



**HEADQUARTERS**  
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**CTWG COMMANDERS' CALL**  
**MINUTES**  
**2 June 2004**

**Attendance**

WING COMMANDER  
 VICE COMMANDER  
 CHIEF OF STAFF  
 STATE DIRECTOR  
 103<sup>RD</sup> COMP. SQ - CT004  
 SILVER CITY COMP. SQ. - CT014  
 STRATFORD EAGLES COMP. SQ - CT022  
 169<sup>TH</sup> COMPOSITE SQUADRON - CT027  
 399<sup>TH</sup> COMPOSITE SQUADRON - CT042  
 C. K. HAMILTON COMP. SQ. - CT058  
 NORTHWEST HILLS COMP. SQ. - CT062  
 ROYAL CDT. COMP. SQ. - CT071  
 CT MINUTEMEN COMP. SQ. - CT073  
 DANIELSON COMP. SQ. - CT074  
 THAMES RIVER COMP. SQ. - CT075  
 SAFETY  
 ASST. SAFETY  
 OPERATIONS  
 TRAINING

**Name:**

COL. PALMER  
 MAJ OSBORN (EX)  
 LTC ROWEN  
 MR. ISABELLE  
 1LT VASINGTON  
 CAPT GRAVES (REP)  
 1LT BROWNELL (REP)  
 MAJ MAGURANY  
 CAPT BOUDREAU  
 1LT TRUJILLO  
 MAJ MAFFIA (REP)  
 1LT (REP)  
 CAPT DALEY (EX)  
 CAPT OLTMANN (REP)  
 UNKNOWN (REP)  
 LTC STIDSEN  
 LTC NEAL  
 LTC MYLCHREEST  
 CAPT SHAPIRO

(REP) Representative, (NP) Not Present, (EX) Excused

Meeting called to order by LTC Rowen at 1934 hours.

**COLONEL PALMER**

- Military "O" flights such as helicopter rides, C5 rides. You need to coordinate through LTC Isabelle even if you have it all set up. If he doesn't know about it and something happens, we are not covered. I did get an e-mail from him that someone arranged C5 flights at Westover and he knows nothing about it.
- I need to know what people are doing. Please e-mail me when you are doing an activity.
- NER Cadet of the Year is Cadet Forostoski from Danbury but did not make the National Board selection. If you see him, pat him on the back.
- My visitation schedule has been suspended. I will try to make your special activities. I have an immediate family member who is not well so my days are work and to the hospital. As always, if you need me, leave a message on my cell and I will return your call.

- If anyone wants to go to National Boards I have the applications. It runs from 18Aug to 21Aug.
- Nameplates are back on the Class A service coat. You should have received a letter in your mailbox. The grey nameplate goes on and by August 1 you are to have Air Force style nameplate on.
- Major Osborn, who has been on leave, is still with us. He was handling a large inspection at Bradley. He will be back with us, if not next week, the week after.
- We are looking for a new Finance Officer. She has resigned. She is staying on until we get a replacement. If you have an individual out there who is interested in the position. Unfortunately, it is not an ADY position. You will have to come up to Wing.
- Mail – make sure you put it in those envelopes and put it in the box. The two individuals who are doing the mail have come up with this system and it seems to be working. I'm not hearing, or the Chief's not hearing -- I sent that paperwork in – how come it's not up here. Let's keep our fingers crossed that we have finally put a band-aid on the proverbial black hole. As always make sure that you keep a copy at the squadron in case that does happen. Also, if paperwork is supposed to be returned back or some type of response, you will hear about that but, of course, pick up the phone, call the Chief or call the individual staff member and ask them about it.
- One other point about the staff – they can come to your squadron also. Your individual that you have doing the specific job can't get up here on a Wednesday night, by all means the staff can come down to you once you have coordinated a reasonable time. Staff members should not be just showing up at your squadrons without your knowledge. If they are, the Chief and myself need to know this.
- Keep up the good work, we have a long road ahead but we'll get there.
- Major Magurany – we need to see you after. Captain Oltmann, please see me also to explain something to you cause I saw some confusion on your face regarding \_\_\_\_\_
- (Unknown – Those individuals who are interested in damage assessment class through the Red Cross. This past month, all of those who are certified to teach that class. The program has changed. In order to teach it you need to go on an assignment before you can teach. The present cards are valid at this point. That doesn't mean they will change something. This change was done by National in the last month. Let me know about a shelter operations class – I am still certified to teach that.)

## **LTC ROWEN**

- Operations is asking that the e-mail you got about pilot files. We are not keeping originals up here but we need to have copies in order to validate – we need documentation.
- If you have any changes, address, phone number, etc. send directly to me. If it is wrong, someone is not going to find you. Please double check and make sure everything is correct.
- June 12 is FRO course (9-11 a.m.-Brainard). Suggested at SAV visit. I am going to go around room to see if anyone is going to this course. Even though you are a squadron commander you still need to take the course and the on-line test.
- CT075- don't know if anyone going
- CT014-no one at this time
- CT058-two
- CT062-two
- CT004-two
- The staff is here to help you. Invite new people in your squadron who need help to come up on a work night to get some help and guidelines to help you. Utilize the staff.

- Warn your pilots that they are going to get a bill in the mail from Wing in the next 30 days. Please advise them all that the bill will be going back to September. If it is a huge bill, get in touch with Operations to get the bill paid off in time.
- Mission Paperwork-We have twelve missions since September that we are working on. We are still trying to put paperwork together to make sure we have a complete packet. It is extremely important that the paperwork gets forwarded timely to Wing so that we can send in for reimbursement. The fuel receipts are a problem. We need to prove that we paid for fuel. It is required for submission of the paperwork. Put fuel slip in logbook when plane fueled so we can get it to wing.
- My last reminder, 11/12 September will be the basic CISM course. We need to have at least one person from each squadron attend the class. This is very important – this is the big buzzword.
- I want the FRO's turning in their checklists with their release. If they have three releases, they should have three checklists. The Air Force is going to be looking for it. (Unknown: If you think of anything else you want mentioned at the FRO course, please let me know.)
- I have to talk to National to see if I have the ability to adjust the Form 7. Will let you know what will happen. Fuel slips always will go into the pouch in the logbook and come up with the logs to the aircraft because the fuel slips have to be filed with the logs. We maintain the original here.
- Go to web page and scroll down how to fill this out. You will see something from another wing. I pulled it down. All you have to do is fill it in. I plan on using this when the Form 7 comes up here.

#### **MR. ISABELLE**

- Make sure Form 7's are completed before validated. Give to Isabelle before submit payments to make sure there are no errors. Let's fix before send in. Not sure how on-line is going to work, but we need to see if we can correct the errors.
- Where are the two safest places where we can be with a lightning storm – in the car (with your window closed) or in your house?
- Training budget –
- Saint has a new job. Working for the Army Corps of Engineers. Happy with the job.

#### **075 (Capt \_\_\_\_\_)**

- Recently had 4 cadets participate in the Mystic Parade, Memorial Day.
- This Friday will have Cadet Emily Holt promoted to Captain.
- June 15 will hold a Cadet Change of Command
- June 26 & 27 will be Groton Family Air Fest

#### **004 LT VASINGON**

- May 22 and 23 – played war games with the Active Air Force for the ORI.
- June 26 – Space and Aviation Day at Bradley-starts at 9 a.m. – 4 p.m.
- July 17 – Rock Cats Baseball – Civil Air Patrol night – trying to sell and make public aware of CAP – turning into a fundraiser. I have flyers here. I will give you my e-mail address to get in contact with me. Price is \$7/ticket.

#### **022 LT BROWNELL**

- June 25-27 – Trumbull Day – will work the whole weekend (guard booths, security).
- July 9-11 – mini encampment at Stratford- will take other cadets from other squadrons as staff to give cadets an idea of what it would be like at encampment
- July 10 – SESCOAP annual picnic and change of command
- July 30-31 – Eagle Weekend for those cadets to earn their Eagle Patch-physical fitness, etc.

**074 – CAPT. OLTMANN**

- Beginning of June went to RI Air Show several cadets and two seniors
- Last Friday night we had an Earhardt ceremony
- Major Provost is at the Air Force Academy for Cadet Thompson's graduation from the Air Force Academy. He has been accepted to the flight school.
- Two cadets from our squadron would like to know if there will be a GSAR encampment (Palmer – they were supposed to get back to me with numbers of who are interested in attending.)

**027-MAJ MAGURNY**

- Participated in the Manchester Parade Memorial Day.
- June 12 – if anyone has cadets who are interested in radio-operated planes – Coventry
- Simsbury Fly-in, September 26 – all day affair – Need more people because FAA said last year that we did not have enough for marshalling. Looking for cadets and seniors.

**042 – CAPT BROUDREAU**

- Last two weekends had been \_\_\_\_\_ at the airport. Lt \_\_\_\_\_ and I went there to help.
- Would like to invite squadron commanders and squadrons to an open house on June 5 and 6, 9 a.m.-5 p.m.

**014 – CAPT GRAVES**

- Starting tonight running through next weekend we are participating in the National Trails Festival in Southington providing security each night and parking during the day on Saturday.
- June 14 – cadet change of command
- June 20 – participating in the open cockpit at NE Air Museum

**073- - CAPT DALEY - EXCUSED WITH NO REPORT****058 – LT TRUJILLO**

- I am here with one of our staff members (pilot). Thomas Stilwill. He will also be our Deputy Commander of Cadets. Will come here once in a while to represent me when I am not here. I wanted to introduce him.
- Lt Stilwill has put together a color guard for us. He has been working with the cadets on Saturdays to get them ready for the parade and for the Mitchell ceremony we just had.
- We participated in the Plainville Memorial Day parade and we got the trophy for the best youth marching group in the Plainville Memorial Day Parade.
- We also participated in the parade in Cheshire.
- Have worked on the special olympics in Cheshire. Was very successful. Will work on this again next year (June 12). Any squadrons who want to take part in this would be appreciated.
- Did a presentation for AARP. They gave us a \$50 donation. Were able to give them a proposal for equipment. They are considering that.
- We also had "O" flights. Very exciting time for cadets and they are ready to go again.
- Recruiting – we have in mind, for now, a home school TEACH conference coming up. A couple home school cadets from the 169<sup>th</sup> and 103<sup>rd</sup> will participate.
- Ten members took the ROA course at Wing.
- We have about 22 members who will be taking a trip to the Quonset Air Show. If anyone needs a ride, please let us know and we will see if we can get them a ride.

## **071- ROYAL CADET (Cadet?)**

### **Cadet**

- This month (last seven weeks) have been involved in testing in the school system.
- We did a display with Manchester. Have had people come to meeting interested in joining.
- Had quite a showing on the multi-state exercise. Three of our cadets were on TV that night.
- Have been looking into a field trip at the control tower at Bradley. When went to security level Orange, our trip was canceled. We are starting the process again to get them a trip to the tower.
- Had two "O" flights this week and three more are scheduled weather permitting.
- Re-emphasize having FRO course on 12<sup>th</sup>. I have a list of e-mails I intend to send. Please add anyone you think should be added.

## **062 – MAJ MAFFIA**

- Sunday were in the Bantam Parade.
- Monday in the Torrington Parade
- This weekend will be at the Goshen Fair Grounds to assist the Torrington Civitan Club to help with their annual antiques fair. Will be bivouacking and doing safety checks throughout the evening.
- June 19 will be doing a bivouac and ES exercise.
- The Town of Torrington has asked us to play victims for one of their exercises but the town hasn't come through with any information as yet.
- Have two cadets turning senior within the next couple weeks and have two new prospective seniors.

## **LTC STIDSEN**

- There is a safety brief in each one of your boxes. Please pass on to your people.
- Also in your box is the current status of where we stand on each squadron. If you have any questions, please see me. I would like to meet with squadron commanders of CT058 and CT071 after the meeting to review the numbers.

## **LTC SEAN NEAL (Assistant Safety Officer)**

- They have come up with the final report on the October Carolina 172 accident that happened in 2002. Essentially they discovered that the 172 crashed during a touch-and-go landing. The aircraft touched down on about 2/3 of the way on a 3000-foot runway and attempted a touch and go. You should be touching down on the first third of the runway and not the last third of the runway. In the ensuing touch and go they basically didn't clear the trees at the far end of the field and severely subsequently damaged the aircraft and themselves.
- The other incident was the glider accident over Langley. This was essentially a simple landing incident where a glider was flying around and found him in severe lack of lift and couldn't make it so they were going to land in the courtyard. They touched down in relatively soft ground and the wing dug into the soft ground and decelerated the wing enough where it snapped the spar on the wing. . The people on board were not severely injured buy lost the wing on the glider.
- (Isabelle – before a pilot goes into an airfield he should look up the length of the runway and know how long it is. You should never go into an airfield without knowing this, especially touch and go. Also, what is the normal take off distance? Keep in mind how much runway they have and use that information to decide to land.)

## **LTC SHAPIRO -TRAINING**

- We have been funded for the month of June by the Air Force for training. What we would like to practice is air-to-ground communication with at least one ground team and one ground team leader using radio air communication. We are going to initiate the training after the FRO course.

Would appreciate your e-mailing your availabilities on three days – during the day, late afternoon and early evenings since we are getting a lot of sunshine and more good days so that I will act as a matchmaker and try to put together an aircrew to work with your ground team. By Saturday, let me know what days for the rest of the month (from June 12<sup>th</sup> to the end of the month) you will be available. This is not a definite commitment but this is something to work on. Will set up individual tasks to interested squadrons.

- (LTC Rowen – there’s a radio issue being addressed with the aircraft.) Please put any problems with the radio, etc. in the logbook and aircraft maintenance will take care of it.

#### **COL MYLCHREEST**

- Please bring a copy of your pilot’s files to Wing. You will keep originals at squadron and copy to Wing. Did you all receive my request?
- We are planning on leaving the pilot records in the individual squadrons but we want a copy here so we can check on currency, etc. At CC any changes in future, please let me know. We will let you know when there are deficiencies or they are about to expire.
- If you brought the information with you tonight, please give to me. First thing tomorrow morning get them in the mail and get them to me so we can make sure they are complete, current, etc. We can then do a list of qualified pilots.
- The next thing we will be working on is the lack of training. We need to set up dates for a flight clinic. Probably at Bridgeport or Groton or can anyone volunteer to host this training – please let me know.
- (Unknown – What kinds of \_\_\_\_\_ can take place on the flight line. Can it be a new guy? I have a new pilot. (Mylchreest-he would be good – the clinic would be basic operations of CAP and pilot training in am. Group would be split so half fly in am and have class, and half fly in pm and class in am.)
- We have a cadet encampment coming up and we have to work on cadet orientation pilots.
- We should be having three aircraft on line soon.
- (Lt Trujillo – what is the possibility of having an aircraft stationed at Robertson Airport in Plainville?) Mylchreest - We will be trying to work out a schedule to have the aircraft moved around. (Rowen - The decision that was made that until all four aircraft are up, which means the two that are in the shop come out, all four aircraft are going to stay right where they are at, and then we’ll make a decision where they are going to go but it’s going to be a fair deal so that everybody gets equal use of every airplane. No squadron is going to monopolize the aircraft.) (Lt Trujillo – We are concerned with readiness.) (Rowen - I understand, We are just going to have to work within the program and know that we are going to set it up to be fair. There are going to be times when you are not going to have an airplane there, and there are times when you are going to have an airplane near you. Ferry time is something that is counted in “O” flights. You can always have a pilot ferry the airplane to you and then have your pilot fly the “O” flights so they both get time that way. We are trying to make it as fair as possible.)

Meeting adjourned at 2042 hours.

Respectfully submitted,

//signed//

LTC Cassandra Huchko  
Director of Administration