



**SAFETY COMMITTEE MEETING**  
**March 12, 2020 (Zoom, Interrupted)**

**Committee members:**

**Present:** Bob Ham, Peter Frey, Don Heidrich, Leo Mollica, Tony Adams.

**Absent:** Alan Amato, Landon Sock, Burt Stevens,

Minutes recorded by Leo Mollica.

**Agenda:**

- HIR's review
- FRAT follow up...
- Old business / others.

**1. HIR review:**

- 1) Student sent on first solo when AIRMET existed for LLWS and turbulence.
- 2) Mags left on in 7YT
- 3) 61H came out of annual last week and yesterday the plane showed high CO. We took the cowl off and the hose going to the heater had a split in it.
- The pilot that took off before FSP and/or the logbooks were signed off has Ignored my request for an HIR. Landon will reach out.

**Action: HIR writing. Alan**

**2. FRAT follow up:**

Alan presented the Risk Assessment Process flow to define required vs not required. **Action: Present to board of directors.**

**Alan.**

**3. Old business:**

4. Set a goal for 2020. **OFC Safety Committee.**
5. Create a procedure for emergency response plan. **Peter.**
6. Set a goal for 2020. **OFC Safety Committee.**



## SAFETY COMMITTEE MEETING February 13, 2020

### Committee members:

**Present:** Alan Amato, Burt Stevens, Landon Sock and Leo Mollica

**Absent:** Bob Ham, Peter Frey and Don Heidrich.

Minutes recorded by Leo Mollica.

### Agenda:

- Survey analysis, main take away and next steps for communications and actions.
- FRAT follow up...
- Old business / others.

### 1. Survey analysis:

- 2019 Survey outcomes were analyzed monadic and relative to 2018 outcome.
- Club members that participated in 2019 (37) indicated improvement on 16 of 18 questions in the top 2 boxes scoring ( $\Sigma$ = agree and strongly agree).
- Similarly, for the Bottom 2 boxes analysis ( $\Sigma$ = strongly disagree and disagree); there is and improvement on the scores in 2019 relative to 2018 on 15 of 18 questions.

Question	2018		2019		Relative difference in boxes	
	B2B (%)	T2B (%)	B2B (%)	T2B (%)	2019 vs 2018	2019-2018
Q7 OFC Directors are aware of the main safety problems in aircraft maint. & flight Ops.	0	82	5	81	-5	-1
Q16 OFC Directors regard safety to be a very important part of aircraft maint. and flight ops.	2	89	0	97	2	9
Q6 All OFC members are given sufficient opportunity to make suggestions regarding safety issues.	4	85	3	88	1	3
Q2 OFC Directors get personally involved in OFC safety enhancement activities.	5	77	0	89	5	12
Q10 OFC Members follow established airport safety rules, and FAR's, almost all of the time.	5	73	3	76	2	4
Q11 Safety within OFC aircraft maintenance and flight ops is better than in other flying clubs.	5	73	3	76	2	4
Q14 After an OFC accident or incident has occurred, appropriate actions are usually taken to	5	51	0	74	5	23
Q5 OFC Members do all they can to prevent accidents.	7	70	8	76	-1	6
Q18 Safety within OFC is generally well controlled.	9	55	0	76	9	22
Q8 New OFC Members are provided with safety training prior to flight operations sign off.	9	64	3	76	6	12
Q12 Any reported OFC related defects or hazards are rectified promptly.	9	86	21	71	-12	-15
Q13 There are mechanisms in place in OFC to report safety deficiencies.	9	82	3	92	6	10
Q9 All OFC Members are informed of any changes which may affect safety.	11	66	11	79	1	13
Q1 OFC Members are given enough training to fly safely.	16	59	3	76	13	17
Q4 OFC Directors often discuss safety issues with Members.	18	68	3	82	16	13
Q3 There are procedures to follow in the event of an emergency in OFC Flight operations.	19	47	13	63	5	17
Q15 Members are given sufficient feedback regarding OFCs safety performance.	32	27	0	80	32	53
Q17 OFC Safety audits are carried out frequently.	35	5	11	30	24	25

B2B: ( $\Sigma$ = agree and strongly agree), T2B: ( $\Sigma$ = strongly disagree and disagree).

- Combined analysis of bottom and tops boxes indicated a substantial improvement in the perception of overall safety for the members, and it was outlined in the "Safety Culture Survey #2 (2019)" DRAFT.
- The safety committee also discussed the 4 tops highest B2B in 2019:
  - Q12 Any reported OFC related defects of hazards are rectified promptly.
  - Q3: There are procedures to follow in the event of an emergency in OFC Flight Operation.
  - Q17: OFC Safety are carried out frequently
  - Q9: All OFC members are informed of any change which may affect safety.

### Actions:

7. Present to the board the results & recommendations: **Landon.**
8. Set a goal for 2020. **OFC Safety Committee.**
9. Create a procedure for emergency response plan. **Peter.**

### 2. FRAT:

Alan presented the Risk Assessment Process flow to define required vs not required. **Action: Present to board of directors. Alan.**



## SAFETY COMMITTEE MEETING January 16, 2020

### Committee members:

**Present:** Alan Amato, Don Heidrich, Landon Sock, Peter Frey (new committee member) and Leo Mollica

**Absent:**, Bob Ham and Burt Stevens (apologized).

Minutes recorded by Leo Mollica.

### Agenda:

1. Old business review from 2019.
2. FRAT recommendation to the board.
3. 2019 Goals review.
4. Safety committee monthly report to board.
5. Events recommendation for 2020

#### 1. Old business:

- IN/OUT aircraft hangar Video. **Action: Coordinate to create the video. Landon.**
- Gary sent to Leo a summary with suggestions for Club Operations improvements. **Action: Send as a pre-read and discuss in the next SCM for safety related opportunities. Leo. Not reviewed (Jan 16)**

#### 2. FRAT:

Alan communicated that there were more conversations but not full alignment for the safety committee proposal to consider FRAT tool as a procedure for preflight. **Action: Make the motion in regular meeting (Jan 21) to establish FRAT tools as a procedure for students. Landon.**

#### 3. 2019 Goals review:

Goal ID	Description	Status (Jan 2020)
1	Processes and systems for zero accident in place	<input checked="" type="checkbox"/>
2	Establish OFC controlled document system	<input checked="" type="checkbox"/>
3	Implement voluntary FRAT	<input checked="" type="checkbox"/>
4	Implement a SMS for strategy and performance	<input type="checkbox"/>
5	Establish an OFC Safety Committee.	<input checked="" type="checkbox"/>
6	Establish and OFC training program tasks/skills suitable	<input type="checkbox"/>
7	Establish an OFC emergency response plan	<input type="checkbox"/>
8	Conduct min 2 OFC Safety meeting	<input checked="" type="checkbox"/>
9	Issue a minimum of 2 Safety communications	<input checked="" type="checkbox"/>
10	Conduct and initial OFC Safety Culture Survey	<input checked="" type="checkbox"/>

**Action 1: Create a procedure for emergency response plan. Peter.**

**Action 2: Conduct the 2019 survey (same questionnaire) to asses 2019 and report relative changes after implementing the safety program. Alan.**

**Action 3: Review all unmeet goals with 2020 goals setting. Committee.**

#### 4. Safety committee monthly report to board:

The safety committed identified a gap in communication based on multiples enquires about clock setting and resetting procedures. To make it even more transparent a procedure with the ultimate action on safety clock will be add in the HIR or FOIR.

**Action: Adding procedure in the HIR/FOIR regarding to the safety clock resetting. Alan.**

#### 5. Event Recommendations:

Spot Landing: Cancelled in 2019 due to low engagement. Evaluate if the contest context was a factor. Spot landing (engine out) not competitive as an alternative. **Action: To explore the potential reason of low engagement suggest any modification. Landon.**

#### 6. Others:

**Action 1: OFC Safety meeting calendar setting in advance. Landon.**

**Action 2: Goals refreshment/tracking during meeting. Leo.**