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RESTORATION ADVISORY BOARD (RAB) MEETING MINUTES AND AGENDA 22 MARCH
1995 NAS JACKSONVILLE FL
3/22/1995
RESTORATION ADVISORY BOARD

**Restoration Advisory Board
NAS Jacksonville
Meeting Minutes
Wednesday, March 22, 1995**

The first regularly scheduled meeting of NAS Jacksonville's Restoration Advisory Board (RAB) was held at 7 p.m. on Wednesday, March 22, 1995. The following RAB members were present:

Diane Lancaster, Navy Co-Chair
Henry Anner
John Barnard
Martha Berry (EPA)
Bob Brody
Lyn Sidcum Brody
David Freas
Kevin Gartland
Dana Gaskins
Phyllis D. Hunter
Jerry Hyde
Margo Latham
Curtis McLemore
Edward Najmola
Peter Redfern
Jesse Tremaine
Mark Turnbull
Jerry Young

Support personnel present:

Jane Jordan, Facilitator, Funding Resources Inc.
Fred Milton, Environmental Public Affairs Officer, NAS Jacksonville
Laura Morey, St. John & Partners Advertising & Public Relations
Diane Provasi, St. John & Partners Advertising & Public Relations

Diane Lancaster, the RAB Navy Co-Chair, welcomed the new RAB members and gave an overview of the role of the RAB and the responsibilities of the Navy Co-Chair and Community Co-Chair positions.

Role of the RAB:

The role of the RAB is mandated by the Department of Defense (DOD) guidelines. The purpose of the RAB is to involve the community early in the installation restoration process so that cleanup will remain on schedule. RAB members have a responsibility to share the information they receive at RAB meeting with other members of the community, solicit their input and bring that input back to the RAB for consideration.

The Navy co-chair is selected by the commanding officer of the air station. 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 appropriate issues are raised and discussed during RAB meetings. Details of each chairs' responsibility are outlined in the RAB notebook.

Introduction of the Facilitator

Diane Lancaster introduced Jane Jordan of Funding Resources as the RAB facilitator. The facilitator will be present for the first two meetings to help RAB members develop consensus building techniques.

Jane provided background information about herself, and then asked each of the members to introduce themselves and to share a personal item that only friends might know.

RAB Member Expectations

Members were asked to share what their expectations were of the RAB. Those thoughts included:

Wants the community as a whole to be satisfied with the cleanup effort by the Navy. Feels that Jacksonville is a responsible community, making major effort to take care of the environment. Is appalled by the "laziness" of other communities across the country.
-- Margo Latham, RAB Community Member

Feels that the RAB is responsible for making sure that the Navy is making an effort. Wants to "build a better mousetrap." Feels the RAB will help to get the cleanup rolling at a quicker pace. -- Henry Anner, RAB Community Member

Keep the Timuquana Club up-to-date on the restorations. -- John Barnard, RAB Member

Act as a teacher within the community and make contact with those who deal with environmental issues. Wants to expand his own network of contacts. -- Bob Brody, RAB Member/St. Johns River Water Management District

Wants to see past engineering practices (mistakes) corrected for future. -- Jerry Young, RAB Member/City of Jacksonville

Quicker, cheaper and better cleanups. -- Diane Lancaster, Navy Co-Chair

Keep things open to the community; public accountability with open agendas. -- Peter Redfern, RAB Member/ABB Environmental Services

Wants honest, open feedback from the community on the cleanup. Wants to cut down on the "lingo," as well as wants community to ask for explanations if they don't understand the "lingo." Wants to help people come to a consensus. -- Kevin Gartland, RAB Member/NAS Jacksonville

Facilitate communication to secure public support. -- Lyn Sidcum Brody, RAB Member/St. Johns River Water Management Division

Educate the public about the limitations of the engineers and the base. Keep the public informed and entertain innovative ideas for the cleanup process. -- Jesse Tremaine, RAB Member/ABB Environmental Services

Facilitate openness and ideas from the community. -- Phyllis Hunter, RAB Community Member

Jane Jordan distributed several handout, including the seven keys to successful collaboration: 1) A shared mission; 2) goals and objectives; 3) committed leadership; 4) structure; 5) diversity; 6) inclusion; 7) accountability.

Jane reviewed the definition of an advisory board and the responsibilities of an advisory board member. An advisory board is a voluntary group of individuals who were recruited to advise or support an organization. Their advocacy is considered crucial to the success of the organization and will enable the organization to carry out its mission more effectively and with greater community involvement.

The group took a 10 minute break. Upon regrouping, Jane Jordan asked the participants how they heard about the RAB opportunity. Members noted the advertisement in the *Florida Times-Union* and direct mail letters.

The group reviewed the orientation plan.

The group then discussed the next RAB meeting date and location. They determined the meeting will be Tuesday, April 18, 7 p.m. at the Base Religious Education Center (same location for this meeting). The group then discussed regular meeting dates of the second Tuesday of every month, with Thursday as an alternate for holidays.

Diane Lancaster reminded the group they needed to schedule the date of the windshield tour. They agreed to discuss possible dates during the next meeting. Diane also explained that the first public RAB meeting will be in June.

Jane Jordan explained the concept of a charter. Members were asked to think about what the charter should be for the RAB; to be determined at the next meeting.

Diane Lancaster gave her office number for those who need to contact her: 904/772-2717, ext. 119.

Laura Morey provided her office number for updates on RAB member bios: 904/281-2500, ext. 140.

Meeting adjourned at 9 p.m.

Agenda
Restoration Advisory Board Meeting
Religious Education Center, NAS Jacksonville
7 p. m. - 9 p. m.
Wednesday, March 22, 1995

Welcome	Diane Lancaster Navy Co-Chair
Overview of the RAB	Diane Lancaster
<ul style="list-style-type: none">• Role of the RAB in the Environmental Cleanup Process• Responsibilities of RAB members	
Introduction of the Facilitator	Diane Lancaster
Review of Balance of Meeting	Jane Jordan Facilitator
<ul style="list-style-type: none">• Purpose and Goals• Overview of Schedule of Future Meetings	
Introduction of RAB Members	Jordan, Group
<ul style="list-style-type: none">• Navy Co-Chair• Base Clean-up Team, Regulators• Community Members	
Team Building - "Meeting Expectations"	Jordan, Group
Initial RAB Activities	Jordan, Lancaster
<ul style="list-style-type: none">• Establish location and frequency of meetings• Orientation Plan• Selection Process for Community Co-Chair• Charter development process	
Questions and Discussion	Lancaster, Jordan and Group
Conclusion	Lancaster

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 the 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

March (con't)	Initial RAB Activities		
	• Establish location and frequency of meetings	None	Facilitator
	• Review of Orientation Plan	Orientation Plan	Facilitator
	• Selection Process for Community Co-Chair	Sample Ballot	Facilitator
	• Charter Development Process	Notes on "How to Develop a Charter," including sample Charters from other installations	Facilitator
	• Windshield Tour Schedule	Pass around sign-up sheet	Navy Co-Chair
	• Information Repository -- Charles D. Webb Wesconnett Branch of Jacksonville Public Libraries	Information Repository	Navy Co-Chair
• Opening RAB meetings to public (June)	None	Navy Co-Chair	

<p>April</p>	<p>Ice Breaker: Brief Team Building Activity</p> <p>RAB Review</p> <ul style="list-style-type: none"> ● Role of the RAB in the Environmental Cleanup Process ● Responsibilities of RAB Members ● Nominations for Community Co-Chair and Alternate 	<p>Refer to handouts on RAB Responsibilities</p>	<p>Facilitator</p> <p>Facilitator</p>
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<p>April (con't)</p>	<p>Establishing a Charter</p> <ul style="list-style-type: none"> ● Establish a RAB Mission Statement--including RAB scope, identifying shared goals and objectives ● Establish RAB Membership Policies ● Develop 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 public questions and comments at RAB meetings ● Administrative Tasks of the RAB/Installation Support ● Creating Agendas for RAB Meetings 	<p>Charter Handouts</p>	<p>Facilitator</p>
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<p>May</p>	<p>Select Community Co- Chair and Alternate</p> <ul style="list-style-type: none"> • Candidates give 2 -3 minute speech <p>Present Charter developed by subcommittee</p> <ul style="list-style-type: none"> • Subcommittee presents, membership votes to adopt with a 2/3 vote <p>Installation Restoration Program Training</p> <ul style="list-style-type: none"> • Introduction and background of BCT • Role of government agencies (U. S. Environmental Protection Agency, Florida Department of Environmental Protection, local government) • The Cleanup Process • Site and Investigations • Interim Remedial Actions • Operable Units 	<p>Ballots</p> <p>Revised Charter</p> <p>Cleanup process flowchart</p> <p>Site Management Plan</p> <p>Map</p>	<p>Navy Co-Chair</p> <p>RAB Subcommittee</p> <p>Base Cleanup Team</p>
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Future Meetings	<p>RAB members will propose agenda items upon completion of orientation. 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">● Risk Communications● Remedial Technologies● Groundwater Hydrology		
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THE INFORMATION REPOSITORY AND ADMINISTRATIVE RECORD

NAS CECIL FIELD INSTALLATION RESTORATION PROGRAM

INTRODUCTION

The **Information Repository** and **Administrative Record** are files of documents which are provided for public access. Both the IR and AR can be viewed at the Charles D. Webb Wesconnett Branch of the Jacksonville Public Library.

THE INFORMATION REPOSITORY

The Information Repository contains site information, reports created to support the Installation Restoration (IR) Program, and general information on the IR Program.

A list of the materials currently located in the NAS Cecil Field Information Repository is provided on the back of this page.

Please note that the Information Repository is referred to as the **IR**, not to be confused with the **IR Program**

THE ADMINISTRATIVE RECORD

The Administrative Record (AR) is a specialized file of information that is part of the Information Repository. The AR contains correspondence, report, and other documents that lead to a cleanup decision at a particular site.

The AR serves two purposes: (1) to provide an opportunity for the public to review documents and provide input on cleanup decisions; and (2) if the cleanup approach is ever challenged in a court of law, the AR serves as the basis for judicial review.

After a decision is reached for a site, the AR file for that site is closed. The AR for NAS Cecil Field has been filed in a three-ring binder within the IR.

Jacksonville Public Library
Charles D. Webb Wesconnett Branch
6887 103rd Street
Jacksonville, Florida 32210
(904) 778-7305

Hours of Operation:

Monday through Wednesday
10AM - 9PM

Thursday through Saturday
10AM - 6PM

The library is also opened from 1-5PM on Sundays except on holiday weekends, during the Christmas Holidays, and during the summer months.

Photocopies can be made at the library for 10 cents per page.



"I know that you
believe you understand
what you think I said,
but . . .

I am not sure you realize that
what you heard is not what
I meant."

CONSENSUS BUILDING

GENERALLY THERE ARE 5 WAYS TO HANDLE COMMUNITY ISSUES:

1. **DO IT YOURSELF**—this response is effective as long as no other group in the community has another idea about how the problem should be handled.
2. **STAKE OUT A POSITION**—here groups or organizations are asked where they stand on an issue. Decisions are difficult to change and staking out a position promotes competition among groups and can eventually polarize a community.
3. **SET UP A COMMITTEE**—we're all used to this approach. While most committees have good intentions, membership is often limited to people who are comfortable with one another. Parties who might make others uncomfortable are not included which often results in limited support from the broader community and, at worst, generates conflict.
4. **CONSULT AND DECIDE**—sometimes we decide to consult with all major interest groups before making a decision. We approach each group separately, find out the concerns of each group, and seek suggestions for ways to address the issue before making a decision about how to proceed. Initially citizens are pleased. Then much to our surprise, the elegantly crafted solution is rejected by everyone, not because the solution is inherently unreasonable, but because the citizens did not have the benefit of hearing what other groups needed and did not participate directly in developing the solution.
5. **BRING GROUPS TOGETHER TO REACH A CONSENSUS**—in a consensus program parties work together to identify issues, to educate each other about their respective concerns, to generate options and then to reach agreements that all sides can accept. This does not mean that all sides will be equally enthusiastic about a solution; rather, parties will recognize that it is the best solution available.

CHARACTERISTICS OF A CONSENSUS PROGRAM

PARTICIPATION IS INCLUSIVE

PARTIES ARE RESPONSIBLE FOR THE SUCCESS OF THE PROGRAM

PEOPLE ARE KEPT INFORMED

A COMMON DEFINITION OF THE PROBLEM IS USED

PARTIES EDUCATE EACH OTHER

DECISIONS ARE MADE BY CONSENSUS—generally groups do not vote—voting creates winners and losers.

CONSENSUS DIFFERS FROM VOTING WHERE MAJORITY RULES

"We are caught in
an inescapable network of mutuality,
tied in a single garment of destiny.

Whatever affects one directly,
affects all indirectly."

---Martin Luther King

"There are no problems --
only opportunities
to be creative."

---Dory Roettger,
Author

"Aerodynamically,
the bumble bee shouldn't
be able to fly.

But the bumble bee doesn't know it,
so it goes on flying anyway."

---Mary Kay Ash

Collaboration is. . .

working together

to accomplish

together

what we cannot do alone.

Collaboration requires. . .

a commitment to participate,

shared decision-making,

the ability to listen,

the understanding that we are all individuals.

Definition of an Advisory Board

An advisory board is:

- ◆ a voluntary group of individuals
- ◆ recruited to advise or support,
- ◆ whose advocacy is considered crucial to success,
- ◆ enabling the organization to carry out its mission more effectively and with greater community involvement.

Definition of an Advisory Board Member

A willing volunteer who:

1. Is clear about the purpose, role and scope of the Board
2. Feels a commitment to the mission
3. Knows what is expected of Board members
4. Is prepared to meet those expectations
5. Expects and gets the support needed to do a good job
6. Regularly asks the question, "How are we doing?"
7. Is a valuable and valued member of the team

Seven Keys to Successful Collaboration

1. Shared mission
2. Goals and objectives
3. Committed leadership
4. Structure
5. Diversity
6. Inclusion
7. Accountability

What is a Mission?

It is the ultimate reason for being.

A well-thought out and well-stated mission:

- ◆ Provides people with a sense of purpose
- ◆ Gives people a way to tell others what they do and why
- ◆ Is brief
- ◆ Grows out of a vision for the future

What Is a Charter?

A charter is a document setting forth the aims and principles of a united group.

The RAB charter will include:

- ◆ A statement of the RAB Advisory Board mission
- ◆ Operating Procedures and Membership Policies. . .for structure and process
- ◆ Administrative Tasks. . .for communication and accountability
- ◆ Meeting Agendas