

**CTWG CIVIL AIR PATROL
STAFF MEETING MINUTES
19 MARCH 2003**

LTC Palmer called the meeting to order at 1930 hrs.

Pledge of Allegiance was recited.

Roll Call by LTC PALMER:

Attendance:

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

(NP) – Not Present

(REP) – Representative

(EX) – Excused

LTC PALMER:

- National HQ has placed CAP on orange alert.
- Roster needs to be checked and updated. Verify phone numbers and other information.

MAJ MARTEKA:

- National has released special activities results. Commanders were aware of this 3 weeks ago.
 - 9 Cadets – Primary Slots
 - 5 Cadets – Alternate Slots
- At last Commanders Call (2weeks ago), as a follow up to the accident in MA, TV crews Ch 3, 61 and Ch 6 from Albany, as well as the Boston Globe were here.
- CAC as per your order, Mam, are working on the Cadet Ball for 2003. Priority one is to get the date, already have the location.
- Reviewing Cadet Activity Programs for the Wing Conference in April, the drill-off, Cadet Ball. Also the speech competition for which there are 12 participants. We will have 4 Cadets per hour.
- Lot of support from UCONN ROTC. They will judge the color guard, drill-off and speech competition.
- Color Guard competition still on for the 5th of April, confirmed with Capt Lillibridge and the State Police. Winner will go to NER competition the 1st weekend in May.
- Past weekend taught Commander's Course to 8 Cadets.
- Soda machine is stocked with correct sodas.

CAPT OESTREICHER:

- LTC Palmer introduced Capt Oestreicher as the new Director of Aerospace Education.
- Past weekend Capt Daley and I taught 2 classes of 30 children at Bedford Middle School in Westport. Launched rockets, talked about Aerospace, introduced them to CAP and gave out pamphlets.
- SM Abbate is the new Director of Internal Aerospace Education. Will help with rocketry programs as well as internal programs.
- Developing an Aerospace Education plan of action and budgets. Updated Aerospace education grant. Received a check for \$250.
- Space suit – Col Payne suggested Rep Ted Graziano as a contact for the space suit as he works at Hamilton Standard.

COL HORNER:

- Asked Squadron commanders to send in their yearly reports ASAP.

1st LT KELLING:

- Communications are on track. Maj Valleau working on problem with the Ledyard repeater.
- Getting prepared for SAV.

LTC LEE:

- Divide Operations report in 7 sections:
 - Flying summary of prior month and where appropriate the quarter.
 - Aircraft location status
 - Organizational changes
 - Emergency services report
 - Op training issues
 - Maintenance issues
 - Others items where appropriate
- Flying:
 - 4 airplanes flew a total of 40.2 hours
 - March will not be as good as only 2 planes available
 - Both 182's on ground and one does not have a propeller
 - 04E thanks to the hard work of our new maintenance officer, has its propeller being overhauled

- 998 and 04E at Brainard, 978CP at Groton, 73X at Bridgeport
- 73X is on operational standby grounded because of its propeller, but if needed we can definitely fly it
- Organization changes:
 - Emergency Services – Pete Carroll
 - Aircraft Maintenance Officer – John Kelling. He has done an outstanding job in the brief time he has been AMO.
 - Assistance Maintenance Officer – Charlie Wright
 - Stan/Eval Officer – Jay Cates as Hollis on active duty
 - Flying Safety Officer is still open. This issue will be addressed at OPS mtg on 29th.
- Training:
 - 1st quarter budget, just 2 months, called for 19.8 hrs flying time. Have flown 22 hrs.
 - In initial stage of Planning for next year's training budget.
 - Need to revisit issue of April exercise plan.
 - March will be terrible month for training.
- Maintenance requirement:
 - We are reinstating the policy that anytime a maintenance request is over \$200 it must be approved by Finance and Operations. You have to find out how much it is going to cost to fix a maintenance issues. May have to defer some maintenance until more funds are available.
- Form 108's – Still have 108's that are outstanding since November. For December, Kelling, Nielson and Cates are delinquent. These forms are necessary to get reimbursement from the Air Force. This will not continue. Penalties will occur. We lose money if these are not sent in.

MAJ CARROLL:

- Pamphlets containing all necessary forms have been given to incident Commanders. As the forms are used they will be replaced as 108's keep changing.
- Incident Commander's Log is a legal document that is required by the Air Force.

1ST LT BAILEY:

- Contacted National for bio and picture of Gen Bowling. Gave then to Capt Schinitis.
- Met with C.K. Hamilton Public Affairs Officer and she will be sending an article to me.
- Plan to visit the 103rd on Friday.

MAJ WROBEL:

- Maj Schindler and I directed a Unit Commander's Course. Had 6 graduates. Sounds like a small number, but isn't, given the select group that is invited to attend.
- Conference had 17 on-line registrations.
- The new web server will have active web pages that will allow you to tap into databases to give you current information, query and ways to report information.
- If directors have information for web site, please send to me and I will get on site ASAP.

COL PAYNE:

- Clarified with Lt Sledge the necessity of keeping track of the check rides for check pilots as there is specific funding for this.
- There have been many changes at Staff, and the Staff roster needs to be redone.
- Lt Col Palmer will be acting Wing Commander Friday, Saturday and Sunday while Col Payne attends the Mass Wing Conference
- We are on High Alert, be prepared and be on standby. OEM and FEMA want to use us for Homeland Security and that is why National has expedited getting our props for us.
- Capt Kelling said that he is holding 73X. A new prop has not been found. Do need that airplane on emergency standby.
- Capt Shapiro asked if the 172 could be modified to use slow scan. Maj Wrobel indicated that it is not practical to do that because of the difference between the 12 and 24-volt power systems.
- Wing Conference is coming up rapidly. Gen Bowling and Col Greenhut will be there.

- Keep up the good work! Thank you.
- Remove chair as it is a safety issue.

Attention: Col Payne departed.

LTC PALMER:

- LTC Rowen is absent. His safety briefing is: Do not fuel vehicle while the car is running or while using a cell phone.
- SAV is coming up in May, on the 14th, 21st, and 28th. I will meet with Sgt Lara and we will come up with a schedule that will accommodate you and the Air Force people who are coming in.
- In April at Commander's Call, your schedule will be placed in your mailbox. If the date is not convenient, you may change once.
- Clean up your area, make sure your continuity binders are up to date. At last Staff Call I handed out a guide for continuity binders, and a memo explaining how to prepare for inspection.
- National put out a new inspection guide in February which all of the department heads should have received. If you do not have any of this information, contact me.

1LT SLEDGE:

- Need a list of license numbers for vehicles and what number is assigned to them.
- 73Xray has the new Becker. Very nice unit and we need training.

MAJ CARROLL:

- Now have a paper shredder. Make sure that you use the shredder for the secure information.
- I have purchased a new VCR for Wing, which Capt Schinitis will connect to the TV.

With nothing further to come before the meeting, it was adjourned at 2045 hrs.

Respectfully submitted,

//signed//

Administrative Assistant

Cc: CTWG Staff & Squadrons