

**PTO Virtual Conference
Minutes
27 Feb 2021**

Present:

Simon Cousineau, NTO
Bill Ralph, National Administrator
Marilyn Kendall, Administrative Assistant

Absent: Nil

Kym Trask, BC Dir (PEPAIR)
Jim (James) Peeling, MB PTO
Mark Webster, MD D/Dir
Mike Blizzard, NB PTO
John Vander Velde, NU PTO
Wes Cooke, AB PTO
Tom Ray, SK PTO
Tom (Thomas) Tipping, ON PTO
Rémi Girard, QC PTO (SERABEC)
Olivier Beyer, NS PTO
Dan Robinson, YT PTO
Dave Taylor, Dir NT (for a portion of meeting)
Monica Kreft, NT D/PTO
Darren Emery, PE PTO
Robbie (Robert) Bishop, NL PTO

Guests:

Frank Schuurmans, CASARA President
Brian Bishop, VP Finance & Administration
Doug MacDonald, VP Equipment & Plans
John Davidson, Past President
Major Claude Courcelles, National CLO
Capt Jeff Isenor, Atlantic CLO, 103/413 Sqn
Gord Tessier, ON Training
Arel Welgan, Aareus Inc
Daniel Fillion, Circadia
Capt Bill Wyss, CLO 442 Sqn

Absent Guests:

Capt David Baird, CLO JRCC Trenton
Capt Marty Zimmer, CLO 424 Sqn
Capt Mike Gagnon, CLO 435 Sqn
WO Mike Cox, 413 Sqn
Sgt Glenn Hood, 424 Sqn
WO Dave Knubley, ST 442 Sqn

Item #	Topic	Action By whom, to Whom and Date
1	Meeting commenced at 1600 Z	
3	Simon Cousineau, NTO welcomed all guests and thanked Kym Trask and John Davidson for Co-Chairing the past PTO 2020 meeting.	
4	<p>Motion: to accept the Minutes PTO 2020-01-25 Motion by: James Peeling Seconded by: Olivier Beyer Discussion : Nil Omissions/Errors: Nil Vote: all in favour</p> <p style="text-align: right;">CARRIED</p>	

5	<p>NTO report (VP Training & Ops report):</p> <ul style="list-style-type: none"> - NTO Report presented by Simon Cousineau - Appreciates it when he receives the results from Evals - Keep recruiting to ensure the future of CASARA - Closely monitoring the COVID situation and will issue a monthly directive - No Waivers - exception of a waiver with the recommendation of the NTO & NCLO - Seek protocols from your Government health ministry so that you can resume practical training – we must return to flying as soon as possible - If an eval or a visit must be postponed, make sure that it is done on a mutual agreement between the zone commander and the CLO - Due to COVID there are no ASM Courses planned – will keep you informed if one opens up - CASARA Academy – please read the proposal sent to you – he will try present to board at next meeting 	<p>All to send Eval reports to NTO as soon as Evals are completed</p> <p>All to seek protocols from Government Health Ministry</p>
6i	<p>NCLO Report:</p> <ul style="list-style-type: none"> - Maj Claude Courcelles presented his report - Thanked everyone for what has been a challenging year and thanked Simon who he has been very busy this year to keep CASARA Safe and Operational. - Everyone will need to have a 406 – Commercial aircraft within next year and General Aviation (GA) within next five years - There were some herc training completed with CASARA members and no propagation of COVID was seen, so safety protocols worked - Encourages CASARA training but not to the point where you would need to self-isolate – unless it is a real tasking - Expect an increase of request for training as there are several new crew members - CLO Reference manual updated 1 Apr 21 – it will be translated and distributed by 1 Apr. Added two standards to the manual - see 6a – Visual Search (Air) - Expect a pilot to fly “under VFR conditions as defined by Nav Canada” - and see 6b - ELT homing (Air) - be able to conduct a search pattern and track a distress signal with DF “under VFR Conditions as defined by Nav Canada” - Search Headquarters (SHQ) – Accountability Framework (AF) only mentions to support SHQ – suggests National Office ask to put it in the Contribution Agreement (CA) to provide funding for SHQ - Train with diverse scenarios- include Humanitarian events - Try stay outside for training as some buildings have old ventilation 	
6ii	<p>CLO Report 103/413 Sqn:</p> <ul style="list-style-type: none"> - Capt Jeff Isenor presented his report verbally - Welcomed Robbie Bishop(NL) and thanked Brian Bishop for covering the PTO position in the interim, and thanked all the PTOs for all their work during this year - He had asked for, and received, the restrictions each MO had for training during COVID. - Sqn Sp is always very appreciated – the flexibility of the CASARA Members - Skills will continue to deteriorate both for military members and CASARA Members – concentrate on being safe 	

	<ul style="list-style-type: none"> - Working on a virtual ASM course with SSO SAR – using a remote setup – requires SARNOC server support. NCLO will look at the list of ASM candidates and discuss with Simon. - Thanked Liz and Olivier in NB 	
6iii	<p>CLO Report - 442 Sqn:</p> <ul style="list-style-type: none"> - Capt Bill Wyss had nil report 	
7i	<p>MB MO:</p> <ul style="list-style-type: none"> - Jim Peeling presented his report verbally - One of three zones is non-operational due to weather – they are training with them – will do mock evals prior to eval - Membership is down due to COVID - Limited in-person flights and ground training 	
7ii	<p>NS MO:</p> <ul style="list-style-type: none"> - Olivier Beyer discussed his report verbally - Thanked NCLO and CLOs for help at the start of the season and adventure training - Currency is down a bit - a lot of members are trained in multiple positions – and decided to step down to concentrate on just one position - Concentrating on first aid training - New training for RCMP Humanitarian events - Virtual training has provided more connection with zones - using WEBEX - Completed GOSAR and Harassment Prevention training 	
7iii	<p>PE MO:</p> <ul style="list-style-type: none"> - Darren Emery presented his report verbally - Virtual trainings with Olivier Beyer, Jeff Isenor at 413 sqn, Navigators and soon for pilots 	
7iv	<p>YT MO:</p> <ul style="list-style-type: none"> - Dan Robinson presented his report - New to the position, only started in October - Restrictions on travel into YT – which postponed evals - PEPAIR and 442 Sqn will assist to get eval as soon as possible - Decreased currency of spotters due to poor summer weather and February weather - Virtual training is ongoing - Ground homing course in-person - Actively recruiting as many members are aging – mainly from local flight school and from Air North 	
7v	<p>NU PTO:</p> <ul style="list-style-type: none"> - John Vander Velde presented his report verbally - Not a lot of training due to lockdown 	
7vi	<p>NWT PTO:</p> <ul style="list-style-type: none"> - Dave Taylor discussed report verbally - Restrictions were minimal - Virtual training completed, including other MOs virtual sessions - Viewed MB ELT session and has a modification for the training manual - Feels the virtual training should be consistent – provided from a central location 	
7vii	<p>ON PTO:</p> <ul style="list-style-type: none"> - Tom Tipping presented his report verbally - Marine numbers are going up again 	

	<ul style="list-style-type: none"> - Membership is down eight percent - Currency has been kept up by workarounds by the ON Training Officers - Training is down by ten percent – mainly due to virtual training and training new members in bubbles - Bill stated he is working on an increase in training budget and will be putting funds in place for a reintroduction of face-to-face training. CASARA gave back 800K funding this year – from projects that didn't happen, training that couldn't happen. - Simon Cousineau stated we have to go back to in-person training as soon as possible 	
7viii	<p>NB PTO:</p> <ul style="list-style-type: none"> - Mike Blizzard presented his report verbally - Average age of members is a factor with regard to COVID restrictions - Due to Covid, Training members saw some restrictions to enter some buildings - Appreciated CLO for providing exercises – simulated homings, inflight emergencies – saw problems with weak internet service - Thanked MB for making online training available - Thanked the CLOs WO Cox and Capt Isenor and Simon Cousineau for Covid guidance 	
7ix	<p>QC PTO:</p> <ul style="list-style-type: none"> - Rémi Girard presented his report - Marketing (presentation) of CASARA to the pilots in Quebec to increase the number of members - Took six months to get government approval for COVID protocol to resume air and ground training 	
7x	<p>SK PTO:</p> <ul style="list-style-type: none"> - Tom Ray presented his report verbally - COVID has not reduced searches – 46 – mostly from RCMP – missing persons - Using Zoom for ground and flight positions - Weekly GOSAR training 	
7xi	<p>AB PTO:</p> <ul style="list-style-type: none"> - Wes Cooke presented his report verbally - Try to maintain one solid crew per zone - Once restrictions lift, they will continue to train 	
7xii	<p>BC PTO:</p> <ul style="list-style-type: none"> - Kym Trask presented his report - Membership is lowest in 5 years and a significant churn rate of 25% - Taskings are down ~40% - Currency is low - need a lot of training to occur - They are using GOTOMEETING and recorded sessions are available– suggests that GOTOTRAINING, GOTOWEBINAR, ZOOM or WEBEX may be better suited for teaching, especially for CASARA Academy. Bill Ralph has stated he is investigating with Daniel, Arel and within a month should have a training platform with feedback ability – paid by National Office - Assisted SARTEF/424 Sqn for targeting to assess the sensor suite on CC-295 Kingfisher - Developing Safety cards e.g. C-185 over water - can make it available for all to use/MO can adapt for their aircraft 	<p>Nat Admin to choose a Virtual platform by end of March</p>

	<ul style="list-style-type: none"> - Created illuminated “illumavisors and identivisors” for Night ELT searches– so that passers-by can see that CASARA is in the area working – they can share the idea - Virtual Training was designed specific for BC members – had to add a password on the site to protect personal information – happy to have others come onboard – Simon Cousineau stated PTOs must be aware of differences per MO when viewing other MO’s training 	
7xiii	<p>NL PTO:</p> <ul style="list-style-type: none"> - Robbie Bishop presented his report verbally - Virtual training and some in-person flights in summer and Fall - CVT training and ELT Homing - Virtual Transport Canada Safety Training 	
8	<p>Policies</p> <ul style="list-style-type: none"> - Olivier Beyer stated A-060 still mentions 18 months – need to be in compliance with 0-020 – Olivier to send amendment to Simon Cousineau 	Olivier Beyer to send suggested amendment to NTO
9	<p>CASARA Admin Evaluation Form</p> <ul style="list-style-type: none"> - Simon Cousineau stated he added a guide to how to fill out the form. It will also be in the CLO reference guide - Added a few checkboxes – e.g. safety working group 	
10	<p>CASARA SHQ</p> <ul style="list-style-type: none"> - Simon Cousineau mentioned, as Maj Courcelles stated above, that the military will not evaluate SHQ – while SHQ is mentioned in T-040 it will not be evaluated by the military – he will leave it up to the MOs as to whether to practice SHQ. 	
11	<p>ASM Courses</p> <ul style="list-style-type: none"> - Covered by Capt Isenor above - He will advise of any new information on ASM Courses 	
12	<p>Presentation – Updated on R&D Project</p> <ul style="list-style-type: none"> - Gord Tessier presented his reports - Thanked for the invitation and for the support of his executive - Project Art Tracking – every zone in ON has the ability to feed data into ADS-B network via listening stations into FLIGHTAWARE to contribute to monitoring aircraft – if an aircraft goes down, FLIGHTAWARE can assist - FLIGHTAWARE is willing to give a box to each zone - Not onerous to build own box approx. \$300 - Free premium membership in exchange for loading data into the system - Frank asks if the data is shared with Nav Canada – Gord stated they likely share for a fee - Military uses Globe ADS-B - Kym asked – will CASARA be taking an enterprise approach? - Simon Cousineau and Kym Trask feels it is a good addition for safety especially in the North. Reminded all that it would be a permanent installation. - Olivier Beyer said NS would support it - Simon Cousineau said they will provide for free where there is little coverage - Kym Trask said several in north hook up to STARLINK – which gives unlimited internet and since cell coverage is thin in Northern BC – this would be a big boon - All international carriers are regulated to have ADS-B out 	

- Frank thanked Gord for the initiative for the proof of concept - this could be a real first for us - really good for us

Drone

- Thanked Frank Schuurmans for his cooperation in this project
- Now have 5 MAVIC 2 Enterprise dual camera drones, of which one is infrared smart controller
- Range up to 10 km
- Benefit is you can launch over the forest vice tromp thru the forest and good for close to shore use
- Requested BVLOS (beyond visual line of sight) for short range of 2km – they (Tpt Canada) want us to first fly for two years
- Long range implantation range – is to deploy one to each zone –
- Want to use this drone - to move around to the zones- to train users to the advanced level
- A larger drone is coming out called MAVIC 2 Enterprise Advanced – 4 x better camera – EI/OR (Electro-Optical/Infra-Red)
- Frank stated we are identifying who nationally has RPAS Basic and advanced – and shortly will be able to be entered/identified in TMMS – and new drones are being purchased which will go out to those individuals. A lot of other units are looking at CASARA for this tech
- Darren Emery asked-how do multiple drones in one area talk/prevent running into each other. Frank replied that the drones are aware of aircraft with ADS-B out and will avoid them. Gord perceives the drone will do its search, then you land it and the planes then launch – also mentioned the military will not let the drones launch if there are planes in the area - Maj Courcelles stated they have a regulation no military flying in an airspace with a drone flying
- Mavic has add-on modules - loud speaker and bright light – can pre-record a message
- Gord Tessier has developed SOPS and will incorporate improvements
- Simon Cousineau said there will be a chapter in the CTOM
- Gord Tessier stated his will improve our value with JRCC
- Frank Schuurman stated they are registered aircraft currently with Frank Schuurmans, Marco Laforest, John Saunders, Gord Tessier and Fred Carey
- Gord stated he appreciated Marco Laforest for presenting at Drone Safety Day
- ASIS – Advanced Search Imaging System – LOC8 software/hardware produces in a jpeg format geotagged, then scans for a specified digital colour –captured via drone camera or camera mounted on the aircraft wings – by the end of Q1 we expect live viewing while flying Note: also coming in the CC-295 Kingfisher.
- Kym Trask asked if there is any dialogue with CAP – Frank Schuurmans stated we are constantly in dialogue with CAP – they used something called Archer which is older tech.
- Frank Schuurmans stated limited to 400 feet at night

NVIS – Night Vision Imaging System

- Tested NVS 14-3AG – military spec – controlled goods – CASARA has obtained special permission to use them – Gord/R&D is “Authorized user” and “Designated Official”- all spotters have been vetted with Public Works

	<p>d. Submit at least yearly to the MO/Provincial/Territorial Training Officer a Training Plan showing events planned for the zone. Guidelines for the format, content and date(s) of submission will follow those established by the MO/Provincial/Territorial Training Officer.</p> <p>e. Make timely entries into TMMS to ensure that zone and member training records are up to date and reflect the true status of the zone.</p> <p>f. Ensure Instructors are skilled and follow the National/MO Training Syllabus.</p> <p>g. Ensure Training Presentations and Materials are kept up to date and readily available to all members.</p> <p>h. Ensure all members of the zone are made aware of any changes to training materials and training schedules.</p> <p>i. Liaise with the Zone Treasurer and/or Zone Commander at least monthly to ensure that training expenditures are reasonably aligned with the zone's training budget.</p> <p>j. Liaise with the MO/Provincial/Territorial Training Officer to ensure that the zone's training meets the needs of CASARA and that the training materials meet the needs of the zone's members.</p> <p>k. Carry out any other related duties as requested by the Zone Commander and/or the MO/Provincial/Territorial Training Officer.</p> <p>Motion by: Olivier Beyer Seconded by: Rémi Girard Discussion : nil</p> <p>Vote: all in favour CARRIED</p>	
14iii	<p>Motion: To add new policy T-045 CASARA ASSISTANT SEARCH MASTER CURRENCY</p> <p>Purpose</p> <p>This policy Specifies the required currency to be achieved by a certified Assistant Search Master CASARA member in order to keep his/her certification.</p> <p>Certification</p> <p>A CASARA member must attend the RCAF ASM course successfully to receive the ASM certification. The certification will be good for a period of ten (10) years.</p> <p>Currency</p> <p>A certified CASARA ASM member must comply with one of the following to keep his/her certification:</p> <ul style="list-style-type: none"> - A CASARA ASM member shall attend a refresher session at a 	

	Vote: all in favour	CARRIED
15	<p>Northern Training</p> <ul style="list-style-type: none"> - Kym Trask presented his report - Mentioned that once COVID restrictions are lifted, he and his Deputy PTO could cost effectively go to NU to train new members on the physical aircraft they will be flying on in NU. Note : Ab initio is training of new navigators - Maj Courcelles stated it was noted there were no North Navigators in NU and they did a cost analysis a few years ago and it was decided it was more cost effective to have them come train in the south. - Kym Trask stated they need to be competent in the aircraft they are flying on – e.g. twin otter – he has not completed a cost analysis yet - Monica asked if this would be done annually – due to retention issues – Kym replied they would have to discuss it as it occurs - Simon will discuss in the future 	
16	<p>Virtual Training</p> <ul style="list-style-type: none"> - Jim Peeling presented his report - Started online training with zoom – allowed polling - Attendees were from across Canada - Members can go over the videos at their own pace - These virtual training sessions may offer a novel adjunct which can augment in-person training and enhance the way we train - CVT put online – instructor accesses CVT remotely and Spotters see “spotter window” via zoom – engages new members, good preparation for flying when COVID restrictions allow - and shared a video demonstrating this (see link within report) - Kym Trask stated kudos for putting CVT online. Note that BC does not credits flights on CVT in TMMS as resolution is too poor. - Full Crew Sim on-line – pilot follows spotter instructions on a call around - and shared a video (see link within report) - Integrated with IPAD/Foreflight for Navs – can be viewed remotely – and shared a video (see link within report) - ELT homer simulation for nav/pilots can also be used remotely. Colin Bennett can provide to zones or individuals. The upcoming newsletter outlines the approach and gives links to software used - Supports self paced learning and review - Kym Trask states this is a great tool and great for CASARA Academy - Simon Cousineau agrees, thanked James Peeling and stated great work 	
17	<p>Homer Replacement</p> <ul style="list-style-type: none"> - Maj Courcelles stated ATESS Trenton has been tasked to create a replacement – and is asking for the priority be increased to try get it done this year and be ready for next year. Simon Cousineau stated it should be a priority - Frank stated Murray Craig, True North Rescue is looking for this as well 	
18	<p>CASARA Training & Operations Manual (CTOM)</p> <ul style="list-style-type: none"> - Simon asked for volunteers for a working Group to hold meetings on weekends – Wes Cooke, Remi Girard, Dan Robinson, Mike Blizzard and Kym Trask volunteered 	
19	<p>TMMS</p> <ul style="list-style-type: none"> - Arel Welgan presented his report - Reminded all to enter accurate data into TMMS – dates, phone numbers 	

	<ul style="list-style-type: none"> - When possible, enter event before it starts - SAREX – capture it as a daily participation or ground support (not admin) remember to capture planning time - Training – remember to capture it as daily participation (not admin) - Training Syllabus – remember to enter or send to someone to enter - Share your event with other zones – don't create 20 events for the same online training event - Electronic Expense claim – currently in the sandbox – create- approve, assign GL Code and can export to sage – please test it – you can attach files to events and activities - working towards electronic signatures - CASARA Email – every MO has access to a shared email for training officers, email groups – automatically forwarded to your home email - TMMS Training – TMMS specific – English and French – send Arel a list of topics and/or photos you want covered to tmms@casara.ca and/or email him if you wish to be the French voice of CASARA - You can see the expense claim in the link Sandbox.casara.ca and the link is also noted and provided in CASARA Website under members area - Tom Tipping asked for ability to pull the annual report by arbitrary dates – Arel stated it is available in the background – send him an email if you want the instructions. 	<p>All to send Arel an email if you wish instructions to pull Annual reports with arbitrary dates.</p>
20	<p>Open Discussion</p> <ul style="list-style-type: none"> - Kym Trask asked NCLC about male spotters on military aircraft needing to be clean shaven. Maj Courcelles stated the directive is from March and medical staff stated we need to be clean shaven for the N95 mask to fit properly. Ask 442 sqn specifically. He will look into it and info Simon Cousineau 	<p>Note: Directive date 1 Mar 21 received from VP Trg & Ops - article 15 has been removed – that CASARA members being clean shaven to be part of a military crew</p>
	<p>Date for next meeting will be January 2022 Simon stated hopefully in person – specific day TBA</p> <p>Motion to adjourn by: Rémi Girard Seconded by: Olivier Beyer</p> <p>Adjourned at: 1855 Zulu</p>	