



**MINUTES OF THE 15MAY19 DIVISION 20 STAFF MEETING  
US COAST GUARD AIR STATION DETROIT  
SELFRIDGE ANG BASE**

- 2 Minute Warning-DCDR
- Meeting Called to Order-DCDR
- Pledge of Allegiance-VCDR
- Moment of Silence for those who Crossed the Bar or serving Active Duty-DCDR
- Roll Call-SO-SR
- Approval of Prior Meeting Minutes-Division Board – motion to approve by FC 20-10 Bill Dyda and seconded by FC 20-11 R Lane – a Quorum was Approved
- Approval of Finance Report by SO-FN D Schmidt - Division Board – motion to approve by IPDCDR C Stevens and seconded by FC 20-19 T Dzbanski
- District 9 Watchwords - “Recruit – Retain – Reward” - Each FC has their flotilla goals. Retirement from the USCG AUX was discussed noting that retired the AUX members cannot wear the uniform as an active AUX but they can socialize and support the AUX. Commodore Thurlow noted Dan Collins recognition as honorary Chief. This was the third such recognition in the country as a reward for service.
- Division Commander's Comments – Move on!
- **Flotilla Commander's Reports-DCDR**
- 20-03 –Paul Guinnane - We have several applicants for new membership who are transfers from West Michigan. Marine Safety is our issue and we attended the “Blue Wave” in St. Clair MI and stressed the abilities of AUX to patrol the various marine facilities in Port Huron also I would like to note our Paddle craft initiative. Two members of 20-03 are qualifying for VE so that we can reinstitute the program in 20-03. Our FSO-PA is in “reyer” and a new FSO-PB wants to transfer from West Michigan. I want to capture this mans enthusiasm and hopefully our PA and PB will be active in our Flotilla. The Commodore has recognized Dan Collins as noted above. Dan said that it was a lot different mustering out of the US Navy as E4 than being in AUX. We will also be doing an “open house” a the USCG Port Huron Station 24MAY19 from 900hrs to 1400 hrs. Uniform of the Day is ODU. Please support the State Bowling League as AUX.
- 20-04 – Jerry Werner – Regarding “Recruitment” we have decided to do this during our Vessel Examination activities. To talk to folks and get on on our web page. We feel this might get us a few new members. Also to focus on inactive members to get the CORE training classes they need although some likely won't take

advantage of this. The 6May19 OPS workshop was “put on” but drew few attenders. Good information went out to those who were there. We will be doing 4 VE Blitzes in June and I have two boat for QE final examination.

- 20-09 – Vicki Marko – Regarding recruitment we had two prospective members at our last meeting. These new members are enthusiastic about getting into things. We need instructors and want to become active in VE. Concerning the required “Risk Management” training most members have taken the course. We will be changing the meeting place for AUX 20-09 to the 16 Mile Rd. Sports Complex located at I-94 and North River Road.
- 20-10 – Bill Dyda – We have located our Flotilla Bell and it is process of being returned. We are advertising this food at the Flotilla meeting and are also going to do Cream and Chocolate! Our plans for the Memorial Day Parade Sunday 26MAY19 are complete with USCG Shore Station supplying a patrol boat. We are asking more AUX to come and march with us but Frank has retired and I am trying to locate John Kerry who has the marching equipment. Two active duty will march and the USCG boat will be towed. All AUX members are invited to march with us. John Kerry and Jim will meet at the Detroit Coney Island on Jefferson in SCS on Saturday between 700 and 1100hrs. This is important because we are remembering those who have fallen on Memorial Day. I would like every flotilla to send two people so call if you need information.
- 20-11 – Rick Lane – As Submitted - Our FSO-VE has not been to flotilla meeting in a while so I will need some VE Forms and stickers. 150 are coming to the station for paddle craft and we are having a PE Safe Boating Class on Saturday. The class is full with 10 persons signed up. Our new members need to get qualified so get them to a class. Lunch will be provided at 1300hrs.
- 20-12 – Mark Johnson – Absent Excused - report Submitted – Our last meeting was 02MAY19 at Shore Station a quorum was present. GTM was available to those who did not attend. The 2019 budget was approved. Risk Management requirements were discussed. Mike Suhr will take FSO-DV and Mark Volkman will take FSO-PA. Our June meeting was canceled in favor of the “Meet and Greet “Picnic held at Blossom Heath on Saturday 15JUN19.
- 20-14 – Pamela Rupinski - Absent Excused - report Submitted – Mike Dannon is handling FSO-PA Public Affairs and we plan to get out to do more of these events so we are recognized in the community. When 20-14 does Vessel Examination events we will be advocating new members for AUX. Our PE boating class we were teaching was canceled but we are planning another in September.
- 20-18 –Brad Newell – Absent Excused - Our boating classes PE are going good and some VE and the planning for the Memorial Day Parade in Kego Harbor where we hope to see 15 members attend from our flotilla. This is usually a very fine event for our flotilla. We are holding a VE Blitz tonight at Open Sportsmans Club.

- 20-19 – Tony Dzbanski – As Submitted – We did 120 Vessel Examinations this last year and are processing several new members. We are now doing and our PV program will include “recruiting information.” Our lake St. Clair network will be concerned with recruiting which is the various marinas and boat clubs in our AOR will get the word out. On 2MAY19 we honored Richard Dichtel for 50 years as member of the USCG AUX. In attendance were 16 members and 11 guests. Some officers of our local USCG specifically our AUX LO from Air Station Detroit Lt. Zach Mount did a presentation on Helo Air Operations. Also present were CW04 Zamora who represented Sector Detroit and Commander, Captain Novak. IPDCDR Chris Stevens represented Commadore Susan Thurlow and the Past Commanders Association. Member Mike Mikla did get a successful heart transplant. So keep Mike in your prayers. Member Alan Edwards is recovering from a stroke. Two VE Blitzes are planned for 01JUN19 at Markley Marine and 08JUN19 at Belle Mar Marine.
- **Division Staff Officer's Reports-VCDR**
- SO-CM – Mark Johnson – Absent Excused - Report Submitted – I am reporting 498 hours of watchstanding for Division 20 in 2019. There are no current unmet requests for watchstanders. A CM Officer workshop and TCO workshop are being planned for fall D-TRAIN. The 9CR High Frequency Radio nets continue to operate each week,
- SO-CS – Michael Blake - As Submitted – I will be contacting flotilla CS officers. Also I have seen to it that our Division 20 Secretary Report Minutes are posted on our website.
- SO-DV – Lee Peddie – As Submitted - New FC please read my last Diversity Report. At the 17JUN19 Division 20 meeting be sure to attend because we will fill out NACO Award paperwork.
- SO-FS – Bill Dyda – We are stressing AUX Operations and completion of the “Risk Managment” qualification. Also the 12 hour mandatory rule has been waived and remember the upcoming Ford Fireworks on 24JUN19 and I will need help with the BBQ dinner AUX will provide for all the fireworks law enforcement at USCG Station Belle Isle.
- DCDR Burrell – I agree and BRAVO ZULU for all the support. A food service training session will be held at Marblehead. Also Air Station Detroit could use a food service person.
- SO-HR – Patti Mitrowski – Absent excused - FC and VFC the USCG Aux has released new a new Data Reporting System for Human Resources. I have sent out several e-mails, webinars, a spread sheet and accountability. Also a new recruiting page for Human Resources. The log-in is the same for Aux Ops. We can now all check the status of new prospect members. The information on new prospective members gets sent to the VDCDR and to all Division Staff! I sent out

information on 8 prospective members this week. You can call them on the phone. Only one person responded back though, but they all got the e-mail. Remember it is imperative that you FC and HR officers respond back to inquiries from prospective members. This is very important! Several of you were notified and only one responded back. It used to be I would have to report back only at District level on recruiting. Now it is a big nation wide program so go in there and look at it. Its a great mission AUX is doing. I also learned something new from Bob Craig. He is so "gung ho" he beats us inside and out! There are now "New member Challenge Coins!" Available to any new member joining and completing the process within 30 days of acceptance. So have your HR person get with this and get confirmed and I will forward the paperwork up the chain of command and if they meet the requirement the coin will be issued from national. Do the reports, applications, fill out the information on the new members and remember all new memberships are going thru quicker now.

- SO-IS – Joe Kennedy – Absent – As Submitted – DCDR Burrell - Take a look at the IS reports sent out to you there is good information for you. You can contact Joe and he will tell you how your flotilla is doing. There are 39 people have not taken the Risk Management training in our Division. IPDCDR Chris Stevens will go the necessary facility and do the hour class for them.
- SO-MA – Gerald Vanconant – Absent – no report
- SO-MS – Dave Fleming – As Submitted – IPDCDR Stevens comments: The third class was held for UPV vessel examiner for those interested in receiving their Letter of Designation from the COP allowing them to do UPV inspections. A "Hazwhopper" training class is to be was held on 20APR19 10:00 hrs at Sector Detroit for First Responder Operations. Be sure you make your flotilla aware of the Waterway Watch Program and also the UPV watch for unlicensed vessels conducting charter operations. Also the VE fire extinguisher recall for Kiddie Co. A new Pollution Responder project for National is beginning for qualified AUX responders. The goal for this is a test project is the examination of "oil sheens" for remote D9 areas in Port Huron and Alpena. Participants need to be able to travel to these areas in response and names of qualified AUX are being collected at this time.
- SO-MT – Jerry Werner - Boat Crew training has been ongoing at Shore Station also USCG will be taking a more active part in our PPE inspections so its a new process this year. Regarding PPV Inspection the OIC has a different program for different stations; I have been talking to Senior Chief Rue. BMC Smith is to talk about the PPV program and has taken back the inspection for it. Boat Crew training has been completed at Shore Station with 2 new members taking the boating classes and 13JULY19 will be QE sign off date. We have offered but there are 39 members who do not want to get trained. Frank S has his PPE certification in process.

- SO-NS – John Zamborowski – Absent Excused – report submitted - We were asked to do more aids to navigation ATON and were successful in getting them done on time this year. So you must report your ATON verification. You will get 7 or 8 on line. There are about 60 to check. Remember a few years ago AUX was sent ATON verification and sent paper work and the AUX verifiers sent in the paperwork before the ATON were in the water. So USCG cut back this responsibility given to AUX. Now we have reprovved ourselves.
- SO-OP – John Vanhouten - Present – There are some OP for Belle Isle and some for Port Huron. DCDR Burrell says USCG is asking us to help train the new crews and dates are being set up for this. Capt. King from Air Station Detroit and Lt. Mount the AUX LO said that last year there were only a few HELO OPS. Capt. King did not know AUX participated in this so now we are on board weekly to do HELO OPS. Chief Rue says the Air Station does rescue swimmer stand by so we will do this also. A workshop is forthcoming to be involved with this. I have had a report from our QE concerning the TCT Refresher for non qualified crew. The TCT Refresher is not being taught this year. Information concerning this is forthcoming from ADSO-OP Paul Shooshanian our Chief QEC District Officer.
- SO-PA – Michael Gagnon - Absent Excused – As Submitted – District 9Cr Commodore has emphasized recruitment as our mission to the general public. Department of Defense will hold a Stand Down Day at Detroit Arsenal, Warren MI on Thursday 30MAY19 hours are 0800-1300. USCG AUX Division 20 is asked to participate. This is a Public Affairs event on boating safety, Marine Safety and the mission of the AUX. Flotilla 20-14 New Baltimore will participate in the Algonac Safe Boating Week 18MAY19–24MAY19 and a PA table with VE will be held 18MAY-19MAY. PLB stickers and NOAH registration for those that expired. USCG has switched this and BM2 Leonard sends us the message that all PLB need to be renewed and all have expired. Get with NOAH and get them renewed. You cannot go on patrol without the 538 Form and proper gear. DCDR Burrell – I will have more information on the PLB gear after the coming meeting this Saturday and I will send this out to you. Be sure you get the replacement batteries. Shore Station is now responsible for this.. We will have a table and USCG Shore Station will supply a display patrol craft.
- SO-PB – Office is Vacated – No Report
- SO-PE – Bill McDonald – As Submitted – Our Public Education classes are finished and I would like to thank everyone. There will be one more boating class this year on 18MAY19 at USCG Shore Station taught by FC 20-11 Rick Lane. Saturday training will be offered this weekend in Port Huron and is required before using equipment. You must have a State of Michigan Certified Boating Certificate.
- SO-PV – Donald Ledwith – Absent - As Submitted – I will be sending the assignments out. This has been taken over to better cover the territory each FSO-PV officer serves. There are so many Program Visitors and no list of customers or

list of coordination of effort. Because we serve areas from Detroit to Port Huron with no geographic coordination a new system is in process. So a map with push pins and assignments is being created. I will confirm this with IPDCDR Chris Stevens to support changes. Part 1 and 2 have been sent and Part 3 will implement this system. So start your PV activity and we will be reporting and visiting by the list so get the new information out.

- SO-SR – David Fleming – Please make your reports understandable. Remember we are bringing in new members and it will not help them if they do not have a clue what you are talking about. Joining AUX is hard because of the two or three years of “catch up” that has to be done to understand what is going on.
- SO-VE – Ron Smith – VE stickers are needed and forms also but you have to report your VE to get them. Send in your Vessel Examiner paperwork and reports! Nothing Else!
- Aviation Liaison – Lee Peddie - No Report except that OPS is coming in Lake Erie.
- PPE Coordinator – Office is Vacated – No Report
- Division Vice Commander’s Report – VCDR – Absent Excused – As Submitted - If you want to bring someone on base and they do not have ID I can get you on base. So if your ID Card is expired e-mail me! I can get you on but you need to be here from 18:15 to 18:20 hrs before the meeting time and I will not wait. D-TRAIN was fantastic this year with new activities and the food was great. I enjoyed Retired Commander Capt. Select Heart who was a rough man with military language who knew how to give leadership from the stuff he learned in the Marine Corps. He received three Purple Hearts for battle wounds and reminded us that the teaching responsibility we have is not going away. So get to know more about the AUX and teach the newer people.
- Committee Reports – DCDR – Fellowship Report – DCDR Bob Burrell - the “Vice Nite” at Motor City Casino last week went well and we had a good dinner. There were also some winners. Nineteen people attended and two potential new members. Also for our planned “Meet and Greet” picnic - planned for 15 June 19, the city of St. Clair Shores gave us the use of Blossom Heath Park for free to the USCG AUX and USCG for the party. Beer is allowed but we will be cooking “off site.” At noon on Friday we will be pulling the pork and cabbage and cooking the beans etc. which will be at the Elks Club in Royal Oak, MI. Bob will help as will Rick Lane. Saturday one van will transport everything to the park and we will clean up afterwards. IPDCDR Chris Stevens has been promoting the picnic at Sector Detroit. Also Port Huron is invited. Please RSVP by June 8<sup>th</sup> so we can get the head count.
- Presentation Of Awards - This report is done quarterly now

- Old Business – None
- New Business – FC 20-10 Bill Dyda – USCG and AUX “Meet and Greet”  
Committee has constructed a preliminary “flyer” as follows. United States Coast Guard & Coast Guard Auxiliary “MEET AND GREET” Sponsored by Division 20 Coast Guard Auxiliary. When: Saturday, June 15<sup>th</sup> 2019. Where: Blossom Heath Park, 9 ½ Mile Rd and Jefferson Ave. Time: 1100-1500 hrs. A time to meet and greet Active Duty, Reserves, and Auxiliary in the Detroit AOR. A luncheon will be provided of Pulled Pork, Cole Slaw, Potato Salad, Baked Beans, and Cookies. BYOB also Please e-mail total number of people attending from your unit or Flotilla to FC Bill Dyda at jbdyda@hotmail.com by June 8, 2019.
- TCT a few have not taken it and it is going to be given again. “Risk Management” can be taken on-line so you can get underway. Also the TCT Class options are gone. The TCT refresher is taught every year and it was only offered at D-TRAIN. Only one Active Duty can teach it and we are talking about reforming the training to make it shorter. USCG Rob Zamora will reactivate a duty facilitator to add instructor facilitators. Next week the DSX office must sign off to allow AUX to teach it.
- Also there are new forms which USCG Station Shores is using for all Active Duty. This is a new “Risk Management” process and it is fairly easy to use and Coxswains need this.
- The “Change of Watch” ceremony needs to be set up with selection of dates etc. We need volunteers for the “Change of Watch” Committee. Last year was done by Nancy and Patti who did an excellent job. The venue must be booked early and I think she already did it. Last year Bob and Jerry prepared the tables. The cake was ordered from Kroger and Charlie Reagan picked it up. A flyer was made up for the “Change of Watch” and I will approach Patti to see if she will do it again. DCDR Bob Burrell – Check with Patti for the date, one person wanted the afternoon not the evening. Chris and Paul will help with name tags and seating charts. We had flower centers for each table and invitations for the VIP's. Individual awards were made up. Karen Rochan and Mike Minski made the plaques and we had a band the year before which Patti paid \$200 for. Awards, printed certificates talk to Karen and see what she did last year. We need a committee for Patti to oversee and an awards committee. It would be nice if a couple of people would do this instead. SO-FN Dave Schmidt, SO-CS Mike Blake, and IPDCDR Chris Stevens are the Awards Committee with Mike as the Chair. SO-IS Joe Kennedy is to send them the info and they can figure it out to save money. All 1<sup>st</sup> place awards got a plaque and there was no place to hang them so we should continue with the awards certificates. FC 20-11 Rick Lane comments about AUX training with USCG active duty doing Security Training for Radiological Attack using S2 boats. They were not the MSRT but a security company titled “COUNTERTERRORISM OPERATIONS SUPPORT – MARITIME OPS –

FAILURE IS NOT AN OPTION” to train law enforcement detection and equipment. It was a very good operation and the coordinators were very happy about the results which occurred at Belle Isle MacArthur Bridge in the Detroit River.

- Coast Guard Guest Comments – DCDR – none
- Division Commander's Report – DCDR – Remember about the new member paperwork when we join up new members. Over time this has changed and the AUX Data is not updated so make sure the AUX Data is correct, this is important. Remember the “Public Affairs Initiative” and the desire we have to reward achievers. Also be sure to handle your e-mail correctly with proper salutations and etiquette. Also be sure to pick up the new Division 20 Staff Phone Directory tonight – All Div and FC and VFC need one.

This is the 4<sup>th</sup> month FC's of using “Go to meeting” so we don't always have big attendance. I remind you that it is important for the FC or VFC to attend Division meeting here! Questions come up the chain of command and are covered here at the meeting. All FC's should be familiar with the AUX Calendar and Flotilla Procedures Manual. You should know what your responsibilities are. Also I feel the “Go to meeting” session should be recorded and available not just the 4<sup>th</sup> Wednesday but through the entire month. Also remember the goals “Recruit” - “Retention” - “Reward” - go for these goals and if necessary make up the awards to keep your people achieving because this is our paycheck! - its Appreciation of Service! Jerry Smith D Capt notes that the “Go To Meeting” is crapping out and he is “on line” with the system now. DCDR Bob Burrell – The Risk Management position will come out after the 1<sup>st</sup> of the month. Without this training you cannot be a Staff Officer which creates a staffing problem. Until I hear differently from command and they realize the “hard line approach” will be a problem for the AUX. Right now there is “no answer” for sure and we cannot be pro-active about why we are not taking Risk Management. Statistically we are leading the nation with 92 percent compliance in 9CR. I am going to collect some more numbers from Joe Kennedy because right now we are “smoking the nation” on our completion rate. We are the largest division with the largest number of people. There are reasons why they will help us. FC 20-02 Paul Guinnane – The issue is “delay” with some on line classroom work. Some have their certificate which goes into AUX DATA. There are no excuses the Flotilla Commanders need to get involved and will know why one person in another division was ill and laid up for months. Those situations out there need a waiver by authority of the Commodore if necessary. Also some AUX are deployed with the USCG out of the area and can be waived. Its really up to her and we need to know the reason we cannot do this. Do they really want to loose staff offices? We are at the “redline” and need leadership. For the new crew mandate TCT Training Course is 4 hours and required. DCDR Bob Burrell – WE



have a new QE person who set out the new class with all the PQS done but now need to be qualified without the TCT Refresher and they cannot crew without the class. The OPS qualification is gone for her. I will check on all of this with the D CAPT. DCDR Burrell.

- District Bridge Comments – DCDR – USCG Shores Station always has a high degree of staff turnover. The ACU report says that OIC of Station Shores Sr Chief Ruh will be leaving. Without an AUX Lo we will have to train them how to work with us in AUX. - The TCT Class at D-Train was full and some are not showing up in Qualifications. Air Crew and Boat Crew did not take the 4 hr TCT and there is no way to correct this for duty this summer. Until BSX Office releases an instructor for this year. Be sure you have taken the “Risk Management” class. There are no exceptions to the requirement. Coming up at Sector are the ICS 300 and more classes which are designed for us to “back-fill” the USCG staffing. Commander Novak was impressed that everyone graduated. – I had a letter of thanks from USCG Chaplain Capt. Dewey for our attendance at the Old Mariners Church at the “Blessing of the Fleet” religious service this past month. - At Metropolitan Park in Harrison Township the new Director has a new venue for a Boat Training Event and there is a lot of good stuff on his agenda. We are looking at a class for new member academy. - Our Public Affairs Initiative is moving forward. - There is a beginning AUX program of voluntary service between USCG Cutters and AUX Station Support. They will need AUX for shipboard guard duty in port and underway “radio watch stander” service and ships cook. – We have made a huge difference with our people working at the USCG stations so remember we are welcome there.
- Comments by Guests – None IPDCDR Chris Stevens – Dan Collins received the Chief Petty Officer Award an excellent award, this went through Sector Detroit for review and forwarding to the Regional Office. Ten persons were recommended for the National Chief Petty Officer for the Chiefs Award. The paperwork started in April. Other news is that the USCG Cutter Bristol Bay is deploying navigational markers. AUX cooks are needed for the “Jobbynooner” and the fireworks “ride along.” A deck schedule will be forthcoming. A NSRC Counter Terrorism exercise was conducted with Homeland Security this last month and AUX was involved. 12JUN19 a mini VE blitz will be held at Bayview Yacht Club and is an opportunity to train new VE.
- Meeting Adjournment - Division Board - motion to conclude the meeting was made by FC 20-19 Tony Dzbanski and seconded by FC 20-03 Paul Guinnane – approved by vote of everybody at 19:45 hrs.
- Fellowship at Bentley’s Road House after Meeting

- Next Meeting - July 17th, 2019