

DEPARTMENT OF TOXIC SUBSTANCES CONTROL

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NAVSTA LONG BEACH
SSIC #5090.3

August 9, 1994

Mr. Mike Radacki
Southwest Division
Naval Facilities Engineering Command
Code 18
1220 Pacific Highway
San Diego, California 92132-5187

Dear Mike:

As we discussed in our recent phone conversation, I have some recommendations based on my observations of the July 19, 1994 Restoration Advisory Board Meeting (RAB) for the Long Beach Naval Complex (LBNC). I would like to discuss them at the next pre-RAB planning meeting scheduled for August 16th. As you know, it is my responsibility as the Public Participation Specialist (PPS) for the Department of Toxic Substances Control (DTSC) assigned to the LBNC project, to monitor the Restoration Advisory Board (RAB) and make recommendations to assist the Navy with the organization, planning, and function of the RAB. The Navy has been dedicated to a proactive public participation program during the Installation Restoration Program (IRP) and the RAB formation and implementation process at this facility. The following recommendations are intended to further enhance the Navy's public participation efforts:

ADMINISTRATIVE

Please have the meeting agenda and handouts on the table next to the sign-in-sheet. This will ensure that the general public as well as RAB members are informed of the purpose and conduct of the meeting. When there are several handouts, it is advisable to number them and include a table of contents on a cover sheet and staple the handouts together in a packet.

PLANNING

Please solicit agenda items from the RAB before ending the meeting. This will ensure RAB members have input regarding the function of the RAB. It will also allow time to research questions and plan presentations before the next meeting. A draft agenda should be sent out two weeks prior to the meeting to solicit comments and/or additional agenda items from RAB. This process was used successfully at other bases for Technical Review Committee (TRC) meetings and can be implemented for the RAB. The RAB might also want to consider forming an agenda committee to ensure community concerns are discussed at RAB meetings.

1994 AUG 12 AM 10:30



Mr. Mike Radacki
August 9, 1994
Page 2

DOCUMENT REVIEW

The LBNC has limited RAB membership. Therefore, several copies of documents can be made available for RAB members. Although it may be necessary to provide guidance to the RAB during the review process, it may assist RAB members if they could look the documents over prior to RAB meetings.

During the July 19th RAB meeting, there was a discussion regarding the formation of sub-committees and their function. Perhaps an outline of the how the Navy intends to work with sub-committees would clarify some of the issues raised at the last meeting. It should be explained to the RAB that comments will be accepted by RAB members and the public whether or not they are on a sub-committee and that the RAB does not need to reach a consensus.

MEETING FACILITATOR

I suggest using a facilitator during the question and answer period of the RAB. It can be the co-chairs or a member of the RAB who volunteers to facilitate. Several RAB members listed facilitation skills on their applications. Perhaps they would be willing to facilitate RAB meetings. To ensure that RAB members have their questions answered, whoever is responding to the question should repeat the questions. This technique is often used by professional facilitators to avoid misunderstandings during the question and answer session of meetings.

At the last pre-RAB planning session on July 12th, I was informed that the Navy has closed two information repositories for this project. The repositories were located in San Pedro and Wilmington. As I stated during the meeting, a letter should be sent to the entire project mailing list informing the public that the repositories have been closed. Also, the Community Relations Plan (CRP) needs to be updated to include this information. The CRP revision should also include information pertaining to the transition of the TRC to a RAB.

This concludes my comments. As stated above they are intended to assist with the Navy's public participation program at the LBNC. Please contact me at (310) 590-4949 if you have any comments or concerns regarding my recommendations. I look forward to working with you on this project.

Sincerely,



Claire Best
Public Participation Specialist
Office of Military Facilities

cc: See next page.

Mr. Mike Radacki
August 9, 1994
Page 3

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