



Civil Air Patrol

Illinois Wing Headquarters Meeting Notes

Wing Staff Meeting
Saturday, August 15, 2009

Note: 1) The sequence of the meeting agenda has been altered to improve continuity.

WING STAFF REPORTS

Chief of Staff

- Wing Staff budgets for FY '10 were due by today's meeting. Any director who has not turned in a budget will not be allocated funds. Major projects including the Johnson Flight Academy, and the 2010 Encampments (spring and summer) will present their budgets separately.
- All Wing Staff directors are expected to have drafts of their Staff Assistance Visit/Compliance Inspection binders completed by the September Wing Staff Meeting. Binders are to be turned over to the CS.
- Illinois Wing LG, 1st Lt Kevin Stebbins, has been drafted by Great Lakes Region Headquarters to serve as Supply Officer. He will remain assigned to the Illinois Wing and the GLR spot will be an additional duty assignment.
- Squadrons and Groups should post their local activities on the IL Wing website calendar to minimize conflicts with other events. Planners are encouraged to check the calendar to find open dates. Send calendar submissions to webmaster@ilwg.cap.gov.

Safety

- The monthly safety briefing covered the importance of wearing ear protection when working in environments with high noise levels.
- There are no new or pending mishaps or incidents.
- In conjunction with the ILWG/PA, and CISM, a special report on recognizing the indicators of depression and suicide is being prepared.

IL CAP-USAF State Director

- Summer Encampment Assessment
 - For those of you who don't read the actual report, here's my assessment. IN couldn't have picked a better encampment to 'benchmark'. (IN Wing sent observers to pick up ideas for their own 2010 encampment.)
 - "Absolutely the best, well organized, safest encampment I've seen as a State Director. Maj Robertson incorporated the Incident Command structure into the encampment which led to an Incident Action Plan published each day (example

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attached). All members clearly knew their roles and required tasks. Orientation flights were well organized and easily flexed when weather or other factors impacted the schedule. Although heat was an issue, Major Robertson's ops team, medical team, and safety officer worked together to insure all wet-bulb actions were properly handled."

- AF Oversight and instruction provided by Lt Col Zalenas, Lt Col Greer, Lt Col Hayes, and SSgt Miedona.

Wing Historian

- A flatbed scanner has been acquired to save historical material in electronic format. In addition to documents, the scanner can image photographs, slides and film. This will facilitate the sharing of historic materials and ease the preparation of presentations.
- The review of documents, photographs, etc. continues

Information Technology

- IL Wing Summer Encampment, Trained COMM School cadets on the use of the IMU and how it worked in a mission environment. Also gave them background knowledge in SDIS and with the fundamentals of GPS.
- Maj. Scherer and myself accomplished a lot on the new LOGIN system for IL Wing Headquarters and hopefully we should get this system up and running soon and it will eliminate the paper sign-in form at the front door.
- We are hoping to get a new server up and running soon at Wing HQ, in the works is also a fixed IP address at wing which should give us a lot faster internet connection.
- I sent out a memo a couple days ago to the Wing, Emphasizing on CAP owned computers and that only CAP information and software are only to be loaded on these machines. Please, no personal stuff or pirated software should be on these computers that have CAP Asset tags on them.
- The IL Wing Summer Encampment 2010 web site is up and running, just thought I would get a head start on it. <http://www.ilcap.org/se>.
- Maj. Scherer and myself will continue to explore a new web site format (CMS) for the IL Wing. This will give the power over to the Specific directors to update their own web page. Once we implement this new web site, we will give the directors a simple training class on how to update their pages.
- I will be attending the 2009 National Boards in San Antonio Sept. 1-6, during this time I will be attending specific IT sessions that the National IT folks put on. I do have a lot of questions to ask them and will be talking to them personally about a lot of stuff. If anyone else has any question they want me to take, just email them to me.

Logistics

- The draft of CAPR 174-1 for the new inventory system (ORMS) has been released and sent to all group commanders to review and they should be sending on to their respective squadron commanders for review.

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- I will be back in the HQ office on Monday to catch up on any paperwork that needs to be filed and entered into CATS since I was gone for the summer.

Transportation

- Presently, the wing has 14 vehicles
 - Van 11026 has disposal-in-place paperwork completed and submitted. Radios and decals were removed.
- Eight vehicles have the new NHQ website decals. The rest of the fleet must have them displayed ASAP.
- All four wing trailers are assigned to field units.
- Do not send driver license applications to Wing Headquarters. Instead, email or snail mail, them to me, 1st Lt Bunny Sies, at my home address listed in the Wing Staff Roster.
- Unit commanders may submit a driver license applicant's full name, Illinois Driver License number and date of birth before signing and up-channeling an ILWGF 75. A driver's abstract will be ordered and forwarded to the commander so that he/she can make an informed decision on whether to approve, or disapprove, the application.

Finance

- Efforts are underway to pare down the chart of accounts to a manageable number in order to conform with a mandate to simplify accounting procedures.
- Every 90 days, Wings are required to check their banks' ratings on a special Internet website. To qualify as an acceptable facility, a bank must have at least three stars. Recently, the Illinois Wing bank has been downgraded below the required minimum. Two new banks, that meet or exceed the criteria, in the West Chicago area are under consideration.
- The quarterly finance review was completed without a hitch.

Operations & Emergency Services

- Indications are that the role of the WMU as a mission reporting tool will diminish even further.
- The new CAPR 60-3 will be published on August 17, 2009.
- There has been a decrease in ELT searches, while missing person searches have risen. It is important to continue field training in all aspects of ES, including ELT searches.
- The 2010 training budget has been completed and submitted.

Aircraft

- The Wing will receive a new glass cockpit aircraft sometime after October 1st. One of the older Cessnas will be swapped in exchange for the new aircraft.
- The Wing is slated to serve as a test-bed for a C-172 Avidyne glass cockpit conversion. Check out the new system at: <http://www.avidyne.com/>.
- Two aircraft have the connections installed to power airborne repeaters. The repeater units have not yet been shipped.

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- Aircraft utilization for FY '09 is in good shape with an average of 193 hours per airframe.

Professional Development

- Additional aspects of the SAV/CI report binders were discussed.
- (After the meeting it was announced that the SLS/CLC scheduled for August 22-23rd in Group 9 was cancelled due to low registration.)

Critical Incident Stress Management

- CISM now has a proprietary webpage linked to the Illinois Wing website. It can be viewed at: <http://ilcap.org/CIS/CIS.htm>.
- Training: Individual Crisis Intervention and Peer Support
 - November 14-15, 2009: Lewis University, Lockport, IL
 - December 12-13, 2009: Holiday Inn, Rock Falls, IL
 - Another course is in the planning stage and is slated for Scott AFB, IL in spring of 2010.
 - Future plans include offering two courses each calendar year.
- Maj Marcia Strahl has been appointed the new Great Lakes Region CISM Coordinator as an additional duty assignment. She will remain on the Illinois Wing CISM team and continue to serve as a mission-rated Chaplain.

Recruiting & Retention

- Received 13 requests for membership information on August 5th.
 - Three of these prospects have joined the Chicago Midway Squadron
 - One individual is a former cadet and served in the USAF. His wife is learning to fly and both may join Fox Valley Composite Squadron.
- A phone inquiry from a former Navy pilot who lives in Naperville was also referred to Fox Valley Composite Squadron
- Responses were sent to two email inquiries.
- Contact was made with a female former Army E-3. She is planning on joining the Rockford Composite Squadron. Her father may become a Patron Member.

Inspector General

- The upcoming unit visit schedule was reviewed.
- Wing Staff Directors should include programs that they consider to be “commendable” in their SAV/CI binders.
 - Make good use of support documentation and include pictures to help communicate the story.

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Aerospace Education

- Eight Wing Staff members, out of 41, have not yet completed the Aerospace Education Program for Senior Members (AEPSEM).
- For a detailed report on the Wing's AE status, visit the department's website at: <http://ilcap.org/aerospace/AENewsletter.pdf>

Communications

- A detailed discussion of narrow band implications and repeater upgrades and installations ensued. Due to OPSEC considerations, the repeater plans will not be reproduced here. The DC recently sent a plan to unit commanders and staff.
- All Johnson radios require reprogramming. Most CAP radios distributed in the last year and one-half should be compliant.
- Wide band operations must cease as of December 31, 2009.
- There are four open Reports of Surveys pending regarding CAP communications equipment.
- The communications FY '10 budget was submitted.
- Comm School (held in conjunction with Summer Encampment) went very well. There were nine students. Four students received their advanced ROA; three students passed their HAM technician test. All students built a simple electronics kit successfully. Two of the students continued on to successfully build an advanced kit. The students learned about basic electricity, batteries, soldering, basic electronic design, antennas, power distribution and grounding. The students also worked on signoffs for their MRO and CUL tasks as well as receiving a presentation on severe weather. The entire school took a tour of the Sangamon count emergency services dispatch center. There was a tie for the Comm School Honor cadet. Cadets Benson and McGuinness each received an IL Wing Comm coin for their achievements.
- ROA cards issued:
 - Applications from three classes were processed
 - 20 ACUT
 - 2 BCUT
- Licenses:
 - Six issued
 - Six cancelled
- Radio Nets:
 - DCL was net control for 23 GLR HF nets
 - ILWG 1630 CDT HF: conducted 22 nets, with 13 DCL as net control station (NCS)
 - ILWG 1830 CDT HF: 23 nets, with 11 DCL as NCS
 - ILWG 1900 CDT VHF: 23 nets, with 12 DCL as NCS
 - 31 HF nets were conducted in July from Summer Encampment
- Several repeater manuals are missing and must be returned ASAP

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- It was pointed out that narrow band will have different frequencies for simplex and repeater output. Members will have to utilize their radio's scan function in order to monitor all frequencies.

Chaplain

- I have been filling in for Capt Blomquist and performing other activities as needed. I will be acquiring additional information on our senior members that are not able to attend the meeting any longer. Among these are Maj Harlen Drew who is now confined to his home due to his health problems. Harlen has the first stages of alzheimers and also some other conditions that have negated his being able to attend any functions. As an instrument of information, I have not anything to report for the wing other than the above.

Volunteerism

- Major upcoming events were reviewed:
 - SEP 19: Aviation Career Expo, Chicago Executive Airport (Palwaukee)
 - OCT 01: IDOT High School Career Day, Springfield, IL
 - OCT 17: Science and Technology Exhibit, Des Plaines, IL
 - OCT 24: Make a Difference Day
 - DEC 05: United Nations International Volunteerism Day

Administration

- The DA asked, once again, for all staff directors to update their personnel records at Wing HQ. He has repeated this request at every staff meeting for the past several months. This is a SAV/CI inspection item.
- Another inspection item requires all Wing departments to have a file maintenance plan. Directors must meet with the DA to codify their plans.
- An updated Wing Staff and Unit Organization charts have been finalized.
- Processed four CAPF 24s for Senior Member Professional Development
 - Two Level II Loening Awards
 - Two Level IV Garber Awards
- Completed week-long Scanner/Videographer course.
- Started Admin binder for SAV.
- Revising file maintenance and disposition for Admin and Test Control Officer.
- Wing Staff should download and review CAPR 123-3 for additional information on the SAV/CI. Attachment 2 focuses on the contents of the inspection binders.

Public Affairs

- A PAO Updates memo was circulated to unit PAs and commanders. It can be viewed at: http://ilwg.cap.gov/pao/200908_update.pdf
- The PA Crisis Communications Plan is being prepared and will be completed by the end of August.

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- Under development is an internal press release focused on aerospace and aviation training scholarships available to Wing members.
- Group 2 provided a color guard for a GSA Conference held in Chicago. The conference planner is sending a DVD of the event.
- This summer the Illinois Wing Deputy PA has been busy having served as PA at:
 - Seminar Leader Great Lakes Region Staff College
 - IL Wing Johnson Flight Academy
 - IL Wing Summer Encampment
- Capt Wendy Walsh, 286th Composite Squadron, served as PA at the MO Wing Summer Encampment.

SPECIAL PROJECT REPORTS

School Enrichment Program

- Steps are underway to schedule meetings with two, possibly three, school districts in central Illinois to introduce the SEP program.
- Continuity folders and procedural outlines are in preparation. Drafts will be forwarded to the Wing Commander.

Illinois Search & Rescue Council Conference

- Lt Col Ted Lohr and Lt Col Paul Hertel recently attended a planning session for the ISARC Conference scheduled for August 21-23, 2009 at Rend Lake Resort & Conference Center in Whittington, IL. CAP members are encouraged to attend. Conference information is available at: <http://www.illinoissar.org/>.
 - Lt Col Paul Hertel will be giving a presentation on “CAPabilities”.

AWARDS



Maj Bob Williams presented Garber Award by Col Jay Burrell



Maj Jeremy Hendricks presented Garber Award by Col Jay Burrell

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SM Arlene Mesnard receives Patron Membership card

Next Wing Staff Meeting

September 19, 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.