



**HEADQUARTERS**  
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**CTWG STAFF CALL**  
**MINUTES**  
**14 April 2004**

Attendance:

WING COMMANDER	COL. Palmer
VICE COMMANDER	MAJ Osborn (EX)
CHIEF OF STAFF	LTC Rowen
STATE DIRECTOR	LTC ISABELLE
CTWG SAFETY OFFICER	LTC STIDSEN
AIRCRAFT MAINTENANCE OFFICER	CAPT KELLING (EX)
AIRCRAFT MAINTENANCE ASSISTANT	CAPT WRIGHT (NP)
DIR CADET PROGRAMS, DIR DDR/DIR PROF DEV	MAJ MARTEKA
ADMINISTRATIVE/PERSONNEL	LTC HUCHKO
DIRECTOR OF COMMUNICATIONS	MAJ VALLEAU (EX)
COMMUNICATIONS LICENSING OFFICER	CAPT C. KELLING (EX)
GROUND OPERATIONS OFFICER	LT SLEDGE (NP)
FLYING SAFETY OFFICER	CAPT LE BOEUF
EMERGENCY SERVICES OFFICER (ADY)	COL. STURGES (EX)
EMERGENCY SERVICES ASSISTANT	CAPT FLETCHER (NP)
OPERATIONS TRAINING OFFICER	CAPT SHAPIRO
STAN/EVAL OFFICER	MAJ CATES
DIRECTOR OF AEROSPACE EDUCATION	CAPT OESTREICHER
INTERNAL AEROSPACE OFFICER	LT ABBATE (NP)
PROFESSIONAL DEVELOPMENT OFFICER	LT PIENKOSZ
FINANCE OFFICER	MAJ FOROSTOSKI (NP)
CHAPLAIN	CAPT SAGENDORF (NP)
HISTORIAN	LTC HORNER
INSPECTOR GENERAL	LT HALEY (NP)
SUPPLY/TRANSPORTATION/REAL ESTATE OFFICER	LTC BRIGNOLA (NP)
DIRECTOR OF INFO.MGMT/COMM.ASST.	MAJ WROBEL
INFORMATION MANAGEMENT ASSISTANT	CAPT SCHINITIS
PUBLIC AFFAIRS OFFICER	LT JULIE BAILEY (EX)

(REP) representative; (NP) Not Present; (EX) Excused

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

**Col Palmer**

- Two cards going around – one for Colonel Sturges and one for Lt. Sturges. He is in the hospital and she has had a automobile accident.
- According to the sign-in and sign-out log, some people are not signing out. If there is a fire or a fire drill that log is only way of knowing that everyone is out.

It's important that you do sign in and sign out. There will be a fire drill next month because of what happened when we had the SAV. They did run a fire drill but know one knew what the bells meant.

- There is a new procedure for cadet orientation flight logs. They are trying on line. Will let you know start date.
- SAV items – you need to get them to the Chief now. Wherever you are in answering those questions. you need to at least send in documentation stating where you are, what you have answered, this is what is outstanding and this is what we are doing. As long as they see we are addressing the items, we are fine. May 6 you should have your answers, wherever they are, to the Chief. We have only 28 items and that is not too bad. I have seen worse. Findings are what have to be answered. Observations - suggestions to you from the SAV team.
- I need to see after meeting, Maj Wrobel, Maj. Marteka and Capt Schinitis.
- Those who can attend the conference, I hope to see you there. The Committee has worked a long and hard road to make it a good show. We should have a good time.
- Encampment is on. It's in August. I will be there for the beginning but not the end because I have National Boards at the end of the encampment.
- SM Kubish – welcome aboard.

Excused – Bailey, J. Kelling, C. Kelling, Maj Valleau

### **LTC Rowen**

- Introducing new assistant Director of Operations – SM Joe Kubish. Has come on board as additional duty from Silver City to help out in Ops maybe with taking Operations over from me. Joe is detective with the Fire Arms section of the CT State Police. Updates are on-line which Major Wrobel puts on the web site.
- Wanted to point out that LTC Mylchreest is here tonight looking to do something and asked if any help is needed at Conference – Major Wrobel, see if he can help.
- I need to see Capt Shapiro after the meeting.

### **LTC Huchko**

- Admin - Starting to get out from under the paperwork. Have found a lot of treasures in there and I am excited about that.
- Personnel – keep working on the files to make sure they get populated with the right information.

### **Lt Leslie**

- Need departmental historian reports for last year asap. Doesn't have to be anything fancy – just a couple lines on what happened in your departments last year. I need to get the Historian report to National by the end of May.

## **Maj Marteka**

- CAC meeting last Wednesday. Had thirteen cadets and ten out of eleven squadrons represented. Will work with New Haven to get cadet representation from there.
- Getting ready for the Wing Conference – Cadet Program part.
- Paperwork for color guard at Region conference is all set. Paperwork and money has already gone in.

## **Capt LeBoeuf**

Nothing to report.

## **Major Wrobel**

- Nothing to report from IT
- Need to go over some conference things. 110 attendees so far.
- Friday evening, 23 April, at Commander's reception, 1930 . Wing staff and squadron commanders are invited to attend.
- Dress is casual.
- If you take elevator up in beginning of night, press button so it goes back down, vice versa – just a courtesy to other people who use the elevator.

## **Lt Pienkosz**

- Currently working on some of the SAV findings – paperwork issues. Mostly all done now.
- Looking to do an SLS/CLC within the next two months. Looking at the Wing calendar and know encampment is coming up in August. July may be a good time to do an SLS and CLC.
- Would like to get with Major Osborne and possibly schedule a Commander's Course. We have several new commanders and will probably need a course.

## **LTC Isabelle**

- I can have one of the reservists do the CAP USAF portion of the course. Let me know as soon as possible so I can get them booked.
- I would like someone to e-mail me the names of who we used for cooks last year at encampment. I will see if I can get the cooks again this year. (Palmer – we used our own cooks last year.) I need that information also. I will see if I can get AF cooks – it will be easier.
- Got a call from Rhode Island Encampment last night – they were considering evacuating the encampment because of flooding. They did not have to evacuate. They just had to evacuate one building.

## **LTC Stidsen**

- Tonight's topic is flooding. Watch out for flooding on the roads. Watch out with power lines and flooding. Watch out for pumping water out of basements (too fast pumping can ruin foundations. Watch driving in flooding waters. Don't drink water during flooding. This water can be contaminated. Keep at least two gallons of drinking water at home. Water does not go bad. Bottled water will stay indefinitely.

## **Capt Shapiro**

- Will be doing photographing for OEM on Saturday. Will be using plane from MA. Will be using the photographs on May 15, which is a multi-state exercise. Have been requested to provide ground teams and possible air teams for slow scan for Manchester. Hope squadrons will come forward in these exercises. (Rowen – OEM is paying for this? CTWG will ask for reimbursement and pay MA.). He has been asked to send in 108 and aircraft log already.

Meeting adjourned at 2100 hours.

Respectfully submitted,

//signed//

LTC Cassandra Huchko  
Administrative Officer