



Waypoints

Issue 2020-2 U.S. Coast Guard Auxiliary District 13, Division 4 Spring 2020



Division Four supports six regional flotillas in Northwest Washington state covering Puget Sound, the Strait of Juan de Fuca and Hood Canal. We provide administrative assistance by coordinating activities between flotillas and providing communication to Coast Guard Auxiliary District 13.

Flotilla 41, Port Ludlow & Brinnon; Flotilla 42, Sequim; Flotilla 44, Port Angeles;
Flotilla 45, Bremerton; Flotilla 45 Detachment, Gig Harbor; Flotilla 47, Port Townsend; Flotilla 48, North Kitsap

Division 4 website: <http://a13004.wow.uscgaux.info>

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In this issue

- 3 **Back to Work!**
- 4 **Division Commander's Remarks**
- 5..... **Auxiliary EMAIL Etiquette**
- 6..... **Risk Management Trainers Needed**
- 6 **US Coast Guard Station Port Angeles**
- 6 **History of the USCG Auxiliary**
- 8 **NACO Three Star Award**
- 9 **Online Training Opportunities**
- 9 **AUXData II is here**
- 10 **Leadership Training**
- 10 **Strategies for Success**
- 11 **Bravo Zulu – Flotilla 45**
- 12 **More Good Work -- Auxiliarist of the month**
- 12 **Aids to Navigation**
- 13 **i911 System**
- 14 **Something for Everyone**

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Back To Work!

After abiding by CDC and local/ state guidance, the following Auxiliary activities/missions have been approved. For the below activities, and in line with recent PPE requirements set forth in (ref. b) CG COVID-19 Planning Order (PLANORD v6), Auxiliarists must wear a cloth face covering at all times, while also maintaining six feet of physical separation from members of the public. The below activities/missions are to be conducted individually; not in pairs or groups:

a. **Vessel Examinations (VEs):** Vessel Examinations: With the Thirteenth District's boating public becoming more anxious to get out on the open waters as summer approaches, and with the urgency that the pandemic has placed in all of our daily lives, it is even more imperative that recreational vessels are checked for safety equipment.

b. **Program Visitation:** A major contributor to the Auxiliary's recreational boating safety program is our relationship with Program Partners. A Program Partner is a community business or facility that will allow the Program Visitor to place a literature display rack. Examples include: marine dealers, hardware stores, vessel rental and repair agencies, marinas, canvas or sail makers, hospital emergency or other waiting rooms, doctor's offices, and businesses patronized by boaters.

Prior to any Coast Guard related activity outside the home, Auxiliarists shall assess their personal ability to undertake that mission. This WILL include a risk assessment/GAR reviewing the availability of proper PPE, health history, the health of those in their household, the health of other members they may be interacting with, and the overall risk vs. gain of the activity.

Those known to be high-risk for severe illness from COVID-19 are:

- [People 65 years and older](#) (a characteristic of many of our members), people who live in a nursing home or long-term care facility or family members who visit them.
- People of all ages with [underlying medical conditions, particularly if not well controlled](#), including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease

The following are additional requirements for conducting **VEs and Program Visits**:

- a. Social distancing will be strictly adhered to; examiners and program visitors will work individually with the vessel operator/program visitor to work through a vessel exam/ visit, maintaining 6ft as much as possible, taking into consideration size of vessel.
- b. Sign-in sheets are recommended for areas where more than one exam is being requested (i.e. boat ramps) to assist in flow and order of the exams.
- c. Gloves worn for each separate exam will be sanitized or discarded and replaced after each exam.
- d. Hands will be sanitized or washed when gloves are replaced.
- e. Upon completion of the mission/day, uniforms must be washed/cleaned.
- f. As required all Auxiliarists should have completed the Influenza Training in AUXLMS NLT 31 Mar '20

(All PPE/sanitizer will be at the member's expense—these are not re-imbursable.)

Division Commander's Remarks

Greetings Division 4,

We've all been in stressful times. That's caused us to feel--and be--isolated from family, friends, and other outlets, and to be apprehensive. Members have had amended work routines, schools have been closed, we've done lots of house cleaning, gardening, and TV watching. And grumbling! Sadly, some member's family or friends have been lost and they couldn't travel for family support or to attend memorial services. It's been tough. We've been discouraged and we developed attitudes.

Well, things are shifting! There's change in the air and limited activities are emerging. All is not lost.

For some, valid factors, concerns, and even suspicions have been shaping attitudes and straining the willingness to accept the situation amid its complexities. Others rolled with the punches, sensing opportunities to gain training, broaden some skills, and do tasks not requiring physical interaction. From my vantage point, I know of no one who just flat quit the Auxiliary. That's truly commendable.

I've watched how our Division team responded to the challenge: differing reactions, but still one team. We've had electronic meetings and shown a willingness to join in that has exceeded normal meeting attendance. We had an election in FL-48, applying and testing Standing Rules. FL-45 applied for and received the NACO 3 Star Diversity award and had a member pass a PQS for the NS program. Another Flotilla is preparing a diversity award nomination. We had an Auxiliarist of the Month awarded in FL-44. We've certainly had levels of training opportunities exceeding previous offerings, and we used them. We captured lessons-learned from our standdown and offered opinions on mitigation measures for reconstitution. Several newsletters were published. You get the picture. Stressful? Probably. Crippling? Not at all! Like the watch commercial, most of us just kept tickin'.

OK, so we didn't have fellowship gatherings, but one Flotilla did fellowship by electronic meeting means, sipping coffee and chatting into the tube. We worried about REYR, but were reassured that there likely would be some slack. Communications suffered some, but the important things made it to the members, and there wasn't a lot going on anyways. We missed haircuts, but no one was there to notice the new look. We did OK. Maybe a lot better than just OK. We did it together like any real team would. In the last training I sat in on, other than the DCO and DCOS, there were 15 in attendance D-13 wide, and I know that at least 6 were from Division 4. Fantastic--40% was our team. You make it happen.

Lest we forget, USCG and Auxiliary senior leadership also bore these feelings of uncertainty. They did care and worked and worried on our behalf. They also invited us to reach out for information, reassurance, and any needed assistance. Leaders tried to communicate in a timely way and did what they could to return us to activity as soon as possible. Above all, they were in this pause with us, yet paddling upstream somewhat unnoticed. I assure you, caring has been more than a buzzword.

While we may emerge doing a few things differently—probably even for the better--we will be stronger for this experience. Personally, I salute and commend you for your patience during these stressful times. Thanks for hanging in there!

V/R
Dick Halsaver, DCDR

Auxiliary EMAIL Etiquette

The clearest form of communication is usually a face-to-face meeting; phone calls come next. Emails come last. It is very difficult to convey tone correctly in an email. However, email is probably the most frequent means of communication for Coast Guard Auxiliary members. With the advent of web-based video conferencing, members have an electronic alternative for face-to-face dialogue. Email is an easy way to convey a great deal of the information with which we deal on a day-to-day basis in the Auxiliary.

Email is the most efficient form of communication for reports, meeting notices, agendas, and informational messages. It can convey detailed information in attachments, create a paper trail, and keep several members of a team “in the loop.” Some suggestions for effective emails:

1. **Subject Line:** Try to keep it brief, but complete. “Report” is a useless subject. “2020 1st Quarter Report” is far better. Recipients can file the email correctly and refer to it when necessary.
2. **REPLY:** If your name is in the CC: column, most of the time no reply is required. Replies are needed if an email requested information from you or if you have something important to add to the thread.
3. **REPLY ALL:** If collaborating on a project with several other members, REPLY ALL is usually correct so that all members are aware of changes/questions relating to the project. However, if you decide to reply to an informational email sent out from your Director, REPLY ALL would be incorrect because not all receiving the original message need to see your reply.
4. **BCC:** The use of the bcc: should be avoided. Members of the team should be aware of all others working on a project. If you believe someone else in the Auxiliary should be informed, don't hide the fact. CC: that person so all are aware of the distribution.
5. **CC:** Often we should keep others in the loop. For example, a SO working with other SOs might want to keep the VCDR apprised of their work on that project.
6. **Timing:** Always reply in a timely manner—check your inbox frequently.
7. **Absence:** If you will be away and out of communication for a time, be certain to notify those staff members who contact you regularly.
8. **Threads:** Usually it is a good idea to include the original message in your reply. Although several back-and-forth replies can make for a very long email, the email will have the entire thread so that all can see the progression. A staff member need save only the last of the emails since that one has the entire conversation.
9. **Forwarding:** Check the distribution list before forwarding emails. Avoid forwarding to those who have already received it. If you must forward an email, be sure to add more than “FYI.” Add your explanation, request, etc. to the top of the message.
10. **Formatting:** Plain text is readable by all. Special formatting might not be readable by your recipient.
11. **Attachments:** If attachments are required and if they are large, it is often best to send each attachment as a separate email since many IPs do not allow large emails. Also, it is best to use well-recognized packages when creating an attachment. A DOC or RTF format, (for documents), a CSV or XLS format (for spreadsheets), a JPG or GIF format (for pictures), or a PDF format should be readable by almost all members of the Auxiliary. Newer versions of MicroSoft's Office have DOCX and XLSX formats, which are not readable by many programs including earlier versions of Office. Most programs offer a “SAVE AS” option. Choose one of the above-mentioned formats to be better certain your file can be read.

12. High-Priority, Delivery Notification: Use the high-priority option sparingly. If all your emails are marked “high-priority,” none are. Use the priority option only when the message clearly requires a rapid response. Similarly, avoid the use of “Delivery Notification;” the responses clutter the receiver’s Sent Box. If you need to ensure that a message has been received, ask the recipient to send an acknowledgement.
13. Upper-case: Use only for abbreviations/acronyms.

Division 4 needs Risk Management Trainers

The old “TCT Refresher” is now the “Risk Management Annual Workshop.” With the loss of Steve Hyman, we no longer have a qualified trainer in the Division.

Please...if you have training experience, or would like to have some, volunteer to take the training to qualify as a Risk Management Trainer.

Station Port Angeles

Station Port Angeles was established on 5 September 2003. Co-located with Group/Air Station Port Angeles at the tip of Ediz Hook, Station Port Angeles was established to meet the challenges of a dynamic international border with Canada, and the growing Homeland Security mission in and along the Strait of Juan de Fuca.

Station Port Angeles has an area of responsibility that covers the central and eastern Strait of Juan de Fuca, from Pillar Point to the southern tip of Whidbey Island. The primary missions include search and rescue, maritime law enforcement, ports and waterways coastal security, boating safety, commercial fishing safety, and maritime environmental protection. Station Port Angeles annually responds to approximately 75 search and rescue cases, and performs nearly 200 law enforcement boardings. Station Port Angeles reports to Coast Guard Sector Seattle, and works closely with local, state and federal law enforcement agencies throughout Jefferson, Island, and Clallam counties.



Boats from Station Port Angeles can be seen patrolling throughout the year performing a variety of missions from Port Angeles to Port Townsend and the San Juan Islands.

History of the Coast Guard Auxiliary

Boating always has been one of America's favorite pastimes and entered the sport arena in the early nineteenth century. Rowing and yachting races were among the most popular spectator sports through the 1930s. The wealth generated in post Civil War America, along with the growth of railroads, spurred the development of resorts, country homes, and the suburbs—all places to go boating. The federal government

Under legislation passed in 1996, the Auxiliary's role was expanded to allow members to assist in any Coast Guard mission except direct law enforcement and military operations....

began to construct large dams, reservoirs, and lake systems during the Depression, adding to waterways. With the development of the single-operator motorboat and the outboard engine at the turn of the twentieth century, the number of recreational boaters skyrocketed. In 1939, the Coast Guard reported that there were more than 300,000 boats operating in federal waters. In the previous year it had received 14,000 calls for assistance and had responded to 8,600 "in peril" cases—a record number. Boaters needed to be better trained in seamanship and federal law. At the same time, civilian yachtsmen were pressing the Coast Guard to establish a volunteer arm of the service.

As a result of these demands, on June 23, 1939, the Congress passed legislation that established the Coast Guard Reserve, its volunteer civilian component, to promote boating safety and to facilitate the operations of the Coast Guard. Groups of boat owners were organized into flotillas and these into divisions within Coast Guard Districts around the country. Members initially conducted safety and security patrols and helped enforce the provisions of the 1940 Federal Boating and Espionage Acts. Then in February 1941, a military reserve was created and the volunteer Reserve was renamed the U.S. Coast Guard Auxiliary.



Following America's entry into the World War II in December of 1941, recruits flooded into Auxiliary flotillas in a burst of patriotic fever. June 1942 legislation allowed Auxiliarists to enroll in the Coast Guard Reserve on a part-time temporary basis. Throughout the war, some 50,000 Auxiliarists constituted the core of the temporary Reserve membership. These reservists, along with newly enrolled civilians, performed coastal defense and search and rescue duties. They patrolled bridges, factories, docks, and beaches. They fought fires, made arrests, guided naval vessels, and conducted anti-submarine warfare. As their ranks grew, thousands of active duty Coast Guard personnel were freed up for service overseas.

Following the war, by 1950 the four traditional Auxiliary cornerstone missions of member services, recreational boating safety, operations and marine safety, and fellowship had been established. The public education program yearly trains tens of thousands of boaters in seamanship, piloting, rules of the road, and weather, among other topics. Specially qualified coxswain and crew members conduct search and rescue missions in their own boats and support Coast Guard missions. Auxiliary pilots and air observers search for boaters in distress, floating hazards, pollution spills, and ice-locked vessels. Communications watchstanders handle distress calls at Coast Guard and Auxiliary radio stations. Vessel examiners conduct Vessel Safety Checks under which recreational vessels are examined for federally required equipment and systems.



During the past decades, the Auxiliary has continued to grow in membership which today totals more than 25,000 members in the United States and its territories. Training is held at every level from the flotilla to national training schools. Leadership and management training, award programs, and data management systems ensure a high level of professionalism.

Under legislation passed in 1996, the Auxiliary's role was expanded to allow members to assist in any Coast Guard mission, except direct law enforcement and military operations, as authorized by the Commandant. Thus, Auxiliarists can be found examining commercial fishing vessels, flying in C-130 aircraft, working in Coast Guard offices, and crewing with regulars. The four components of the

service—the active duty Coastguardsmen, the Reservists, Coast Guard civilians, and Auxiliaries—truly constitute TEAM COAST GUARD.

In any given year, Auxiliary members work an amazing number of hours, as they largely administer their own organization. In 1998, their assistance to the public resulted in 445 lives being saved, 12,760 persons being assisted, and a total value of \$36.4 million dollars in volunteer services being provided for a range of specific missions. Since 9/11, members have been integrated into the Department of Homeland Security and perform a variety of port security functions. In a typical year, on any given day, the U. S. Coast Guard Auxiliary: saves a life, assists around 30 people, completes over 60 safety patrols, performs more than 300 vessel safety checks, educates over 350 people on boating safety, participates in 100 Coast Guard operational support missions, attends 70 public affairs functions, and more. The 24,000+ members of the Auxiliary field nearly 5,000 vessels, almost 3,000 personal watercraft, more than 200 aircraft, and man at least 2,000 communications stations.



Over the years, Auxiliary programs also have kept pace with boating trends. Members helped implement the provisions of the 1958 Federal Boating Act. In the 1970s, they formed flotillas in sole-state waters to meet local demands for water safety. They introduced new courses such as those for sailors and personal water craft (PWC) operators as their numbers increased.

The U. S. Coast Guard Auxiliary is the largest volunteer marine safety organization in the world and has fostered similar ones in foreign countries. During its eighty years, it has lived up to its motto of – **"A Proud Tradition, A Worthy Mission."**

Downloaded 02-15-2020, from <http://wow.uscgaux.info/content.php?unit=A-DEPT&category=history-1> edited by Randall Zempel.

Does Your Flotilla Measure Up?

By Loretta Rindal, SO-DV

If your answer is yes, hurry up and complete the NACO Three Star Award for Excellence in Diversity. Time is running out. The deadline for submission is **June 30, 2020!**

- Have you created a positive environment for members?
- How will your members know they are valued?
- What does your flotilla do to help ensure individual success?
- In what way do your recruitment/outreach activities target diverse populations?

The tool to help you evaluate whether or not you “measure up” can be found in the NACO Three Star Award for Excellence in Diversity.

<http://forms.cgaux.org/archive/a7064.pdf>

note: For 2019, Loretta was recognized as District 13's top Auxiliarist for Public Education.

Online Training Opportunities

Many forms of training, from Ops training, Social Media training, Website training, AUXOP courses, Safety Culture introduction training and many more varieties of training are available online.

On the [District 13 website](#), there is a Calendar which you can access from the left side of the website, of course, you will have to sign in first! Once you open that up, you will be able to see all the training available and on which date it is being given. When you click on the individual daily item it opens and shows you what you need to know about it, plus it will have a link that will take you to the webinar when it is to be presented.



Also on the [District 13 website](#), on the “Member Training” page, you can find quick links to training essentials such as Core Training, BQCII courses, AUXOP courses, Leadership Training, Online Learning/Testing, Risk Management Training Requirements and AUX Member Training. There is no more hunting and pecking to find these training platforms, they’re just a click away.

Commodore Singler suggests that you look at the calendar on a weekly basis or even daily to see what training is available. Please take advantage of this easy method to navigate available training opportunities.

AUXData II is here!

The new AUXDATA enables:

- Aux Members to complete self-service activities
- Ability to log activities frequently
- Create and submit a facility into the Offer For Use (OFU) application process with the ease of a button
- Minimize manual processes and paperwork
- Provide greater visibility into business processes
- Create patrol order requests and track patrol orders

IS Officers have already had training, and will soon train the rest of us to use the new AUXData II system. Start learning more on the IT Department website: <http://wow.uscgaux.info/content.php?unit=IT-GROUP&category=training-resources> The User Manual is there and ready for you to start familiarizing yourself with this great new tool—especially pages 24-30 that explain the procedures for how to enter missions like those reported on 7029 forms into the system and how to forward them to their IS officer for review and approval.

Aids to Navigation in Kitsap, Jefferson, and Clallam Counties

We have 5 bridges and 59 PATONS to verify each year (a few of those have multiple lights, 372 in all, that need to be individually checked). Some of those PATONS are used by large commercial vessels to verify their navigational plots while transiting our waters. If those PATONS are extinguished or in the wrong location there is a potential for an oil tanker to end up on the rocks.

Leadership Training is available on the Auxiliary [Online Classroom](#)

The Leadership training series explores the Coast Guard Auxiliary **leadership competencies**, required levels of expertise, and methods for gaining and demonstrating competency across 5 levels of responsibility. It begins with a brief Foundation course for all learners.

- Foundation:** All Auxiliary Members
- Level 1:** Member
- Level 2:** BC, FC, VFC, FSO
- Level 3:** DVC, DCDR, VCDR, SO
- Level 4:** DIR, DCOS, DCAPT, DSO
- Level 5:** NEXCOM, ANACO, DCO

Each **Level** course covers the same material but focuses on its application to the specific level of responsibility.

The leadership training in these courses consists of three components:

- (1) The Coast Guard Auxiliary leadership competencies,
- (2) Responsibility levels and required levels of expertise, and
- (3) Methods for gaining and demonstrating competency. These skills define a leader whether appointed or elected.

Strategies for Success while “Social Distancing”

1. Try to keep your workspace separate from your living space. This will help you focus on the job to be done by eliminating familiar distractions.
2. Set up “office hours” of regularly scheduled times when you work on your Division or Flotilla tasking—and stick to it! For example, “I work on my job every Monday, Wednesday, and Friday from 0900—1100.”
3. Plan the work and work the plan. Set up deadlines along the course of the project and let the person to whom you report know what they are. Why? It is very motivating! If you set a deadline that no one knows about, if you don’t meet the deadline then no one will know about that, either! More importantly, the person to whom you report can also help you if you run into difficulty meeting the deadlines by providing coaching or additional resources.
4. If you are working with a team, have frequent telephone and email conversations with the members of the team. This helps to keep the project on track and allows team members to anticipate and prepare for problems.

5. Request frequent feedback from the person to whom you report and other stakeholders so that you are sure you are satisfying their expectations continually. At the end of a project your stakeholders may accept your project even though they are disappointed with the result. Ongoing feedback helps avoid this problem.
6. At the end of your “office hours,” take a break! Do something fun! Take a walk or get some exercise! Spend some time with friends! You deserve it!
7. Celebrate milestones that you complete! Take a bow! Completing milestones takes hard work, creativity, discipline, and a strong work ethic. Bravo Zulu to you!

Bravo Zulu

Flotilla 45, Bremerton Earns NACO Three Star Award for Excellence in Diversity

The NACO Three Star Award for Excellence in Diversity is an annual award intended to recognize Flotillas and Divisions for distinction in managing and valuing diversity. Units competing for the award must complete a minimum of four action items in each of these goal categories:

- Appoint a unit diversity advisor.
- Publish at least one article on diversity awareness per year.
- Conduct one (1) in-unit diversity member training session per year.
- Create a recruiting plan and target local neighborhoods and cultures in the community of the unit AOR in a recruiting action plan.
- Encourage 50% of the unit's membership to attend a minimum of four meetings.
- One of the unit's elected leaders must have attended leadership training.



Flotilla 45, Bremerton's Gail Porter, Staff Officer for Diversity (FSO-DV), credits the award to group effort. Encouragement with specific advice from SO-DV, Loretta Rindal, motivated her to seriously become involved, as Gail had attempted this award two years previously and thought it to be overwhelming.

To win this award, Gail says, elected leaders have to be up on their mandatory training. They also need to be aware of who is leaving and why. Phone calls, emails, texts, private messaging on facebook, whatever works best for those involved.

Gail points out that Facebook posts on a dedicated flotilla page make publishing articles easy. Following the taking of notes at meetings with emailing them out to each member of the flotilla provides another way of getting printed material out. Short 5 or 10 minute classes given by the FSO at meetings periodically using 3-5 slides from any of the many PowerPoint presentations available also can be done easily instead of devoting a large part of any one meeting.

More good work!

US COAST GUARD AUXILIARY DISTRICT 13 AUXILIARIST OF THE MONTH MAY 2020

Flotilla 44 member Randall Zempel hit the ground running and completely renovated our Flotilla Website, and began producing excellent Flotilla and Division 4 Newsletters. Randall gained considerable skill and experience in Computer Science and Public Affairs as a member of the Los Angeles Sheriff's Department. This made his newsletters professional-looking, with smart and interesting articles about the Auxiliary.

Randall also continues to make himself available for any volunteer opportunities that we can come up with, and suggests ways to improve his Flotilla and Division. He currently holds offices as FSO-PA, SO-PB and SO-CS. Randall Zempel is a very valuable member of Team Coast Guard!



Vessel Examiners Needed

For those of you that are not yet in the Vessel Exam program. WE NEED YOU. There are over 18,000 recreational boats registered in the Division 4 Counties.

If you figure that an effective VSC takes about 30 minutes to perform, we need over 9,000 hours of time to get to all the boats within our area.

If you would like to join this program check in with your flotilla FSO-VE and ask what it takes. You will find that this one on one with public can be very rewarding and that the requirements for time are only what you can or want to put in and are at hours you schedule yourself. We look forward to having you join us.

i911

Coast Guard command center crews have a new tool to help distressed mariners come home to their families after being out to sea. In addition to common life saving devices known to mariners, such as Electronic Position Indicating Radio Beacons (EPIRB's) and VHF radios, the Coast Guard now has the i911 application as an additional tool to provide lifesaving information from a mariner's cell phone.



File photo (U.S. Coast Guard photo courtesy of Station New London)



The i911 program allows for watchstanders to use a mariner's cellphone number to assist in finding their location for Coast Guard rescue crews to locate them faster. Once the number is entered, the mariner receives a text message authorizing them to share their location with the U.S. Coast Guard. Once shared, the internal cell phone's GPS, which uses satellites to pinpoint the mariner's location, is displayed on a screen for watchstanders to aid in the search for them.

Depending on the cell phone service, i911 can determine locations of distressed mariners from up to 15-20 nautical miles offshore. During the pilot period, more than 38,000 search and rescue cases across the contiguous United States were analyzed, and it was found that 89 percent of all SAR cases took place within 20 nautical miles off shore.

Downloaded 05-22-2020 from <https://www.marinelink.com/news/cellphones-helping-uscg-locate-distressed-478231> and edited by Randall Zempel

Something for everyone

Wherever your interests lie, and whatever life skills you bring to the Coast Guard Auxiliary, chances are you can find an area to participate in that will enrich your life. As an Auxiliarist you can participate in one or more programs including, but not limited to:

1. Safety Patrols
2. Chart updating
3. Training
4. Recruiting
5. Admin. support
6. Public affairs
7. Public education
8. Boating safety programs
9. Environmental protection
10. Search and rescue