



HEADQUARTERS
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**CTWG COMMANDERS' CALL
 MINUTES
 3 March 2004**

Attendance

Name:

WING COMMANDER	COL. PALMER
VICE COMMANDER	MAJ OSBORN (EX)
CHIEF OF STAFF	LTC ROWEN
STATE DIRECTOR	MR. ISABELLE
103 RD COMP. SQ. - CT004	1LT VASINGTON
SILVER CITY COMP. SQ. - CT014	MAJ DAVIAULT
STRATFORD EAGLES COMP. SQ. - CT022	LTC S. MC DONOUGH (EX)
169 TH COMPOSITE SQUADRON - CT027	MAJ MAGURANY
399 TH COMPOSITE SQUADRON - CT042	CAPT BOUDREAU
C. K. HAMILTON COMP. SQ. - CT058	CAPT BROPHY
NORTHWEST HILLS COMP. SQ. - CT062	MAJ HULL
ROYAL CDT. COMP. SQ. - CT071	LT CARLSON(REP)
CT MINUTEMEN COMP. SQ. - CT073	CAPT DALEY
DANIELSON COMP. SQ. - CT074	MAJ PROVOST
THAMES RIVER COMP. SQ. - CT075	UNKNOWN(REP)

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

Colonel Palmer

- Two weeks ago we had the Northeast Liaison Region Staff Assistant Visit. Right before the inspectors walked in, the hospital fire department ran a fire drill. Problem was no one knew what it was which constituted the fire department having to go floor-by-floor evacuating the personnel. Since we only meet in a large group once a month, this was a time to have a discussion of what the fire drill will be, what it sounds like, because it's not your normal alarm. So at this time I am going to ask the Deputy Chief to come on in and the floor is his.
- Next subject - we have this nifty book out in the hallway when you come in and you all sign in or you are supposed to sign in. And you do for the most part. However, I still have some individuals that signed in in January that have not signed out. The same with February and so on. It's important that you sign in and out because if that alarm goes off, we take that book and if it says you are here we are going to be looking for you. So, make it a point to sign in and sign out.
- Next, when we depart from this building, we will meet at the parking lot right out as you come up the side parking lot. We cannot congregate near the building because if there's a fire,

apparatus has to get in. So use those two stairs. If you go out the stairs next to the soda machine, you have to come around the building. The main place to meet is out in the parking lot. (Valleau) If you use the exit by the soda machine, you will be doing this in the pitch dark because there are no lights in the stairwell. (Palmer) That is correct. They are aware of that. There is no sprinkler system, there is no smoke detector system. This is antiquated and they do not have the money cause I have already asked those questions. The only electricity will be dome lights and there are flashlights.

Deputy Chief, CVH Fire Department

The Deputy Chief, CVH Fire Department spoke giving directions on what to do when the fire bell sounds. The mailbox in the hall posts these instructions.

Colonel Palmer dismissed those who did not need to be there for Commanders' Call.

- The National Commander has put out a policy letter concerning MIMMS. While it states in 60-3 it's an option - it is not a mandatory thing. But as far as Wings are concerned, any data type thing that we create has to be able to work with MIMMS. Once they have all the bugs worked out, our documentation is going to be needed. Keep this letter in your file. With the SAV this was one of the inspection items - did I have this letter.
- I don't know if you are getting the reports from National about those people who have inquired about CAP in the last 90 days. Craig Welch is on this list. Wing HQ is planning on calling on him. I'll try to get this out to you when I get it. Probably the middle of March.
- Got a notice from Colonel Goodling - we have a celebrity in our Wing - Major Furr is the 2003 Reserve Assistant Officer of the year. When you see him give him a handshake and a pat on the back and congratulations.
- I got an e-mail from the Maine Wing of their encampment. If you have anyone interested, I will send the information.
- We just had a SAV, the precursor of a CI inspection in November. Just so you know, November, every vehicle will be at HQ or at a designated place - no excuses - they are going to be checking every vehicle. One of the big things on the vehicle is the tire pressure. Make sure you check the spare. The inspectors are checking that spare - they are pulling it and checking it.
- Colonel Sturges is working on getting squadron alert rosters. We need to get them to the ICs cause that's what they work off of. If you make a change to it, get it to us. (Provost - is there any way of knowing if Colonel Sturges has received it. Palmer - drop him an e-mail.)
- Grounding of aircraft - The inspectors checked the ten records that we have here. What's up here at CTWG HQ is not only the pilots from wing but also all the check pilots. We are required by regulations to have a copy on file. The pilot records are at your headquarters so I am only dealing with the check pilots. The records are not consistent with the regulations meaning the documentation might be there - but can't verify it which means the check pilot is in doubt which means all check rides he has done for all the pilots, technically, is invalid. The scenario that was presented to me is that if we have an accident, FAA walks in grabs the files, and find inconsistencies. First word out of their mouth is why is this person flying. So that's why you got an immediate all planes are grounded until further notice. There is a group getting together to go through those records to get them verified which means once they are verified all the pilots are back in current status, their check rides are current and that will release the aircraft for missions only and maintenance only. They will not release them for proficiency

flying or cadet flying or anything else. The reason is that we don't have a Director of Operations. There are programs that go on that need the Director of Operations. A month ago I told you it was going to happen. It will stay into affect. The Region Commander is aware of this as well as the National Commander. The thing we are dealing with is aircraft hours. Once they start to drop, they start to pull aircraft. We need a Director of Operations or I just call Colonel Greenhut and say take the planes - we are Civil Ground Patrol. We had individuals who stepped forward and said I can assist, I can help. Individuals are coming up and taking care of what we need to get us back flying for missions because we have customers, like our biggest one, OEM. The planes will stay grounded - I have no option. This is serious but your members have to understand what's going on. The aircraft in this SAV got flying colors - the records were exceptional, the aircraft were spotless. I got nothing but kudos on our aircraft, which is good for our aircraft maintenance staff and us. If you got anybody out there who wants this job - go on the web site under vacancies and the job description is there. Individuals have been asked to do this but unfortunately they have this four-letter word, which is work, and they just can't get the time to do the job. They want to do the job but they just can't at this time.

- (Provost - last month we talked about qualifications for the GTL - before they came out with the 101T they never had the GTL being signed off knowing how to tie a Swiss C. Whom do we get to sign us off on that.) (Rowen - I will) (Palmer - Advanced First Aid - their own idea of what advanced is and . (Provost - I went on Internet to look up the Red Cross - they no longer have the advance first aid.) (Palmer - 60-3 is up for ratification.) (Provost-C5 flights out of Westover - are they still available.) (Isabelle - they are flying for Iraq -flights are out right now).(Brophy-Is the simulator program (C5) still available.) (Isabelle - that doesn't look good right now.)
- It's March and they means that I will March 8 I will be at Connecticut Minutemen and March 22 will be at Silver City. (Daly - I will be going into hospital ,) (Palmer - will take you off the list - send me an e-mail and we can reschedule)

Keep up the good work, I will be out visiting. E-mail if you need to/

LTC Hull

- About a week and a half ago I became Encampment Commander for this year. Right now we are waiting on dates from the Air Force.
- Basically we are looking at - we have three options - first option, 7-14 August, 2nd option 3-July and last one is 14-21 August.
- I've started some forms. I was Encampment CC in 1994. I've drawn on some paperwork I retained from then. You will find in your mailbox before you go home there is an application for cadet staff. There's a description of some of the cadet staff positions. These are preliminary now but at least it gives you some idea of what we are looking for.
- We are looking for any senior help - come up and help out at the encampment, spend the whole week, or help to put this thing together. We have to move quickly on these things since time is short. We can't do anything until we get the dates.
- As I gain information I will surely pass it down to you. If you have any suggestions or comments or want to give us some help, let me know.
- I would like to start getting the cadet staff together by the end of the month. I know it's hard to do that because we are still working on the dates. (Isabelle - we should get the dates by the middle of this month.)

- Please put the positions out to your members. Bring applications with them to the interview. I did the application so they could fill it out (tape ended)
- (Palmer - Continuity binder for encampment - could not find one. He has to put one together at the same time. No one should walk into that job without some kind of guidance. That's why we have to go to people who have done encampment before to get an idea. Any help that you commanders have get to him so that he can get into that binder. It was part of the SAV - continuity binders, no matter whether they were complete or not.
- I'll e-mail form out to you.
- (Provost - If planning to go on survivals, get on that right away cause Stones will have to set their schedule. Kids thought that was a special activity.)
- Does anybody have any challenges doing things electronically. (Isabelle - If you have any preferred days of week that you want activities, let me know so that when I send them the letter I can see if those days are available.) (Hull- If they can get us flying we will work our schedule around them. (Isabelle - If you can, e-mail all the activities you would like to get so I can check on them - the sooner the better give us a specific time and date.) (Isabelle - how many cadets are you expecting) (Provost - like last year about 60 cadets.)

LTC Stidsen

- We had, as a result from the SAV, a long chat with the Air Force. They inquired about the status of our safety program and the documentation. What this sheet is that shows the status of every report that I received in the calendar year 2004 and the reports for 2003. This is now posted on my work wall next to my desk so I can keep track of these things. You can look at where you stand and if this chart is wrong, please tell me and give me the documents and I will be happy to update the chart. I will be sending you the notice tomorrow regarding the question of paperwork.
- Safety Officer of the year - only one squadron has turned in their nomination - 001.
- How many squadrons have sent in their Annual safety survey - so far 2. Annual Safety survey is due with next Commander's Call.
- How many squadrons have documented a safety meeting since January and how many squadrons have prepared the squadron safety supplements. I need your help - if we don't show an existent program - what the air force is looking for is feedback from the squadrons that actually goes down to the squadron and is doing something. If you are stuck for a topic for a safety briefing, please give me a call and I will give you a topic.
- Our results were not good this time around.

LTC Rowen

- For anybody who is still using the CTWG Juno account, we killed it. The only one working is the Earthlink.
- The Wing Public Affairs Officer position is now open and available. If you have anybody who would want to move up to Wing or something along those lines, filter down to your people.
- For those of you who don't get the Atlantic Flyer, Johnnycake has been told to vacate April 1. It's going to be closed unless some last minute thing happens. I think we are going to see the end of Johnnycake. The article is on page 4. It is an interesting article. There are two people who own the field. One guy owns the east side of the field (runway) and one owns the west side (which has the buildings). The guy who owns the east side of the field jacked the rent

from \$6000/year to \$36000/year. There is also something about building a manufacturing facility (boats).

- S8 reports for communication - you have a copy in your mailbox. This is serious. Deal with it so you don't get your communications equipment pulled.
- The following units have to see the Logistics Officer. 004, 014, 042, 058, 062, 071, 074.
- I created a news group in Yahoo for CTWG specifically. You are going to get an invite from me as the moderator to join this group. What I would like you to do is two things. I would like you to join it and I would like you to pass it on to every member who has e-mail access or anybody who has Internet access. It is going to be a separate location. It's a great way for any of you once you have access to post something like we are doing a last minute bivouac this weekend - if anyone wants to join in, get in touch with me or I'm starting a work. All messages have to filter through me before they are posted. The purpose for that is I'm not going to allow it to be a gripe-session place. It's specific purpose is for Wing and every member of CTWG to have access to a central location where they can post things. If it doesn't work, I'll shut it down. We will see what happens.
- When you came in tonight, you found those big manila envelopes on top of the mailbox, take one and put your squadrons name on it. When your mail comes in it goes in that box. If you don't put stuff in there and something gets lost or gets separated from paperwork or paperclip comes off, it creates havoc when we try to log it in. We're trying to have a centralized, locked mailbox. The envelopes are nice and big. The staff members are doing the same thing so that when she opens it up everything is from that squadron. She knows that and everything is together. Anything you need to have logged in to wing, you should put in that box. That's how it gets logged in and there's documentation that it came.. If it gets lost in the abyss, we can track it.
- (Palmer) This is a possible solution to problems we have had. We had documents put in that had a paperclip and someone came along and they put their stuff in and it got caught with other paperwork. This paperwork went one way and the paperwork doesn't go. We're trying to eliminate that. Some of them have been caught so we are trying this out - it's a solution - it should work. From what I understand, you will get the envelope back in the box to use again.
- You're going to get an e-mail from me that is going to get sent out tonight. It only applies to units who have aircraft. I'm deadly serious about the logs and the flight slips. We have to centralize them in ops. There has to be a centralized place where these things end up because we can't pay bills without receipts and the Air Force won't pay us if we don't have the bills. No more pilots mailing them individually. I need the originals. I have a log from December where there were three flights written in. They were written so lightly that I couldn't read those three. The originals must end up in Operations or Emergency Services. They have to .
- I process form 7's at this point.
- 108's are processed by Emergency Services but they come across my desk at some point. I have a master log of every fuel invoice that I have seen so far. That's how we maintain this. It has tail numbers, time, totals, everything so that we can go back and check this stuff. If you have aircraft, I would like you to check. We were trying to put zippered pouches in the aircraft for fuel slips. When you pick up the logs, you will pick up the fuel slips. I don't care if you staple them together so they don't get lost. But make sure they stay together because the logs and fuel slips have to be verified.
- There is a Hamm Fest June 5-6 at two different locations. They are both in Newington. If there is a squadron interested in doing this, they are looking for assistance from us to do parking and traffic. I have the POC - it's the radio relay league. If you are interested, drop me an e-mail and I will send you all the info.

Thames River

- We're having a parent's night on 30th of month.
- I need to follow up with Admin. That's it.

Danielson

- 28-29 Feb - worked with Special Olympics at Simsbury - it went very well. They were happy to have us. Pass on to any other commander who would like to work with the staging part of swimming, track - impressed how our cadets worked with their people. If we can give them more help, they would appreciate that. If anyone interested in working with Special Olympics, send me an e-mail. I will send you their number and e-mail and you can contact them.
- Will be having our annual spaghetti dinner on May 2.
- On March 20 and 21 we are planning a campout at the airport.
- LTC Hull has been asking for help on different things for Encampment. I will try to help as much as I can.

LTC Daley

- We have the St. Patrick's Day parade on March 14.
- I have four cadets going to the Rhode Island encampment - Colonel Palmer do I need your signature. (Palmer) Paperwork needs to be logged in before I can sign it. Do you have it with you tonight? (Minuteman) I don't have it with me.

Lt Carlson

- Our AE education with school in East Hartford. Working well. Teaching AE from 2:30 to 4: ES and cadet programs are also helping with this.
- Squadron training for ES has been going extremely well.
- Squadron training lined up in June with Wing Staff (Shapiro) and also coordinating with the Coast Guard Auxiliary.

LTC Hull

- This month going out to play with Danbury again at Bradley.
- We have a couple different items trying in middle schools right now. One program called Minds in Motion and they are giving us an hour to an hour and a half to present an AE program. Myself and our other pilot in the squadron and going to go and make some model rockets for them and some other things Major Oestreicher showed us.
- Beginning of April there is a walk we participate in.

LT Brophy

- We are trying to get together with ski patrol with Mt. Southington for a snow survival course. It's tentative now because of the warm weather. We don't know how long we have because of the snow.

- Ellis Tech to the A&T School. We went last month. Mr. Vinil gave us an excellent tour. They split the group up half the cadets went with the airplanes with the instructors while the other half of us went on a tour. We were there two hours then we switched. I would highly recommend that if you have any cadets who are interested in AE and probably won't have the money or inclination to go to college, this program goes for three years. It starts right after high school. It only costs a little over \$6000 which is probably half a semester of college but if you go up there you would be very impressed. I was.

Captain Boudreau

- This month we will be working at Bradley and also tour the control tower.

Major Magurany

- This Saturday having a CPR class at squadron.
- March 13 an ES exercise. Will set off training source
- March 20 tour of Sikorsky.
- March 22 starting SAR training but OEM not sure because still waiting for funding.
- Doing Aerospace Excellence Program again.

Major Daviault

- March 20 doing Open Cockpit.
- Will be working weekends on displays for the conference.
- Try to get a First Aid/CPR class going.

LT Vasington

- March 27 some of our cadets playing victims for the Guard for their exercise.
- Have the possibility of Blackhawk flights but need to get with Colonel Palmer to see what is needed.

LTC Isabelle

- We should be getting the SAV report by sometime this week and we're going to start going over the offices having findings and just follow up on them and correct any problems with the intent of getting them fixed for the CI in November. We don't want to have any open write ups. If we have them then we will have a 60-90 day suspense to get them fixed.
- Encampment - I'm still working on it. The three dates were requested and I'm not going to find out until later this month when the person I am working with has his meeting to find out all the teams needing to use the facilities at Rowland. He's going to get back to me whatever date is open so you guys can know. When I find out I will let you know.. I won't know anything until the middle of this month. He won't let me know until 11 March.
- Be safe when you're driving.

Major Cassella

- SAV - I suggest we get the write ups done as soon as possible. I'm available Wednesdays this month so if you formulate working groups.
- Question: Aircraft maintenance tasks on the web site. How do you get access. You used to be click and go. I couldn't get access (Palmer) check with Wrobel.

Meeting adjourned at 21:50.

Respectfully submitted,

/// signed ///

Cassandra Huchko, LTC, CAP
Acting Director of Administration