

**CTWG CIVIL AIR PATROL  
STAFF MEETING MINUTES  
15 JANUARY 2003**

The meeting was called to order by LTC Palmer at 1930 hrs.  
Pledge of Allegiance was recited.

Roll Call by LTC PALMER:

Attendance:

CTWG COMMANDER	COL PAYNE
ADMINISTRATIVE ASST.	MS. TEDFORD
VICE COMMANDER	MAJ OSBORN (EX)
CHIEF OF STAFF, COMMUNICATIONS	LTC PALMER
ASSISTANT/RAPID RESP	
AF/CAP CTWG LNCO	MSGT LARA, SR
MA/RI/CT LO	LTC ISABELLE (NP)
USAFR (IMA)	MAJ CASSELLA (NP)
USAFR (WRC)	MAJ FURR (NP)
CTWG AFEPLD	LTC OLMSTED (NP)
USAF (RANCO)	TSGT AUSTIN (NP)
DIRECTOR OF CADET PROGRAMS	MAJ MARTEKA
DIRECTOR OF COMMUNICATIONS	MAJ VALLEAU
DIRECTOR OF INFOR. MGMT/COMM ASST.	MAJ WROBEL
INFORMATION MGMT OFFICER	CAPT SCHINITIS
INSPECTOR GENERAL	LTC MCDONOUGH (NP)
LEGAL OFFICER	CAPT STEADMAN (NP)
DIRECTOR OF SAFETY	LTC ROWEN (NP)
DIRECTOR OF OPERATIONS/ PLANS & PROG	MAJ L. SCHINDLER
EMERGENCY SERVICES OFFICER	MAJ CARROLL
GROUND OPERATIONS COORDINATOR	1LT SLEDGE (NP)
STAN/EVAL OFFICER & SAFETY ASSISTANT	MAJ HOLLIS (NP)
PROFESSIONAL DEVELOPMENT	MAJ S. SCHINDLER (EX)
INTERNAL AEROSPACE OFFICER	1LT SCHINDLER (NP)
SUPPLY/TRANSPORTATION/REAL EST.OFF.	LTC BRIGNOLA
AIRCRAFT MAINTENANCE OFFICER	CAPT WRIGHT
HISTORIAN	LTC HORNER
OPERATIONS TRAINING OFFICER	CAPT SHAPIRO
EMERGENCY SERVICES ASSISTANT	CAPT FLETCHER
CTWG RAO (ADY)/USAFR	1LT NELSON (NP)
LICENSING OFFICER	1LT KELLING
CTWG RANCO/USAFR	SMSGT MORIN (NP)
EXTERNAL AEROSPACE EDUC.	CAPT OESTREICHER (NP)
PERSONNEL OFFICER/ADMIN. OFFICER	1LT BONOVICH
OPERATIONS ASSISTANT	LTC LEE
PUBLIC AFFAIRS OFFICER	2LT GANIS (NP)

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

**COL PAYNE:**

- If you have interest in becoming CT Wing Commander – please send in a short resume with an explanation and why you would qualify.
- 26 April 2003 is our CT Wing Conference – awards this year, please send information in memo form with the persons name and why they deserve the award. The deadline for this is 5 February 2003 (Commanders Call). Would like to see all of you at the CT Wing Conference this year.
- There is no more CD Program. The DEA & Customs have assigned everything to the State Police. CD will be reinstated to be just involved with Homeland Security. The CT Wing Commander will oversee the program.

**MSGT LARA:**

- Inspections by DSD's is coming up. We are trying to give you enough time to get ready. In April all staff positions will be reviewed.
- Regarding participating in missions – must fill out paperwork to give to ES. We need more Wing Staff on the training missions, please try to find the time. Check with Major Pete Carroll or Capt. Jack Shapiro regarding training missions. Squadrons should take part in all training. We also need IC's during the training missions.
- BE SAFE IN AIR AND ON THE GROUND!

**CAPT SHAPIRO:**

- There were 48 participants at the 11 Jan. Mission Pilot Training Course.
- Established a relationship with the Army Corp of Engineers.
- 8 Feb – Exercise at the CT Minuteman Composite Squadron. Emphasis will be on filling out forms. Msgt. Lara will be helping you. Keith Neilson will be performing Air Ops.
- Need to get more participation from squadrons for Incident Commanders.

**LTC LEE:**

- 11 Jan. Mission Pilot Training Course was the best seminar I have seen in a long time.

**MAJ CARROLL:**

- 22 Jan. – FRO Course being held at CT Wing Headquarters from 19:30 hrs-20:30 hrs, ALL FRO'S MUST ATTEND.
- All paperwork will be required for missions – really need the incident commanders logs.

**LTC HORNER:**

- Need reports for 2002.

**MAJ L. SCHINDLER:**

- Flight Logs for last month were not good – especially the type of flight recorded.
- 1 January 2003 – 3 new lists for Cadet “O” Flight Officers, Mission Pilots/Observers and FRO list came out.
- 57.9 hours for December were logged on 3 airplanes. 144.5 hours were logged on the aircraft in the first quarter. This was due to bad weather.
- 15/16 March – Commanders Course.

**MAJ MARTEKA:**

- On Monday – attended a Mitchell Presentation in New Haven.
- Cadet Programs is busy. Interviews for National Activities will be held 22 and 29 January.
- Flying Magazine for January 2003 has an article on CAP.

**MAJ VALLEAU:**

- NER/DC's are planning a Communications Summit. Would like to be able to do the missions that are assigned to us.
- In the process of re-writing programs for the radios.
- A/C radios need to be worked on.

**MAJ WROBEL:**

- Wing Calendar 2003 – please send your information via e-mail. Also anything you would like posted on the website for your department send via e-mail.

**CAPT BONOVIK:**

- Regulations are all updated and administrative files are under way.

**CAPT WRIGHT:**

- N978CP is due for its annual.
- N9573X might go in for maintenance.

**LTC PALMER:**

- Budgets must be into Finance.
- Uniform memo's are in your mailboxes.
- Inspections – go over your checklists. If you have any questions please ask. Clean up your areas and keep them neat.

With nothing further to come before the meeting, it was adjourned at 2041 hrs.

Respectfully submitted,

//signed//

Cindy Tedford  
Administrative Assistant

Cc: CTWG Staff & Squadrons