



SAFETY COMMITTEE MEETING
April 13, 2019

Attendees: Geoffrey Green, Don Heidrich, Landon Sock, Burt Stevens and Leo Mollica

Absent: Alan Amato Bob Ham

Minutes recorded by Leo Mollica

Opening, Meeting expectations, (Landon)

- Review follow up from previous meeting.

Action Items. New. and/or follow up from previous meeting:

1. **Safety Dashboard follow up:**
 - a. Don proactively modified the language to: "X days without a Club Safety Issue "and is being tested in the portal.
 - b. Landon also progressed with an alternative language "X days without aircraft damage or safety issues"Both options comply with language rework recommendation from Officers Board Meeting (OBM).
Action: Present the rework to OBM for final approval in both Portal and Hangar. Landon.
2. **Safety improvement suggestion for IN/OUT aircraft hangar:**

Alan presented the motion with 2 alternatives in the OBM (March) as discussed in the Safety Committee Meeting (SCM) (March). The 2 people minimum was voted against. The Sign off minimum was voted favorable.

Actions:

 - a. **Landon, Burt and Ed** are expecting to recreate a 1st failed video attempt. Once the video is finalized it will be upload for members instructions proposes.
 - b. Additional instructions to promote and audit the sign off procedures and compliance will be follow up in coming SCM.
3. **Member presenting in max 5' a case or tips related with safety in aviation.**

Alan asked Tony to pitch his safety event in the OBM (March) as recommended in SCM (March)

 - a. **Action: Identify a volunteer for the next OBM or Regular Members Meeting (RMM)**
4. **Request to add in comments the maintenance reason/s in the scheduler reservation.**

Landon requested to Gavin.

Action: Pursue as a "must have" with the new scheduler implementation. Landon.
5. **Evaluate a Cross Wind Training/Safety Event:**

Landon shared tentative days with Burt. Jun 1, 22; July 27; Aug 10.

Action: Landon to send an email to Burt with potential days for availability.
6. **New: How to overall structure meetings agendas and goals in the OBM, RMM, and Committees meetings with the ambition of pursuing more transparency in goals and decisions to all members.**

Action: Discuss in the SCM (May) proposals to revert to OBM.



SAFETY COMMITTEE MEETING
March 14, 2019

Attendees: Alan Amato, Landon Sock, Don Heidrich, Burt Stevens and Leo Mollica

Absent: Bob Ham and Geoffrey Green

Minutes recorded by Leo Mollica

Opening, Meeting expectations, (Landon)

- Review follow up from previous meeting.

Action Items. New. and/or follow up from previous meeting:

7. Safety Dashboard:

- a. Landon presented a proposal with a Clock (\$200) that could be placed in Hangar and virtually replicated in the OFC Web Site to provoke awareness to members.

Don thinks it is feasible and "free" to include in the OFC portal.

Action: Present proposal in board meeting. Landon.

- b. **New. Recent prop strike "incident" was brought to the committee** as a recurrent potential hazard when single pilot moves in/out planes from hangars.

- i. Landon suggested a new rule of 2 people minimum for this activity and suggested that single pilots could ask for FBO assistance. Landon asked Atlantic willingness to do this but no answers yet.

- ii. Burt disagreed with the 2 people minimum proposal. He points it out that the hazard could be mitigated via members training and sign off procedure. Burt point it out that hangar in/out coaches doesn't have to be CFI but just any trained member with proven ability to instructs how to handle aircraft in/out in hangar.

Action: Follow up within the Safety Committee next meeting.

8. Aviation Safety Program document management follow up:

- a. Alan brought two forms proposal for Committee consideration:
 - a. Aviation Hazard or Incident Report (HIR).
 - b. Flight Operation Incident Report (FOIR).



Action: Additional documents are expected to be issued by Alan to guide the filling.

9. FRAT tool: Alan continue scoping proposal.

10. Member presenting in max 5' a case or tips related with safety in aviation. Landon will ask Francis if he is OK bringing his case to a regular meeting for educational purposed and/or looking back up members. Alan suggested Tony

11. Request to add in comments the maintenance reason/s in the scheduler reservation. Landon to follow up this request with Gavin.

12. New. Evaluate a Cross Wind Trainign/Safety Event: Landon to follow up.



SAFETY COMMITTEE MEETING
February 13, 2019

Attendees: Alan Amato, Geoffrey Green, Landon Sock and Leo Mollica

Absent: Don Heidrich, Bob Ham and Burt Stevens.

Minutes recorded by Leo Mollica

Opening, Meeting expectations, (Landon)

- Review and discuss Survey results
- Understand background and set annual goals
- Brainstorm potential action plans to address goals

Survey Results & background (Alan):

- Based on the survey and a Safety culture Index analysis it was identified that our Club could be described as a **BUREACRATIC SAFETY CULTURE**.
 - This means that we tend to treat safety information in the following way:
 - Information may be ignored
 - Messengers are tolerated
 - Responsibility is compartmentalized
 - Dissemination is allowed but discouraged
 - Failures lead to local repairs
 - New ideas present problems.

Annual goals ambitions (all present):

- A) Substantially improve our Safety Culture Index
- B) Substantially improve the attitudes and behavior that could lead a change from BUREACRATIC SAFETY CULTURE to a POSITIVE SAFETY CULTURE.
- C) Implement an Aviation Safety Management Program to address goals

Action Items to follow up:

1. Draft an **Incident to Accident Dashboard** (Pyramid) to “make visible” the goals and the hazards observed. **Alan** to send a draft.
 - 1.a. Explore the opportunity to have this board interactive in our website linking the description of the hazard, incident or accident with an educational video or text to bring learnings based on observations, incident or accidents. **(To be assigned)**
2. Set the Safety Committee Meetings the **2nd Thursdays of the Month @ 7:30 pm** in Atlantic Conference Room unless indicated otherwise. **Landon**
3. Evaluate HOW to recommend to members the use of proven/available and free tools such **FRAT** (Flight Risk Assessment Tools). **Alan** to send the proposal and recommended apps.
4. Promote the safety topic case discussion during meeting. The idea is to have a **member presenting in max 5’ a case or tips related with safety in aviation**. To test how it works. **Landon** will lead by example at the earliest opportunity.
5. **Static Sheet proposal**. How to get the maintenance relevant info (handy in the planes). **Alan** to propose the template.
6. Establish and or ensure members knows **how to proceed in case of accidents/incident for Club related topic**. **Alan** to custom a Decision tree to guide members into the Do’s and don’ts.
7. Discuss the need to have a **Safety book**. **Committee to consider**
8. Discuss how to get members consistently and progressively engaged. **Committee to consider**
9. Request to include the **reason of maintenance reservation in the scheduler**. **Landon** to communicate to the Maintenance Officers.