

Civil Air Patrol

Illinois Wing Headquarters Meeting Notes

**Wing Staff Meeting
Saturday, July 18, 2009**

Note: The sequence of the meeting agenda has been altered to improve continuity.

Special Guest

Col Gordon Larson, Illinois Wing Commander, arranged for a special visit from Brigadier General James W. Schroeder, Chief of Staff Illinois Air National Guard. Gen Schroeder and Col Larson were both KC-135 tanker pilots and flew together in Desert Storm. Presently, they are both American Airline captains.



During his introduction, Col Larson mentioned that General Schroeder is a current CAP member. General Schroeder confirmed that he entered CAP as a cadet in 1974.

Recently, General Schroeder spent several weeks serving as the J-3 (Operations) at U.S. Northern Command (USNORTHCOM). USNORTHCOM's published mission statement specifies:

“USNORTHCOM anticipates and conducts Homeland Defense and Civil Support operations within the assigned area of responsibility to defend, protect, and secure the United States and its interests.”

He stated that U.S. military domestic reconnaissance resources are severely limited by law. On the other hand, CAP has virtually unlimited access. That, coupled with USAF's commitment to enhancing CAP's surveillance capabilities, bodes well for CAP's future in providing support for Homeland Security efforts.

Immediately following his presentation, General Schroeder presented C/Capt Justin C. Scherer his Amelia Earhart Award. C/Capt Scherer, along with his brother, C/Lt Col Jeramee Scherer, are members of the Rockford Composite Squadron. His father, Maj Jerry Scherer, has recently joined wing staff as Personnel Director, and he is one of the Wing's newest Incident Commanders.

Chief of Staff

Note: Chief of Staff, Lt Col Rick Gale, has reinstated the policy of all Wing Staff Directors submitting an activity report several days prior to the staff meeting. Directors' presentations will be limited to three minutes.

Wing Staff Meeting Notes

Wing Historian

- General review of available documents and materials complete
- Sorting materials of historical significance into some logical order either chronologically or by subject
 - Starting with materials from the '40s and '50s. Will move into the '60s where there is quite a bit of data available
- Established Historian File
- Former Wing Commander, Col Ron Westholm, brought a box of photographs and other historical documents to the staff meeting to be included in the Wing archives.

Communications

- Distribution of radios to field units is approximately one-half complete
- New HF radios have been received at Wing HQ and will be dispatched to field units
- The Wing's Outstanding rating in the 2009 Survey Audit, covering Logistics and Communications, was attributed to the timely filing of audit reports from field units
- Preparations are underway for Communications School scheduled to coincide with the Summer Cadet Encampment
- Maj Kelly Robertson has been appointed as the Wing's liaison to the Amateur Radio Emergency Services (ARES) corps.
- It is vital that participation in the daily radio nets increases. In times of crisis, CAP radios may be the only viable method of communication. There are three daily nets: 1630 local (HF); 1830 local (HF) and 1900 local (Chicago area VHF).

Safety

- The morning safety briefing presented a poignant PowerPoint presentation on ORM written by a CA Wing pilot and based on his own aircraft mishap. This excellent briefing can be viewed at: <http://cawg.cap.gov/html/safety/safety.htm>. Click on "Hero to Zero".
- The only open mishap involves a member's sprained wrist.

Public Affairs

- Staff, commanders and members are encouraged to view the revamped PAO website at: <http://ilwg.cap.gov/pao>.
- An after-action press release, including photos, of the Wing's participation at NESAs is under development.
- The annual PAO Plan has been updated and submitted to the Wing Commander for approval
- The Crisis Communications plan is under development and will be ready in approximately two weeks.
- Plans are underway for a Wing PA Academy scheduled for September 12, 2009 tentatively located in Springfield, IL.

Wing Staff Meeting Notes

Inspector General

- No major investigations are underway at this time
- Unit inspections are on schedule and all wing units should be complete by the end of the year.

Professional Development

- An SLS/CLC course, hosted by Group 9, is scheduled for August 22-23, 2009 in Clinton, IL. The POC is Capt Kirk Thirtyacre krt20m@hotmail.com.
- The Wing Commander strongly urged that all senior members make a concerted effort to complete all of the required training syllabus. It is an enriching experience and will definitely factor into promotions and appointments. This includes specialty track training.

Recruiting & Retention

- Referrals from NHQ are being processed and distributed to the field.

Aerospace Education

- 30 of 36 (83%) Wing Staff members have qualified for the Yeager Award.
- In the Wing, only 45.3% have credit for the Yeager Award. Unit commanders are asked to compel members to read the material and take the exam.
- There will be an AE course for AE members at Wright-Patterson AFB on August 5-8, 2009.

Administration

- Many Wing Staff members still have incomplete personnel records on file at Wing.
 - Complete records are an inspection item
 - Files must contain paperwork for every ribbon, badge and award that a member wears.
 - Do not include items not required by regulations
 - Staff should arrange to meet with the DA to go over their files. Members should bring their personal copies of all paperwork.
- NHQ occasionally sends books, CDs or DVDs for certain directorates. These usually go to Wing HQ. In the future, these items will be distributed to directors and logged in the same method as HQ keys. When a director leaves Wing, he/she is expected to return the logged material.

Logistics

- Most of the Wing's vehicles are in good running order. POCs are asked to continue to closely monitor their condition and report any problems immediately.

Wing Staff Meeting Notes

- Col Larson requested that vehicle usage be maximized. Some vans reflect heavy usage, while others do not. He requested that vans be moved so as to balance the mileage among the fleet. Vans that are not being used will be taken away from the wing. Plans are to request new vehicles that requires the Wing to demonstrate a need. Having under utilized vehicles will not help the Wing's cause.
- The Vice Commander is becoming convinced that the CAP gremlin has taken up residence in the van he uses to commute to Wing HQ. He's had several breakdowns requiring tows from no man's land. His van is the only Wing vehicle equipped with an ELT.
- It is required that a Wing vehicle be made available to the Wing Administrator for use on official business. This means that a van is assigned to the WA on most week days. It could be made available on weekends if needed for other activities. Of course, the vehicle will be available for REDCAP missions regardless of when the occur.

Aircraft Maintenance

- N9887L (C172P) will complete its annual next week and will be followed into maintenance by N3067E (C182) for its annual.
- The Chief of Staff reviewed the Wing's aircraft status report from the Internet and found one error. N821CP (C182T) is no longer at Mattoon. It is back at DuPage.
- Two aircraft are slated to have connections for an airborne repeater installed.
- There is one damaged glider still at Mattoon awaiting a quote for repairs. Indications are that it can be fixed and returned to service.
- Pilots are urged to learn the proper procedure on using the mixture to check for fouled plugs if there is a mag drop during engine run up. One aircraft was grounded at Schaumburg Airport for an out-of-limits mag drop fearing a bad mag. It turned out to only be fouled spark plugs.

Operations/Emergency Services

- \$7,500 in FY09 training funds remain available. They must be used by September 15, 2009. This is an excellent opportunity for groups and squadrons to conduct some first-rate training. Commanders interested in taking advantage of this opportunity should contact Maj Templeton do@ilwg.cap.gov immediately.
- The GA8 is returning to WI Wing. It will be based in Milwaukee and is readily available for training Illinois pilots who needs GA-8, G 1000, or ARCHER training.
- The Wing Commander interjected:
 - He'd like to see plans for an IC school
 - He recommended that a meeting be set up with OPS and the group commanders to pre-plan FY10's training schedule well in advance of the start of the fiscal year
- Maj Templeton extended congratulations to all who participated in the SAR/DR Eval that resulted in the Wing receiving an Outstanding rating. He attributed the success to the hard work of the individuals involved in the mission and the five preceding training exercises.
- Maj Jerry Scherer has just been appointed as a Level III Incident Commander.
- All Wing Staff members have completed OPSEC training

Wing Staff Meeting Notes

- Col Larson mentioned that the Wing's hot air balloon's annual inspection costs approximately \$300 to \$350 dollars. The amount comes out of Wing funds. He is considering asking local units that use the balloon for display or recruiting purposes to provide an honorarium of \$25.00 (plus gas) to defray costs.
- A report on the Johnson Flight Academy can be found on [CAPNEWS ONLINE](#) dated July 16, 2009.

Finance

- The finance committee held its monthly meeting prior to the start of the staff meeting.
- The Wing's bank balance, receivables and payables were reviewed.
- CAPF 108 reimbursements are up to date. If members have not received payment, they are asked not to call the Wing Administrator. Instead, they should check with the Incident Commander of the mission to insure that the 108 forms were uploaded to WMIRS and forwarded to Wing HQ. The Wing Commander reminded everyone that members have 48 hours to report their expenses to the IC, and seven days to email, or snail mail, as signed 108 to the IC – not to Wing HQ.

Information Technology

- Following the SAR/DR Eval, a surprising amount of IT equipment has gone missing including:
 - An IBM mission computer and its green case
 - A computer power supply
 - A white router
 - Cables
 - A laptop wireless card
- The IT officer is trying to get computers ready for the upcoming Summer Encampment and needs to recover this property ASAP. Anyone who has knowledge of the whereabouts of the items listed above should contact [Maj Tod Whitmore](#) ASAP.
- An updated web site has been prepared. It remains to be determined if our present site's server can accommodate the new technology.
- In the near future, the sign in process at the Wing HQ front door will be automated. Staff members will need only enter their CAPID when entering or leaving and their activity will be recorded on the Wing's server. Reports can be prepared on HQ utilization. Guests will have a special sign in on a touch screen.

Volunteerism

- Lt Col Kelly expressed her appreciation for the help she received during the recent four day display at the Taste of Chicago. She hopes for more volunteers to help next year. Over 2,300 model rockets were assembled by children attending the event.
- The certificates for the recent IS 300 course are available and will be sent to participants' group commanders for distribution.
- An IS 400 course is in planning for fall.

Wing Staff Meeting Notes

- October 24th is [Make a Difference Day](#). Units are encouraged to check the event's website and plan to enter an activity. Prizes are awarded to some of the best programs.
- December 5th is [United Nations International Volunteerism Day](#).
- Col Larson expressed his appreciation to Lt Col Kelly for all of her efforts on behalf of the Wing at Taste of Chicago.

Critical Incident Stress Management

- Maj Marcia Strahl is now certified as a CISM trainer
- Plans are in the works for two CISM training classes tentatively scheduled for:
 - November 14-15 in northern Illinois
 - December 12-15 Rock Falls, Illinois
- A CISM dedicated website is being designed. Its purpose will be to recruit new CISM team members and to disseminate information to existing team members.

CAP-USAF State Director

- Between conducting GLLR evals and his USAF reserve commitment, Mr. Geoff Biedermann will be out of the office for most of August. As usual, he is reachable by email or cell phone. In the event of an emergency, GLLR HQ should be contacted.
- Mr. Biedermann congratulated all of those involved in the SAR/DR Eval and Survey Audit. The eval earned the Wing a score of Excellent, and the Audit was rated Outstanding by GLLR.
- For their performance in the Survey Audit, Lt Col Jim Weiland, Maj Dave Picek and 1st Lt Kevin Stebbins all received GLLR recognition coins.
- The GLLR will conduct a Wing HQ Staff Assistance Visit (a precursor to the 2010 Compliance Inspection) on November 21, 2009. He stated that it is the GLLR's goal to make the SAV harder than the CI so that the Wing will be fully prepared.
 - The CS advised all staff directors to download their section's inspection items from the [Wing Inspection Guide](#). If the director cannot access it, he will send them a copy.
 - Each director is expected to prepare a binder with written answers to the inspection questions, tabs with support documentation, write ups of special programs, and other pertinent information. A copy of this report is to be presented to the Chief of Staff no later than the October staff meeting. The binder will be presented to the GLLR evaluator at the time of the SAV.
 - The CS will circulate inspection reports from other Wings so that staff directors can get ideas from what their counterparts are doing.
 - The actual CI is scheduled for November 6-8, 2010.

Group 14

- Group 14 commander, [Maj Bob Becker](#), reminded everyone that the Chicago Air and Water show is coming up on August 15-16, 2009. The Wing has a recruiting booth and sells programs.

Wing Staff Meeting Notes

Wing Budget

- Col Larson announced that any staff director in need of funds for FY10 must submit a budget request no later than September 1, 2009. Events, such as JFA, cadet encampments, etc. are not affected by this. Their budget forecasts will be established separately.
- He further solicited any ideas for raising funds from the private sector to support Wing activities.

Upcoming Events

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| ▪ Summer Encampment | August 1-9 |
| ▪ Communication School | August 1-9 |
| ▪ Msn Scanner/Msn Photo Course @ Wing HQ | August 3-8 |
| ▪ Chicago Air & Water Show | August 15-16 |
| ▪ SLS/CLC Group 9 | August 22-23 |
| ▪ King of the Rock Group 22 | August 28-30 |
| ▪ CAP National Conference | September 3-5 |
| ▪ IL Wing PA Academy | September 12 |

Next Wing Staff Meeting

August 15, 2009

0900 – 1000 Finance Committee Meeting
0900 – 1130 Work sessions and private meetings
1030 – 1045 Safety Briefing
1130 – 1300 Lunch
1300 – 1430 Staff Meeting
1430 Work sessions and private meetings

Group Commanders are always welcome. Staff Directors, please RSVP to ILWG/CS if you cannot attend. If you cannot attend a meeting, the CS will present your monthly report to those in attendance.