sailing through the various commands.
- 5. SUI safety form - If you wish to avoid getting a discrepancy on an upcoming SUI, make sure that you enter something in the Hazards/Suggestions link on SIRS. This is intended to draw awareness to unsafe conditions. You must also “close the loop” and put in a journal entry to show how the hazard was taken care of and then close it out. According to the former IG, if a unit uses it at least once you can avoid a discrepancy so better to be proactive than reactive.
- 6. WY Wing is 100% compliant with the Safety Day/ORM requirement! Thanks everyone.
- 7. Units with vehicles - make sure you are checking tires for wear and possible weathering and cracking. Replace them as needed - it is less expensive than having a blowout while driving and losing control.

Stan/Eval..... Capt Jeff Baum

- 1. Please ensure that all aircraft have an updated and current AIF Cover Sheet. Along with all of the changes to 70-1, there are changes to the old AIF Cover.
- 2. Please have all of your pilots read and review the new Pilot Proficiency Profiles. Pay particular attention to the preamble on the first page, and the header for each Profile. We now are required to complete, or document why we did not, complete all of the listed REQUIRED ITEMS. Not completing a REQUIRED ITEM is not a major deal, but we simply need to explain why (i.e. Stalls not flown due to cloud layer).

Supply/Logistics..... Capt Jan Johnson

- 1. I have divided the ABU’s into groups and have started getting them to squadrons. They are doing no one any good sitting at wing. If you do not have yours by Wing Conference, plan to take a couple large garbage bags with uniforms with you.
- 2. We are having trouble locating all the VIRBs listed in ORMS. We are looking for one with CAP Tag # 2051583. Could all squadron commanders please check supply to see if somehow a VIRB snuck in. It will be in a pelican case that looks just like the regular camera cases. The VIRB will have a tablet computer with it and is a white somewhat rectangular shape about 2” X 4 or 5”. **This unit is in the Casper hanger!!!**
- 3. The annual survey/audit is coming soon. They will pick two squadrons to do a supply and equipment audit so be ready. Josh Gordon has been posted overseas and we have not heard from his replacement. Update: the audit will not be done until Nov. This means we will only have to inventory things once :). Please plan to have your annual inventories

complete by the end of Oct so you can look for things that you are missing.

- 4. I have asked Chief Moore to transfer the Transportation LG assignment to me and Maj Heaberlin will be acting as assistant for a while. I have also asked 2Lt Bela Chiporo to be my Wing LG assistant and will begin training her soon.
- 5. **Please** encourage your Squadron LG people to come to Wing Conference and attend my LG training. I have some good stuff to share. If they cannot come, please assign someone from your squadron to attend that session.

Transportation..... Maj Michael Heaberlin

- 1.

Web Administration..... Maj Tera Cowles

- 1. No updates at this time

Wing IT..... Maj Tim Anderson

- 1. Squadron websites are available for free for those who want them. Let me know if you need help or want something particular.
- 2. Teaching 2 sessions during the Wing Conference - electronic files management and website help.
- 3. If your squadron would like a centralized location for cloud file storage I can provide team drives through our G Suite. Let me know.

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 is growing slowly and we are planning a unit recruitment at the WMS in April.
- 2. We have designed and gotten approval for our new patch design and have patches in the making as well as new unit hats.
- 3. Our unit will be getting new tee shirts as part of our fitness uniform.
- 4. We have TWO cadets, Christian and Haiden Moody who have been accepted to attend USAFA as part of the class of 2022. They report this July. They also were accepted to West Point and for ROTC program at either UW or Utah state. These will be our first academy attendees and we are so proud of them.

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

- 1. Conducting a squadron level SAREX in April.
- 2. Annual awards banquet in April to recognize our members for their accomplishments this

past year.

3. Sending a cadet team to the RMR Cadet Competition 13-15 April 2018.

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

1. Continued training on 2 new senior members and two cadets
2. One of our cadets has completed 2 outdoor activities and plan 2 more for recruitment.

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

1. Spatz award on April 21, Cadet Colonel Tasha McKelvey, now Capt McKelvey

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

- 1.

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

- 1.

MARCH SAFETY BRIEFING NOTES

Spring situational awareness

With warmer temperatures heading our way it is easy to get complacent. Wyoming weather still is very unpredictable and what starts out as a warm sunny day can turn into a cold blustery day in a very short time. To keep yourself safe here in WY here are some tips:

****Always have available warm clothing (coat, hat, gloves) in your vehicle or backpack so you can be prepared for the weather change. Rain gear is also appropriate.**

****Keep emergency gear (food, water, warm clothes, shovel, first aid kit, flashlight, etc.) in your vehicle/pack especially if you are traveling for a few days. Snowstorms have been known to creep up on us.**

****Check the forecast before heading out - weather forecasters seem to be getting better at letting us know what to expect. Spring is the time for tornadoes, lightning/thunderstorms, hail, snow. Learn how to keep yourself safe in these conditions.**

****Watch for any flooding as you drive or walk. Stay out of flooded areas especially if you do not know what the road or path would normally look like if not flooded. Find an alternate path/road even if it means adding time to your trip.**

****if spring suddenly turns to winter remember the safe winter driving tips:**

1. if the road is snowy or icy slow down -
2. allow more time to get to your destination so you don't have to worry about being late which may cause you to speed up,
3. watch carefully for other traffic that might be sliding into you and be prepared to take preventative measures
4. do not pass a snow plow that is kicking up clouds of snow, your visibility is reduced and you never know what is in front of the snow cloud
5. remember to use your turn signals so drivers are aware of your intentions (according to WY statutes a signal must be on continuously not less than the last 100 feet from the turn.
6. Check the weather conditions ahead of time so you are better prepared. There may be road closures or restricted areas. Some roads require chains or snow tires be used when conditions are hazardous or the section of road may closed to all vehicles except

emergency vehicles and snowplows. If the road is closed do not proceed - fines can be assessed for violations. Remember - officials can close a section of road whenever they deem it necessary for the safety of the public.

7. Watch for wildlife on the roads - be prepared to stop quickly

8. Have emergency items in your vehicle - shovel, extra food, water, tire chains, kitty litter or sand for traction if you get stuck, ice scraper/snow brush, blankets or sleeping bags, first aid kit, flares and flashlights, extra batteries, booster cables, tow strap, games to keep you occupied if you get stranded. I am sure you might want to have some other items as well.

9. Keep your gas tank as close to full as possible. Make sure you do a thorough vehicle check so you know all systems are in good shape and fluid levels are adequate.

10. If going on an extended outing make sure that someone knows your destination and route of travel. Check in with that person occasionally so they know you are ops normal.