



**HEADQUARTERS**  
CIVIL AIR PATROL CONNECTICUT WING  
UNITED STATES AIR FORCE AUXILIARY  
PO BOX 1233 MIDDLETOWN, CT 06457-1233  
Tel: (860)262-5847  
Fax: (860)262-5848



**CTWG COMMANDERS' CALL**  
**MINUTES**  
**4 February 2004**

**Attendance**

**Name:**

WING COMMANDER	COL. PALMER
VICE COMMANDER	MAJ OSBORN (EX)
CHIEF OF STAFF	LTC ROWEN
STATE DIRECTOR	MR. ISABELLE
103 <sup>RD</sup> COMP. SQ. - CT004	1LT. VASINGTON
SILVER CITY COMP. SQ. - CT014	CAPT GRAVES (REP)
STRATFORD EAGLES COMP. SQ. - CT022	LTC S. MC DONOUGH
169 <sup>TH</sup> COMPOSITE SQUADRON - CT027	MAJ MAGURANY
399 <sup>TH</sup> 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	CAPT LILLIBRIDGE
CT MINUTEMEN COMP. SQ. - CT073	CAPT DALEY(EX)
DANIELSON COMP. SQ. - CT074	MAJ PROVOST
THAMES RIVER COMP. SQ. - CT075	MAJ NEILSON(EX)

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

Meeting was called to order at 7:30 p.m. by LTC Rowen.

**LTC ROWEN**

- 399<sup>th</sup> - come see me when we are done.
- PA-1 and PA-2 were due January 1. If you have not submitted them, please get them in as soon as possible.
- Admin is asking that if you are submitting for an item or some type of award, promotion or whatever, make sure you attach supporting documentation because if you don't she has to search for it and it delays the process. If she can't find it, things will get kicked back and that delays the process for awards, etc. We want to recognize people when they have accomplishments.
- Do any of you have a valid e-mail for New Haven?
- Squadrons who have planes, are your flight logs in? Get them in as soon as possible. (It was my understanding that Kelling was going to pick up the paperwork because the pilots have the keys to the plane, the squadrons don't.) (Rowen-that should not be the case, because if an aircraft is assigned at a squadron level, the squadron cc should at least have a set of keys to the plane in case it needs to be moved or whatever.)

- Fuel slips - there is going to be a zippered pocket in the flight logs. I understand that fuel slips for missions and "O" flights have to be attached to the paperwork. No problem. Fuel slips have become a critical problem - I have been trying to locate them. If it is not for those two things, the fuel slips will be put into that zippered pocket and at the end of the month the log and the fuel slips together will come to wing. It's the squadron commanders responsibility - Whoever you delegate it to, it comes to the DO and nobody else. We have to be able to compare the fuel slips to the flight logs. We can't do billing, submit missions, etc. without those fuel slips.
- (Lillibridge - is the flight log set up the same as the vehicle logs?) (Rowen - no) So if we bring the flight log that evening and there is a mission, is there going to be something in the plane to document that flight?) Staple the fuel slips to the log. There should be a fuel slip for every single entry.
- Thank you all for being here.

## COL PALMER

- January was busy.
- Thank you to those squadrons who assisted on the OEM mission for the snowstorm. Please pass on to your members my gratitude.
- MIMMS-Per letter dated 27 January 2004, all the requirements with the policy letter that came out in July 2003 are suspended and supposedly in March when I go to winter boards we will come up with some guidance. In the meantime, anyone who has a new 101 card, we are back to the old way. We are going to issue our own cards. They are changing the approval status of MIMMS. Originally, the approval was you get your information, get it up to us - we have to enter it and then validate it. Then changed to squadron enter own data and we have to validate it. Rather than belabor this point, when I have more information, I will get to you. Just get information to us and Colonel Sturges will process it as fast as he can. That way we can keep everybody active. Keep all the documentation when you send it up - we will have to input in system after.
- Alert rosters we need the alert rosters from the squadrons. That is one of the things that Colonel Sturges had a problem when we called him. He couldn't find the documentation - what he found was severely outdated. Get them in to Wing HQ - e-mail, fax - we are processing the mail. Would like those alert rosters by 18 February. It gives you two weeks.
- Visitations - here is my visitation schedule for the first half of the year. Review it - if you have a problem, contact me. I am just coming to visit not to inspect.
- March CC will be 10 March. Reason being that 4-6 March I will be in DC at National Boards.
- In two weeks the 20-21 of this month, NE Liaison Region is coming in to give us a staff assistance visit. The staff over the next two weeks will be scrambling for information, so if they call you for information, please provide it as soon as possible. We are still shorthanded up here and we have people wearing four or five hats. Keep us in your prayers on those two nights.
- The deadline for awards for the conference was this evening so hopefully there will be something in that box. I have told those who are watching the mail to look for that material.
- Missions - we have to get a little better at responding to training missions and regular missions. We are in desperate need of Incident Commanders so if anyone has an interest in them, please get a hold of Captain Shapiro or Colonel Sturges to start the training process. If you don't know what an Incident Commander is I am sure he will put you in as a trainee. Overall, it's

been like pulling teeth and we falling back to the same squadrons and/or individual and after a while those individuals are going to get tired, so we need to work on that.

- It's been six months and these things are getting heavier but it is an interesting challenge and I have been around this for a long time. My e-mails now average 50 after I take the spam out.
- Gliders are picked up by corporate funds because the Air Force does not have a glider program. There is no policy covering that.
- Cadets have been coming up for interviews for National Activities. Plenty of cadets going on special activities. These are the interviews. If you have any questions, contact Major Marteka.
- I need to see after this, Lillibridge, Hull, and Boudreau.
- Need to discuss another thing but need to excuse you two gentleman (Air Force).
- One of the things we all knew when we went to the State Director was that he was going to be in charge of three states and we knew that it would take time to get things done. Case in point is the encampment. He and I are working round the clock with e-mails every day. I will let you know that if I am not satisfied with what is going on, we will not have an encampment this year but next year. The only that are going to suffer because of it is the cadets. There comes a time where a decision has to be made and yes I am making notes and yes I will be telling the Region Commander. On the flip side, the Air Force is supposed to be coming up with 13 more state directors. That does not mean that we are going to get a state director here. What it might mean is that we get a state director for Rhode Island and Connecticut - a better chance for better service.
- The second item this evening - if I do not get a Director of Operations by the end of this month, all air operations will cease. We cannot continue to operate in the dangerous situation that we are operating under. There are too many people trying to cover the position and get the job done and unfortunately, I now Mr. Murphy is going to come along and something bad is going to happen. I've already discussed this with the Region Commander and he says do what you've got to do. If a mission comes up, I'll have to make a decision whether CTWG can do the job or not. I have already informed Emergency Services Officer and the Operations Training Officer of this situation. (Lillibridge - is that position ADY = Palmer - no that is one of the ones that could not be done ADY - an assistant could be ADY but we actually need a Director of Operations. Yes, we have discussed with individuals and all the individuals want the job but because of the nature of the job they couldn't do it because of the way their employment is and that is understandable, especially in my case. You need to inform your pilots that it is getting serious and it's costing us a lot of money for the aircraft. We have finally gotten our money back so we can pay for these aircraft to fly. If you know anyone who wants the job or wants to know what the job is have him contact the good Colonel here and he will enlighten him.
- On a positive note, I am very pleased with the squadrons I have visited. I want to thank you all for inviting me to the banquets you have had, I appreciate that. I had fun. Keep up the good work. Questions? (Provost - Several options available - the ball was dropped. Change in personnel running Camp Rowland - someone dropped the ball on that one.) (Lillibridge - several pickups to get supplies established by Lara - put n a request through channels.) (Brophy-some cadets and parents are asking about RI encampment. Would you recommend that (Palmer - I always recommend that. RI has it early so that cadets needing an encampment for special activities - last year I was told by the Commander that there was a cadet protection problem at RI - does that still exist.) (Lillibridge - are looking for some clarification. (Palmer - with possibility of us not having an encampment I suggest that if you got individuals who want to go to RI encampment, put their application through.) (Magurany - what do we tell our cadets about our encampment? ) (Palmer - tell them it is on hold.)

- Provost - where are we going with a Leadership Academy - what's the story with that?) (Palmer - We will make a decision when we know a little more about the encampment - once again I will make the statement - there's a lot of information that was not passed on to this Wing Commander - you may have more knowledge than I do. I will make a decision when I know more about the encampment.) (Hull-is there a particular reason why we have to go back to Rowland - can we go to other facilities.) (Palmer - it is too late to do that now. Had I known that we were going to have this much problem, I started this when I took over and they also took away the State Directors.)
- (Provost-I talked with LTC Isabelle about that last year but basically open if we want but you are talking a lot more money) (Hull - like if we go to Westover - Provost - yes, we are talking a lot more money - same thing if we go to Rhode Island - a lot more money than we are paying here.) (McDonough - are you still working on the 4<sup>th</sup> of July or are you going to take it wherever it is you can get? - Provost - right now July is out. Palmer - I have asked Marteka - he provided dates of the five past encampments, I provided that to Isabelle with dates in different months and that is what we are going to discuss this evening. (Lillibridge - is there a certain facility requirement that is needed for a leadership academy - does it have to be the size of the buildings that we use at encampment (Palmer - it's the size of the student body. Lillibridge - I've never been to a leadership academy, is it something all week long, intense encampment. You will need different fields of backup. (Palmer - Captain Mihalak and Major Daviault were preparing a syllabus for a leadership encampment that was maybe over a weekend or possibly two because actually leadership academy at previous encampments they spent most of their time babysitting with the basics and helping out at the obstacle courses and doing a lot of basic and not learning - the actual classroom could have been boiled down to two or three days. As programs develop, it can be longer or shorter. I don't know of any particular criteria anywhere. It's totally up to whoever is developing the program. It's just the basic encampment that has a requirement program.
- Provost - Saint may have told me to check into this but Maine already has a fairly good criteria set up for the leadership encampment. Magurany there is a leadership school in concurrence with the regular encampment at Rhode Island.
- (Brophy - Has there been a program issue with the Rhode Island leadership encampment. (Palmer - not than I am aware of.) (Rowen - does anybody know what the issue was and does it still exist?) ( Hull - When I put in my applications for my cadets for Rhode Island, I was told there was a cadet protection problem and they suggested that we don't send my cadets there. What's the problem - they wouldn't answer my question. There were no specifics - we can't go into it, there's a problem.) (Palmer - if there's an investigation, then they can talk about it. But if there's just a problem where they don't have enough seniors that are a cadet protection issue. If we're saying no, then we should be able to tell you unless there's an investigation. As the corporate staff, we may not even know what that issue is. They may just say there's a cadet policy issue and there's an investigation - that's all they can say.) (Hull - if they tell us that then we can understand it and they say no, there's a problem then what is the problem.) (Palmer - At this time I have no issue.)

## SAFETY

- Keep your safety program simple and it will work a lot better
- You folks are the ones who set the examples for your squadron. If you go by the regulations, everybody else will. If you don't follow them, no one else will - why should they - you set the example..

## COMMUNICATIONS

- Most of you have gotten your communication accountability reports. They are due back to me by Commander's Call next month. I would appreciate if you go through them. If you have any issues with them, I would appreciate if you would call me, so we can resolve these quickly. I have to have these done by the end of March. I have squadrons out there who are not using the equipment. Beginning of April I will be coming around out there and picking them up and start reassigning them because the equipment has to be used.

## AIR FORCE

- Encampment - everything through encampment has to go through me. Coordination
- I also have schedules for Camp Rowland for June, July and August. We'll sit down with someone tonight who knows what you need for buildings, etc., start and end dates so I can get hold of dates for first, second and third dates. Start thinking about ice and falling through it. It's warm today but won't be much longer.
- Compliance checklist - follow those checklists. If you follow the checklist, that is what the Air Force is going to go by. It's simple, it's easy.
- As a suggestion on that, take whatever section you have and answer the questions either on a computer. Hand a copy of that to the inspection team. They like this - it shows them you made an effort to go through everything. If you have shortcomings, address it under that question and fix it. Not required, but has made things a little easier in the past.
- Feedback on safety - safety is very important in all aspects.
- There is money for orientation flights right this second.

## CT074

- 28-29 February working with Special Olympics over on their winter competition in Simsbury.
- Does any squadron have a CPR going on?
- Ground team leaders - according to new 101T, you need advanced First Aid. What are they considering Advanced First Aid. (Palmer - there is none - it is under review.-all expiration dates are gone so there are no more expiration dates on any 101 cards.)
- When do you think you will have confirmation for whatever dates we pick for encampment. Are you going to send our e-mails to the squadron commanders. (Isabelle-will send to Colonel Palmer.)

## CT071

- Feb 14 asked by Jack Shapiro to put together a SAREX. Not a large response so looking at a down size if we don't get more support.
- This month AE Officer is building a full 747 cockpit inside the squadron. True scale. (Rowen-there are a number of web sites on building cockpits.)
- Every Thursday for the next six weeks we are over at the Two Rivers Magnet School in East Hartford where they wanted to do an after school - it's part of there school assignment is they either use light photography and as a CAP project we have gotten at least five recruits out of it.

They've had a tour of the facilities, different aerospace projects. We have been invited back to utilize their gym if we need it.

- If you are looking to come to Royal on a Friday night, we post our closings on Channel 3.
- If we are looking for assistance, we normally go through the Vice Commander. (Palmer-his work schedule is happening - go through the front office.)

#### **CT062**

- Feb. 15 plan on going up to the Open Cockpit.
- Work with the SAREX on Feb 14.
- Putting together a condensed version of the middle school initiative to present to the Torrington Middle School. They are showing interest in that. We are going out and setting up a meeting with the principal and go over what we plan to present to their students.
- We have a plan for a bivouac towards the end of the month, but nothing concrete.

#### **CT058**

- Participating in the ES training on Feb 14.
- Feb 17 going to P&W in East Hartford.
- Feb 19 going to Ellis Trade School. Will make model airplanes.

#### **CT042**

- Doing open cockpit.
- Doing ES training.
- End of month First Aid and Defib class.
- Have lost both of the heating units in our trailers. We just had repairs done.
- Mr. Paul Estavon - Administrator of the Danbury Airport

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#### **CT027**

- We have nothing going on this month.
- We are working on the SAR training with OEM

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#### **CT022**

- Participate in SAREX on Feb. 14
- On Feb. 21 having a First Aid and CPR course at squadron. Open to anybody. We are picking up the fee for our own squadron members. If not a member, \$20 per person. I need to know as soon as possible if you want to come.
- PA-1 and PA-2. What are they? (Rowen - Personnel Authorizations, PA-1 sets all your staff positions, PA-2 sets all your committees - per regulation those are always your first personnel authorizations.)
- We just had an old furnace fixed and he only charged \$184 because he saw all memorabilia in the building and knew we were supporting our country.

#### **CT014**

- Open Cockpit on 15 of Feb at N>E> Air Museum.
- Working on a bivouac for the 20-22 Feb. Details should be out in a week or so. (Rowen-That's also the SAV.)

#### **CT004**

- Feb 14 SAREX for seniors, air-to-ground training, aircraft.
- Focusing on a lot of ES training - trying to do twice a month.
- The Carroll County Composite Squadron, Maryland, has invited us to DC on a field trip. Looking at August to go see the aerospace museum.

Meeting adjourned at \_\_\_\_\_

Respectfully submitted,

/// signed ///

Cassandra Huchko, LTC, CAP  
Acting DA