

**CTWG CIVIL AIR PATROL
STAFF MEETING MINUTES
12 JUNE 2002**

The meeting was called to order by LTC Palmer at 2005 hrs.
Pledge of Allegiance was recited and a moment of silence observed.

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/PROFESSIONAL	
DEVELOPMENT/COMM ASST.	MAJ WROBEL
INFORMATION MGMT OFFICER	CAPT SCHINITIS
FINANCE OFFICER	CAPT GRAY
INSPECTOR GENERAL	LTC MCDONOUGH (NP)
LEGAL OFFICER	CAPT STEADMAN (NP)
DIRECTOR OF SAFETY	LTC ROGERS
DIRECTOR OF OPERATIONS/ PLANS & PROG	MAJ L. SCHINDLER
EMERGENCY SERVICES OFFICER	MAJ CARROLL
GROUND OPERATIONS COORDINATOR	1LT SLEDGE
STAN/EVAL OFFICER & SAFETY ASSISTANT	MAJ HOLLIS (NP)
DIRECTOR OF PERSONNEL & ADMIN., DDR	MAJ S. SCHINDLER
INTERNAL AEROSPACE OFFICER	1LT SCHINDLER (EX)
SUPPLY/TRANSPORTATION/REAL EST.OFF.	LTC BRIGNOLA (NP)
SUPPLY ASSISTANT	LTC MYLCHREEST (NP)
AIRCRAFT MAINTENANCE OFFICER	CAPT WRIGHT
HISTORIAN	LTC HORNER
OPERATIONS TRAINING OFFICER	CAPT SHAPIRO
EMERGENCY SERVICES ASSISTANT	CAPT FLETCHER (NP)
CTWG RAO (ADY)/USAFR	1LT NELSON (NP)
LICENSING OFFICER	2LT MACHT (NP)
CTWG RANCO/USAFR	SMSGT MORIN (NP)
EXTERNAL AEROSPACE EDUC.	CAPT OESTREICHER
OPERATIONS ASSISTANT	2LT GILLETTE (NP)
DIRECTOR OF MUSIC	CAPT LAROSA

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

COL PAYNE:

- We do not have any money to spend at this time, the State Appropriations have not come in yet, and we are looking into this.
- Commend 1Lt Sledge for all the missions.
- There is NO SMOKING in Civil Air Patrol Vehicles and please do not smoke around cadets.
- All members will be re-screened for fingerprints - the re-screening will be good for (5) years.
- CAP Newspaper – please pay attention to what is in the newspaper.
- National Boards will be held in Philadelphia this year.
- LTC Horner, Historian is to research through the MML's to see who has been in the Civil Air Patrol for (30) years or more in (10) year increments.
- Aircraft Maintenance, Vehicle Maintenance and Communication Equipment is on hold, and any other spending item.

MSGT LARA:

- Watch what you are spending, please cut back.
- Prepare for the Compliance Inspection.
- BE SAFE IN AIR AND ON THE GROUND!

LTCOL ROWEN:

- Copy of the Region Commanders Safety Policy is in your boxes. Please read this.
- Taxing incidents are a big trend in the country right now, please be safe.
- 101 Critical Days of Summer; be extra vigilant and be patient when on the road.
- Goals for the Safety Department – everything is going well, keep it going the way it is.
- There is a fire extinguisher in the Communications Office, will check to see where other extinguishers are and update them.

CAPT SAGENDORF:

- Attended the NER Chaplains Course; Critical Incident Stress Management. Excellent Course.
- If you are in a stressful situation, get yourself out of it – go for a walk, talk to someone, and prayer will help.

MAJ L. SCHINDLER:

- All (4) planes are currently operational.
- (400) hours on the planes since the first of the year. (100) hours are for A Missions (out of the 400 hours).
- Thank you to 1LT. Sledge – for getting the planes in the air.
- Thank you to Capt. Shapiro – for getting as much training for the pilots as possible.
- More aircraft usage is planned.
- Planning for the 2003 Wing Conference begins next Wednesday, 19 June 2002.

CAPT WRIGHT:

- New charts have come in.
- The new emblem stickers have come in for the doors and tail for N9573X and N978CP.
- N9704E and N65998 will be the first aircraft to go in for paint.
- Pilots should slow down and read your checklist.
- A senior member is interested in giving a pilot training course in Hartford.

CAPT SHAPIRO:

- Pre-OTE on 22 June; Maj. Carroll is the incident commander.
- 19/20 July; OTE, possibly with Rhode Island.
- Training exercises to be held in June/July/August/September – 100 hours scheduled for flying.
- Training Plan for Fiscal Year 2003 - (4) Bivouacs in conjunction with the Salvation Army and American Red Cross.
- October 2002 and April 2003 – ICS 200 Training Course at CT Wing Headquarters will be held on a Saturday.
- Another Train-the-Trainer Course will also be held, date is TBD.
- Scheduled Short Notice Inspections for every month.

1LT SLEDGE:

- Thank you to everyone who participated the last few days in (3) missions.

MAJ VALLEAU:

- Started a tour of the State, visiting squadrons through June and July.
- Communications Exercise will be in the 2nd week of October, date is TBD.
- Alerting System for the CT Wing; 1Lt Kelling and Cadet Sterling Osborn are putting together a work group.

LTCOL HORNER:

- Historian report is due 1 July 2002.

MAJ CARROLL:

- OTE Staff is starting to get together – hoping to see more people.
- Starting to tour squadrons to see how their mission paperwork is being put together.
- Maj Carroll will be logging ESP onto the website.
- Incident Commanders – looking to get them updated.
- Mission paperwork and fuel slips are coming in faster.

CAPT LAROSA:

- Please checkout the new music department on the website.
- Music Program is an extra-curricular activity; it will not interfere with members' duties.
- Mid-September – would like to start rehearsals from 1700 to 1900 hours on Sundays at Ct Wing Headquarters.
- Will be drafting News Releases in the next few weeks.

CAPT OESTREICHER:

- Letters are still going out to Connecticut Schools.
- Built and launched (2) Rockets.

MAJ S. SCHINDLER:

- Postal rates are going up on 30 June to 37cents.
- (2) times a year there is a full review of CT Wing Personnel Promotions and Awards.
- If you are attending the National Staff College or Region Staff College – get your paperwork in.

MAJ MARTEKA:

- Color Guard Competition at Newport – our color guard won (2) trophies for CT Wing.
- Thank you to the staff that has helped with the Encampment.
- Cadet Committee Meeting for the Cadet Ball will be held and a location will be confirmed soon.
- DDR; paperwork will be done and I plan on visiting squadrons in June and July.

MAJ WROBEL:

- 15/16 June; SLS Course at CT Wing.
- Conducting a 2-month test of wireless messaging system for communications.
- A lot of changes to the website over this weekend.
- Thank you for sending your updates for the website.

LTCOL PALMER:

- Please keep your work areas neat and clean.
- Congratulations to everyone, you're doing a great job.

With nothing further to come before the meeting, it was adjourned at 2108 hrs.

Respectfully submitted,

//signed//

Cindy Tedford
Administrative Assistant

Cc: CTWG Staff & Squadrons