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RESTORATION ADVISORY BOARD MEETING AGENDA 13 OCTOBER 1994 NAS CECIL
FIELD FL
10/13/1994
RESTORATION ADVISORY BOARD

Agenda
Restoration Advisory Board Meeting
Saratoga Room, Bachelors Officers Quarters
NAS Cecil Field
7 p.m., Thursday, October 13, 1994

Welcome

CDR Mackin

Overview of the RAB

CDR Mackin

- Role of the RAB in the environmental cleanup process
- Responsibilities of RAB members

Introduction of RAB Members

Group

- Base Cleanup Team, regulators
- Community members

Proposed Orientation for RAB Members

CDR Mackin

Initial RAB Activities

CDR Mackin

- Establish location and frequency of meetings
 - Develop charter
 - Orientation
 - Select community co-chair
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Meeting Plan
Restoration Advisory Board Meeting
Saratoga Room, Bachelors Officers Quarters
NAS Cecil Field
7 p.m., Thursday, October 13, 1994

Agenda Item	Talking Points	Handouts	Presenter
Welcome	<ul style="list-style-type: none"> ● Welcome to RAB members ● Purpose of the Meeting ● CDR Mackin background and role as Navy Co-Chair 	Agenda	CDR Mackin
Overview of the RAB	<ul style="list-style-type: none"> ● Role of the RAB during property transfer, including issues which may be addressed by the RAB-- Environmental Baseline Survey, Interim Remedial Actions, long-term cleanup ● Responsibilities of RAB members <ul style="list-style-type: none"> --Navy representatives --Regulatory representatives --Community representatives 	Property Transfer Diagram RAB Job Descriptions	CDR Mackin
Introduction of RAB Members	<ul style="list-style-type: none"> ● Introductions <ul style="list-style-type: none"> --Base Cleanup Team --Navy representatives --Regulatory representatives --Community representatives 	RAB Membership List	Group

Proposed Orientation for RAB Members	<ul style="list-style-type: none"> ● Purpose of the orientation is to --make RAB members comfortable with the topics to be addressed by the RAB, --to give RAB members the foundation they need to provide input into the program ● Orientation should be tailored to meet the needs of the group. Proposed orientation can take place now or later, be expanded or changed to address specific topics of interest. 	Outline of Proposed Orientation	CDR Mackin
Initial RAB Activities	<ul style="list-style-type: none"> ● Determine meeting times and locations of the next and future RAB meetings ● Develop the RAB charter --Charter includes the mission statement and operating procedures for the RAB. ● Orientation ● Selection of Community Co-Chair 	RAB Charter	CDR Mackin
Conclusion/Q&A			

**RESTORATION ADVISORY BOARD
PROPOSED ORIENTATION
NAS CECIL FIELD**

Session	Topics/Activities	Training/ Presentation Materials	Session Speaker
1	<p>The RAB</p> <ul style="list-style-type: none"> ● Establishing a RAB Mission Statement--including RAB scope, identifying shared goals and objectives ● Establishing RAB Membership Policies ● Developing Operating Procedures and Ground Rules--including frequency and protocol of meetings, process for review and comment, announcements of meetings, procedures for public participation and response to their questions and comments at RAB meetings ● Administrative Tasks of the RAB/Installation Support ● Creating Agendas for RAB Meetings 	<p>Mission Statement Worksheet</p> <p>Proposed Membership Policies</p> <p>Proposed Operating Procedures and Ground Rules</p> <p>Support List</p> <p>Agenda Worksheet</p>	<p>Facilitator</p> <p>Facilitator</p> <p>Facilitator</p> <p>Navy Co-Chair</p> <p>To Be Determined</p>

2	<p>Regulatory Background</p> <ul style="list-style-type: none"> • Who's Who--including introductions and biographical background • Role of government agencies, including the U.S. Environmental Protection Agency, the Florida Department of Environmental Protection and local government • Applicable laws and regulations--including CERCLA and SARA • Community Relations Requirements for NPL Installations 	<p>Contact list and Biographical Summary of RAB members</p> <p>Fact Sheet Outlining Role of Government Regulators</p> <p>Fact Sheet Summarizing Laws and Regulations/ Glossary</p>	<p>To Be Determined</p> <p>To Be Determined</p> <p>To Be Determined</p> <p>To Be Determined</p>
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3	<p>Installation Mission and Site Tours</p> <ul style="list-style-type: none"> ● Military Mission and Operations ● Windshield Tour of the Facility and Discussion of Sites—including history, suspected contamination and work to date ● Familiarization with the Information Repository ● Effects of Base Closure on Operations ● Effects of Base Closure on Environmental Cleanup--BRAC Cleanup Team, Property Transfer Process 	Maps and Site Summaries	<p>To Be Determined</p>
As needed	<p>Continued Training</p> <p>Additional training on specific environmental topics will be scheduled to coincide with presentation of those issues to the RAB. Other topics could include:</p> <ul style="list-style-type: none"> ● Team Building ● Risk Communications ● Remedial Technologies 		

Responsibilities of the Navy Co-Chair

The Navy Co-Chair is selected by the commanding officer of the air station. The Navy and community co-chairs are equals, jointly leading the RAB and ensuring that appropriate issues are raised and discussed. The Navy Co-chair's responsibilities range from administration to advocacy, including:

- Coordinate with the Community Co-Chair to prepare and distribute an agenda prior to each RAB meeting
- Ensure that the installation participates in an open and constructive manner
- Ensure that the RAB has the opportunity to provide input into the decision process
- Ensure that community issues and concerns related to cleanup are brought to the table
- Provide draft documents in a timely manner to the RAB for review and ensure that these documents are made available to the public
- Refer non-cleanup issues to appropriate installation officials for resolution
- Report back to the installation
- Ensure that administrative support to the RAB is provided

Responsibilities of the Community Co-Chair

The Community Co-Chair is selected by the community members on the RAB. The Navy and community co-chairs are equals, jointly leading the RAB and ensuring that appropriate issues are raised and discussed. The Community Co-chair's responsibilities range from administration to advocacy, including:

- Coordinate with the Navy Co-Chair to prepare and distribute an agenda prior to each RAB meeting
- Ensure that community members participate in an open and constructive manner
- Ensure that the RAB has the opportunity to provide input into the decision making process
- Ensure that community issues and concerns related to cleanup are brought to the table
- Serve as a focal point for community outreach and report back to the community as a whole

Responsibilities of Community Members

- Attend RAB meetings
- Advise and comment on cleanup issues to government decision makers
- Report back to the organization or community they represent
- Serve as a conduit for information flow to and from the community. The RAB community members have responsibilities to the interest groups they represent and to the community as a whole.
- Review and provide comments on documents
- Serve in a voluntary capacity

Responsibilities of State and Federal RAB Members

- Attend RAB meetings
- Serve as an information referral and resource for cleanup issues
- Review and provide comments on documents
- Ensure that state/federal environmental standards and regulatory issues are identified and addressed
- Facilitate resolution of environmental issues and constraints
- Assist in the education and training of RAB members

RESTORATION ADVISORY BOARD CHARTER

RAB charters are prepared by the RAB members to provide a framework for the work of the RAB. The charter typically includes a mission statement and operating procedures. As issues arise in the functioning of the RAB, the charter is a written document which can be consulted to clarify issues.

The RAB Mission Statement

- Outlines the breadth and scope of RAB activities
- Provides an ideal forum in which to define and document the shared goals of RAB members

The RAB Operating Procedures

- Establishes membership policies, such as:
 - length of service
 - procedures for the addition, replacement and termination of membership
- Outlines RAB operating principles, such as:
 - the frequency and protocol of meetings
 - the process for public review and comment
 - announcements of meetings
 - procedures for public participation and response to their questions and comments at RAB meetings