

**CTWG CIVIL AIR PATROL
STAFF MEETING MINUTES
16 JANUARY 2002**

Roll Call by LTC PALMER:

Attendance:

CTWG COMMANDER
ADMINISTRATIVE ASST.
VICE COMMANDER
CHIEF OF STAFF, COMMUNICATIONS
ASSISTANT/RAPID RESP
AF/CAP CTWG LNCO
MA/RI/CT LO
USAFR (IMA)
USAFR (WRC)
CTWG AFEPLD
USAF (RANCO)
DIRECTOR OF CADET PROGRAMS
DIRECTOR OF COMMUNICATIONS
DIRECTOR OF INFOR. MGMT/PROFESSIONAL
DEVELOPMENT/COMM ASST.
INFORMATION MGMT OFFICER
FINANCE OFFICER
INSPECTOR GENERAL
LEGAL OFFICER
DIRECTOR OF SAFETY
DIRECTOR OF OPERATIONS/ PLANS & PROG
EMERGENCY SERVICES OFFICER
GROUND OPERATIONS COORDINATOR
STAN/EVAL OFFICER & SAFETY ASSISTANT
DIRECTOR OF PERSONNEL & ADMIN. DDR
INTERNAL AEROSPACE OFFICER
SUPPLY/TRANSPORTATION/REAL EST.OFF.
SUPPLY ASSISTANT
AIRCRAFT MAINTENANCE OFFICER
HISTORIAN
OPERATIONS TRAINING OFFICER
EMERGENCY SERVICES ASSISTANT
PUBLIC AFFAIRS OFFICER
CTWG RAO (ADY)/USAFR
LICENSING OFFICER
CTWG RANCO/USAFR
EXTERNAL AEROSPACE EDUC.
OPERATIONS ASSISTANT

COL PAYNE
MS. TEDFORD
MAJ OSBORN
LTC PALMER

MSGT LARA, SR
LTC ISABELLE (NP)
MAJ CASSELLA (NP)
MAJ FURR (NP)
LTC OLMSTED (NP)
TSGT AUSTIN
MAJ MARTEKA
CAPT VALLEAU

MAJ WROBEL
CAPT SCHINITIS
CAPT GRAY (NP)
LTC MCDONOUGH (NP)
CAPT STEADMAN (NP)
LTC ROGERS
MAJ L. SCHINDLER
MAJ CARROLL
1LT SLEDGE
CAPT HOLLIS (NP)
MAJ S. SCHINDLER (EX)
1LT SCHINDLER (NP)
LTC BRIGNOLA (NP)
LTC MYLCHREEST (NP)
CAPT WRIGHT
LTC HORNER
CAPT SHAPIRO
CAPT FLETCHER (NP)
1LT PIENKOSZ (NP)
1LT NELSON (NP)
2LT MACHT (NP)
SMSGT MORIN (NP)
CAPT OESTREICHER (NP)
GILLETTE

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

The meeting was called to order by LTC Palmer at 19:30 hrs.

Pledge of Allegiance was recited and a prayer was given by CAPT Sagendorf.

COL PAYNE:

- Students coming to the Commanders Course will learn that the Commander is the ultimate responsible person within the Wing and Squadrons, the heat always comes down on the Commander.
- (3) words to remember: Communicate, Coordinate and Cooperate, everyone needs to work as a team player.
- I want to thank LTC Rogers for staying with us until a new SE is found.
- CN Telecast 16 March 02 – we do not have new applications, just recertification.

MSGT LARA:

- Air Force Budget has been approved. NER Commander should decide how to allocate money shortly. We should get a good amount of money, just keep doing what you are doing, the more training the better.
- Be careful filling out CAPF- 10's, and justify them. Also, CAPF- 5's and 91's, you should know how many you plan on doing in each month.
- BE SAFE IN AIR AND ON THE GROUND!

CAPT SHAPIRO:

- On 26 Jan 02, the Train-the-Trainer Course has a good response just from pilots. LTC Olmsted will be writing a disaster scenario, which we will be evaluated on - aircraft flying, ICS System, filling out forms and following procedures. Mission number is TN02CT06. There is plenty of money to fly; ground teams will rotate after 3-4 hours. Pilots will participate on ground operations. Cadets are welcome to come as support staff with meaningful positions. Respond by e-mail, so you can be put on the list.
- On 20 March 02, Red Cross will be here from 1900-2100 hours for a course on Introduction to Disaster. This is open to seniors and cadets. The course leads to a certificate. This course must be completed in order to take the following courses.
 - Shelter Management (open to cadets & seniors), dates are:
 - 10 April – 1900-2130 hours
 - 25 Sept. - 1900-2130 hours
 - Damage Assessment (open to cadets & seniors), dates are:
 - 08 May - 1900-2130 hours
 - 09 Sept. – 1900-2130 hours
- Must have at least (8) people for the course to run. Maximum number of people per course is (20).
- Starting 02 March, there will be (6) exercises conducted, pre-OTE in June.
- With our participation with CT VOAD (Volunteer Organization Active in Disaster), we became aware of extra supplies and equipment left over from 11 September, which will be allocated to the squadrons.

MAJ MARTEKA:

- Interviewed (8) cadets last week, and have (5) interviews tonight.
- I would like to thank MSGT Lara, MAJ Wrobel and 1LT Schindler for your help.
- We have a good turn out for the Color Guard Teams for this year, looking at about (4) or (5) teams.

CAPT SAGENDORF:

- I want to thank everyone for volunteering in the Civil Air Patrol. On a national basis the chaplain service would like to increase the chaplains. We are looking to recruit at least (2) chaplains this year. Any help that can be provided would certainly be appreciated.

COL HORNER:

- Would like information from the commanders on the year of 01.

MAJ L. SCHINDLER:

- Planes had an above average use in Dec. 01. We need more Cadet "O" Flights done.
- There was a rocket launch in Danielson last weekend. The Model Rocket Program is back in business.
- The Wing Conference will be held on 27 April 02. Registration will be done electronically. This year looks even better than last year.
- I want to thank MAJ Marteka and the other members of the Conference Committee for your help.

LTC ROGERS:

- There were (2) mishaps last year; we will not have any this year.
- (13) wing members took part in the Pilots Proficiency Program last year. This was the best turn out ever.
- All wing reports are up to date for last year.
- The Jan 02 Sentinel has not come out yet.

MAJ CARROLL:

- The 116 and 100 Test must be completed.
- For training missions E101T Cards must be signed off.

MAJ WROBEL:

- Calendar for 2002, I need all events & activities ASAP!
- Website is not MAJ Wrobel's site; it is the wings site. Please get items to me so we can put them on the site. The wing site is getting stagnate.
- Senior Programs-Commanders Course is scheduled 19/20 Jan from 0900-1800 hours.
- Communications – If you have not renewed your radio license, see me ASAP(DEADLINE WAS 31 DEC 01).
- The compariter has been ordered, should be in by the end of February to connect Brooklyn and Mohawk.

CAP WRIGHT:

- CAP-FL 601 is down for (100) hour inspection.
- Aircraft N9573X – a new cargo net will be ordered.
- I will put a letter on the website - when you put an aircraft away for bad weather, please pull the ropes up out of the ground.

LTC PALMER:

- Uniforms are mandatory on Commanders Call and Staff Night. If you cannot be in uniform, then neat and clean attire.
- On work nights uniforms are not mandatory, but you should be in neat and clean attire.
- If you arrange a meeting with someone you should be preferably in uniform (or neat and clean attire).
- On 30 Jan, we will have the digital camera here to take photo I.D.'s, and for anyone who has not filled out a CAP Form 19, you will be able fill these out at the same time.
- If an individual wants to speak at a Commanders Call, the CV must be advised (2) weeks in advance.
- We need nominations for the Wing Conference.
- In your mailbox are ballots for Wing Staff Officer of the Year, the deadline for the ballot is Staff Call in February.
- New requirements for 101 Cards, you must be checked off for this. Squadrons are doing their own activities (and being checked off on their 101 cards). You can contact a commander and coordinate with them, so when they are running an activity that you need to be checked off on you will know about it.

Meeting was adjourned at 2040 hrs.

Respectfully submitted,

//signed//

Cindy Tedford
Administrative Assistant

Cc: CTWG Staff & Squadrons