

PROJECT NOTE NO. PN-0110-0001 CLE-C01-01F110-13-0001	PROJECT NO. 01-F110-YS
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CONFIRMATION OF:	CONFERENCE X	DATE HELD	9 November 1990
	TELECOM	DATE ISSUED	12 November 1990
	OTHER	RECORDED BY	Edward Rogan
SUBJECT		PLACE	NAVFACENGCOM - SWD
Kickoff/ISM Meeting CTO #0110 NAVSTA Long Beach			

PARTICIPANTS: (* DENOTES PART-TIME ATTENDANCE)

Bill Thornton/SWD
 Steve Cox/NSLB
 Ed Rogan/CH2M HILL, LAO
 Charles Gardiner/CH2M HILL, SFO

ACTION REQ'D. BY	ITEM
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Project Purpose and Background

Former Commanding Officer of the base had wanted to initiate community relations activities early because of increasing public attention and concern about industrial activities in the surrounding area. Former CO wanted to provide information to the community about the proactive environmental activities on the base. The initial plan was to complete a Community Relations Plan. After discussions with Bill Thornton, all agreed that the CRP is more appropriate after the completion of the Site Investigation. A Community Relations Brochure was identified as the appropriate preliminary activity.

The Naval Station has 6 IR sites that will be investigated. The adjacent Naval Shipyard has an additional 6 sites. The Naval Station and the Naval Shipyard are under separate commands and are therefore considered separate facilities. The Naval Station's Family Housing at San Pedro is also considered a separate facility.

Community Relations Brochure

Purpose - The purpose of the brochure is to communicate general information about the Installation Restoration Program and site specific information about the Naval Station IR sites and investigation plans. The brochure should clearly distinguish the separate facilities.

Message - The message is intended to be that the Navy is acting to address environmental issues in general and contamination problems specifically. An additional message is that the Naval Station IR sites are not currently believed to be a "significant" threat.



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Format - The brochure will be a four page, 8.5x11, color, newsletter format.

Audience - The target audience for the brochure will be Naval Station personnel, municipalities and elected officials, adjacent property owners, community leaders (neighborhood and community groups), environmental groups, business organizations. Since the Naval Station is located in an industrial area, there is not expected to be a residential community directly affected.

Distribution - The brochure will be mailed to the mailing list and made available at local repositories such as the commissary, daycare center, and local libraries.

Schedule

Meeting attendees agreed that a meeting with Naval Station Commanding Officer and Public Affairs Officer would be advantageous prior to the submittal of the Implementation Plan. Steve Cox would set up the meeting for November 15, 16, or 19.

CH2M HILL will examine the schedule and make recommendations for improvements. Government review of the brochure is expected to require three or four weeks.