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NSA PANAMA CITY  
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FINAL MINUTES FROM PARTNERING TEAM MEETING DATED 22 APRIL 2003 CSS  
PANAMA CITY FL  
4/22/2003  
TETRA TECH

Coastal System Station Panama City  
Tallahassee, FL  
Partnering Team Meeting Minutes  
April 22 and 23, 2003

**MEMBERS PRESENT:**

Dan Waddill	SOUTH DIV	Mike Clayton	CSS PC
Arturo McDonald	CSS PC - Leader	Pete Paznokas	ICLD - Facilitator
Gerry Walker	TtNUS	Jamie Pelt	TtNUS - Scribe
Tracie Vaught	FDEP	Rich May	Tier II
Phil McGinnis	SOUTH DIV	Pete Doa	USEPA - Timekeeper

**GUESTS:**

**1. Check-in/Opening Remarks/Resource Sharing/Announcements/Head Count and Proxies/Action Item & Parking Lot Review/Approve Minutes**

Dan asked Tracie about the RPM's freshwater sediments and guidance documents. What is Florida's position on it? Tracie suggested that they need to be used since they are available. The numbers are predominately unchanged from before, some do differ, but she could not recall which ones. She stressed that the numbers are for freshwater systems only and should be used as such.

The action items from the March 11, 2003 Teleconference were discussed. All items are now closed.

The March 11, 2003 teleconference meeting minutes were approved.

**Consensus 1:** Approval of the March 11, 2003 meeting minutes.

**2. Agenda Additions and Modifications**

- ❖ Agenda Item # 7 was reduced to 15 minutes.
- ❖ OU1 was deleted from the agenda. Dan said there is nothing new there. It was replaced with the CAMP/SCAP update.

**3. HSWA Permit Update**

Tracie has some questions: Do we need to have a statement of basis for the permit before it goes to the public meeting? Phil does not think so. Pete D. said no.

Did FDEP agree that the Coast Guard Station was not included in the Navy's CSS at the base? Phil has not heard anything. Arturo said that he did not know if John had agreed, however Doug has. Tracie replied that Doug is above John so if Doug approved it, it is ok. Arturo indicated that as far as he knows, it's not an issue.

Tracie asked about the progress of the permit. Arturo said that he has had some conference calls regarding the permit. One of the issues is the ammunition storage areas. There has been agreement that it will be a SWMU but the site has "no further action" status. Phil said they are preparing a response to the initial comments. Phil mentioned that Bill Fuller has left, Sue Stewart will be leaving soon and there has been a lot of turnover at the RAC. This delayed the process. They have not officially responded yet. Tracie asked about the current permit timeline. Mike said they should be able to meet the due date. They will keep prodding the legal side and will give them another call. The draft should be back by the end of this week, April 25, and they will then set up another conference call.

Tracie suggested calling John again and have Doug present if Tracie is not available. Phil suggested adding a couple of paragraphs to the RFI Addendum including the description of the ammunition SWMU and recommend no further action and also add some additional descriptions at the beginning in the executive summary. They will need to document that the ammunition area is an NFA. Phil said that the ammunition area was never officially a site before, there were certain areas of the facility that were never looked at, including the Coast Guard station and ammunition storage areas. Instead of a new RFA for these sites a revision was done instead. Tracie asked if Pete D. was ok with the narrative saying this, Pete D. said yes. Tracie asked why this was not discussed before the RFI Addendum got put together. Mike said because it was not a new SWMU, it did not get a SWMU number. It is an issue now because it is now added to the HSWA permit. Pete D. wanted to have it documented.

Tracie suggested that a description and some pictures of the site stating that "this is from the visual inspection" will need to be included in the RFI Addendum. Gerry pulled up the meeting minutes from that original site visit attended by the team and Joe Fuggitt of FDEP. The meeting minutes did not say specifically that the site was "no further action" but they did imply that it was not a concern. There was some concern that the meeting minutes might not be official enough. Tracie suggested referencing the meeting minutes in the RFI with some explanation.

Gerry pulled up an aerial of the ammunition storage area. Tracie did not think the aerial picture would help to build the case and that it should not be included. The team went into a brief history of the site. The previous EPA RPM noticed during her review of the RFI that the southern area containing the ammunition area was not included. Arturo may have an email from Liz explaining her concerns.

Dan asked if we will be able to get everything done by May 21, 2003. Tracie is available to review documents the 1<sup>st</sup> week and the last week of May. Phil will get it to Tracie by May 5, 2003. She should get it turned around fairly quickly.

**Action Item 1:** Mike and Arturo will take pictures of the ammunitions storage area by May 2<sup>nd</sup>, 2003 plus other sites.

**Action Item 2:** Gerry will send EPA's letter to the NAVY to Dan by April 24, 2003.

#### **4. SWMU 3 Risk Assessment Discussion**

Gerry showed the Team a short presentation.

##### **Summary:**

- Finalize the RFI Addendum and SWMU 3 Risk Analysis.
- Evaluate a revised approach and propose a revised conceptual model to the Partnering Team.
- Obtain regulatory approval of plan and implement during FY 2004.

Finalize existing SWMU 3 Risk Analysis:

- Regulators approval of Response to Comments
- Publish Final Document
- Use risk analysis as a tool to focus future phases of work to refine scope of monitoring program
- Complete a site visit for Partnering Team Risk Assessors
- Generalized Proposed Conceptual Model
- Re-evaluate current wetland system
- Use 6 step process for developing and implementing a monitoring plan
- Research and propose sediment screening...
- Evaluate other exit strategy criteria...
- Collect supplemental data to further refine conceptual site model

Dan mentioned that there are lingering ECO risk issues at SWMU 3 and there is no exit strategy. There was monitoring proposed in the RFI and CMS and it was approved and then rescinded. That is why they did what they did with the RFI Addendum. Dan will summarize the data that they have. The exit strategy will focus on the sediment chemistry instead of the bench marks.

Tracie mentioned that we cannot forget that the previous data is there.

Dan made a presentation and provided the Team with a handout.

### **Summary:**

- History: old burn and disposal area between 1953 to 1959.
- Constructed a wetland approximately 1983.
- The storm water discharge was re-routed from head of wetland in 2002.

Dan discussed a map of the SWMU 3 storm water area, which is approximately 30 acres. Storm water could be affecting SWMU 3, will need to look at it down the road.

- In the original 1996 RFI: there was a field investigation, phase 1, phase 2 and the RFI report was approved in 1996.
- RFI recommendations: CMS for SWMU 3 surface water.
- CMS in 1997: Dan discussed the sediment COC's, benzopyrene, lead, iron, zinc, and copper.
- CMS selected alternatives: shoreline sediment and wetland sediment.
- 2002 RFI Addendum: RFI Addendum required by USEPA, the approval of the RFI and CMS was rescinded in September 2000.
- 2002 Ecological Risk Analysis

Dan discussed the SWMU 3 sediment COC's on a map. The sample collected near the bay is much cleaner than the other two. They all survived better in 2002 than previously.

- Eco Risk Assessment: Media evaluated, soils not evaluated, Eco Screening for ECPCs
- COCs for terrestrial receptors (sand piper and Heron)
- Surface Water COCs – came up with 6 COCs
- Groundwater COCs
- Sediment COCs for aquatic receptors
- 1997 CMS – surface water, there were no CAOs developed, tidal influences are constantly changing
- 1997 CMS Cleanup Standards – no clean up standards for sediments.
- 1997 CMS Annual Sediment Monitoring to determine if concentrations are increasing over time.
- 2002 RFI Addendum (ERA) – did find some PCBs that were not found before.

The 6 step process puts a monitoring process in the DQO steps. It applies DQOs to a monitoring program. It is nothing new really, just a framework for thinking about a monitoring program. Tracie asked if the issues of SWMU 3 would be included in the RFI Addendum. Dan answered, yes, but in a general way, but the CMS Addendum will be a more specific path forward. The old CMS proposed a monitoring program, rather than continuing along that old recommendation. A monitoring plan makes more sense given what we know now.

Pete D. suggested instead of saying the next step is a CMS, continue with the RFI, since we are not there yet. They will then monitor to make sure the PCB level goes down or goes away.

Tracie and Pete D. suggested the Eco people going to the site without the Team, sometime soon. Gerry thought that it would be a one day Eco meeting. They will visit the site and talk about what is going to happen. If the Team is not there when they are there, they would not be able to discuss it. Gerry thinks that everyone needs to be at the site visit. Tracie said that as long as there are good meeting minutes being taken, everyone does not need to be there.

Dan suggested updating the Conceptual Site Model. They need to have the best current site model and data when they go out and look. The updated information needs to be given to the Eco people before they go on the site visit.

Would keeping the RFI open for SWMU 3 complicate the CAMP? The SWMUs would require all individual documents. Pete D. suggested waiting for the next Eco meeting to see what our next step will be. Gerry asked Pete D. if there is an option that SWMU 3 might be NFA after the RFI; or is the CMS the only option? Gerry wanted to know if the data indicated no risk concerns, could the site be an NFA, even though it is a landfill? Pete D. said yes, if there is no risk. Dan thought that if the contaminants do not propose a risk it could be an NFA.

Gerry does not think this will be an NFA. It is a landfill and it wasn't closed right, so the options are monitoring, removal, which won't happen, or LUC. Gerry sees the next step as going to the CMS addendum and evaluate the criteria. He does not see this dropping out as an NFA site. Pete D. feels it will go as NFA. Pete D. does not want it to go in the CMS because the Eco people might find a problem and they will then have to go back and do another CMS. That is the concern of Pete D.

Tracie asked that when writing the next addendum can we submit the entire RFI Addendum on one CD so that it is all in one place. Everyone is fine with that.

The existing RFI Addendum will stay as is, with a sentence saying they will continue to investigate SWMU 3. The next report will be the SWMU 3 RFI Addendum addressing all other concerns that we have for that site. A final CD with all RFI documents will be provided to the Team, and a Living CD format will be used.

Gerry asked how to address the Risk Analysis. Do we want to go final? He would prefer not to address the additional comments again, but to leave this as a draft. He does not see any benefit in finalizing this because there will be many changes. He asked the Team how they felt. Tracie suggested putting in a comment or some kind of paragraph addressing the unresolved comments. The Risk Assessment is draft and the response to comments has been completed. A decision was made that the documents would not go final. The RFI will go final but will include the Draft Risk Analysis, including the comments and response to comments, but will not be finalized.

The Team then reviewed the existing CAMP and updated it to include the changes to SWMU 3.

**Consensus #2:** The existing RFI Addendum will stay as is, with a sentence stating that the investigation will continue at SWMU 3. The next report will be a SWMU 3 RFI addendum addressing all other concerns that we have for that site. A final CD with all RFI documents will be provided to the Team, and we will use a Living CD format. A couple of paragraphs regarding the ammunition storage area will be added to the RFI Addendum.

**Consensus #3:** The RFI Addendum will include the Draft Risk Analysis and comments and response to comments, but a final Risk Analysis will not be completed.

**Consensus #4:** Approval of the Revised CAMP SWMU 3 dates.

## **5. Break**

## **6. Tier II Update - Rich May**

The next Tier II Meeting is June 10 and 11, 2003. The CSS PC presentation is at 1:30pm on June 10, 2003. Hotel rooms are already blocked out. The Team needs to call and make their own reservations.

Rich went over the specifics of the Tier II Meeting in Orlando. Mayport and CSS PC will be in the Tier II meeting room from 1:30pm – 4:30pm. Typically there is only one team present at a time, but since these are both RCRA bases, Tier II thought it would be good for sharing of ideas, questions, etc. There will be approximately 1 hour for each presentation and 15 minutes for questions.

When the Team discusses the presentation, Rich suggests using the NAS Whiting Field or NAS Pensacola format, they are very good. Items that need to be discussed during the presentation are progress to date, Team accomplishments and Schedule and CAMP, and define exit strategies or program end. Other items such as technical items, (SWMU 3) are also good. The Team should also discuss the base history, what has been done to date, etc.

## **7. Environmental Indicators/Air Quality**

Pete D. discussed that FDEP will be doing the EI. Tracie said that she will probably be doing it.

Dan asked about a date. If there was an update, we need to shoot for that. Pete D. said that this year's evaluation is already done, and that the evaluation is usually completed in September before the new fiscal year.

## **8. Contractors Update**

Gerry said they are proceeding on. The work plan was submitted to South Div. TtNUS is scheduled to go out next week and do DPT work at SWMU 10. They will be replacing the wells that were destroyed during the construction activities with micro wells. They will then take a week off. The following week they will be doing groundwater sampling at SWMU 3, SWMU 10, SWMU 9 and AOC 1. They will be collecting data to see what changes have occurred. They are on schedule, combining the DPT work with UST work that Paul Calligan is doing. This worked out really well and it will save money and time. Sampling will be complete in mid May. Giving 30 days for lab data, and 2 weeks to validate, by the beginning of July the results will be in.

The Team looked at some of the past Tier II presentations before the meeting close out.

## **9. 1<sup>st</sup> Day Meeting Closeout**

## **10. 2<sup>nd</sup> Day Check-In/Opening Remarks**

The Team had Check-In. There were no opening remarks.

## **11. Partnering Training – Pete P.**

The Training was on Public Speaking. Pete specifically chose this module because of the upcoming Tier II Presentation in June. There was a handout; it will be attached to the Draft Meeting Minutes.

### **Things to consider when planning and presenting a presentation:**

- ❖ Know your audience
- ❖ Identify the decision makers, influencers, supporters and detractors
  - The decision makers are the Navy and the Regulatory agencies
  - Rich did not think there were any detractors in Tier II
- ❖ Be able to connect with your audience
- ❖ What are you trying to present?
- ❖ Watch for verbal and non-verbal cues
- ❖ Who's your audience?
- ❖ What's the purpose of your group?

### **When Getting Started:**

- ❖ What's Your Topic?
- ❖ The Purpose – to inform and do a little teaching
- ❖ The Body – Main part of the presentation
- ❖ Capturing Your Audience – Introductory remarks, tell a story, a joke, lead in with a question, put a graphic on, topic, major points

- ❖ Transitions – moves you from one point or section to another, the last sentence leads to the next. Needs to be flowing
- ❖ When Almost Finished – restate major points, parting shots, final thoughts, charge the audience, directly relate to the introduction
- ❖ Punching up the Speech – include your audience if you can, language and style techniques (whatever your comfortable with)
- ❖ Verbal Communication – What you say and how you say it, the volume of your voice, talking too fast, if you use slang, make sure everyone understands it, be articulate
- ❖ The Body Speaks – eye contact, facial expressions, posture, hands, gestures, physical projection, appearance, don't point, use an open palm
- ❖ Seeing is believing – use visual aids to communicate complex information, add visual impact and save time.
- ❖ Visual Aid Types – Photographs, graphs, charts, diagrams, objects, models, video clips, computer graphics

**Questions: To Do or Not to Do** – clarification, further connect with your audience, reinforce major points, if you get a question, and you don't know the answer, don't be afraid to refer it to another member of your Team. If it's a yes or no question, answer it that way. Some reasons not to have questions – large audience, topic broad in scope, uncomfortable with the process. If you don't know the answer, be honest, restate the question, use short, concise direct answers, choose own questioners.

**Taming Stage Fright** - Stage fright is a normal reaction, most speakers have stage fright, and you are in control, use fear to your advantage

More suggestions from Rich:

- ❖ Get the presentation done ahead of time.
- ❖ Color handouts are good with two pictures to a page.
- ❖ 12 copies will be needed for the Tier II members.
- ❖ Designate a Team member to run the slide show.
- ❖ Run the remote control for the projector.

Rich suggested to the Team that if questions might throw you off during your presentation and you want to keep the presentation intact, just move through the slides, and go back to the slides later when questions begin. At the beginning, you may request that you would like for everyone to hold the questions until the end.

Rich explained the Goal of Tier II: to be enablers, to move the programs forward quickly and with quality, to listen and hear what the problems are and respond to them.

## 12. Break

## 13. Prepare Tier II Presentation

### I. INTRODUCTION

### TRACIE

1. Introduce everyone on the Team by pointing to the flow chart
2. Ground Rules – please hold questions until the end
3. Show slide with flow chart
4. Show picture of everyone on Team
5. What will be discussed in the presentation
6. Summary of topics
  - History
  - Sites
  - Facility Operations/Events
  - Accomplishments
  - Schedule (what we have done so far and the plans for the future)

## Challenges

**NOTE:** Tier II WANTS: PICTURES  
COOL FACILITY DETAILS  
SCHEDULE  
ACCOMPLISHMENTS  
CHALLENGES – at the base

### **II. BODY**

1. History of Base **ARTURO & MIKE**
  - a. mission of base
  - b. operations of base
  - c. partnering history
  - d. History of HSWA Permit
2. Sites **GERRY**
  - a. Historic Sites
  - b. Current Sites – HW Sites, Petroleum Sites
3. Facility Operations/Events **PHIL**
  - a. NEDU – Pictures: NEDU, EDF, ETPF, OSF
  - b. Petroleum Site (AOC2) with information about land issue (Boat House Photo)
  - c. Pictures of Helicopter and Landing Craft Air Cushion (LCAC)
4. Accomplishments **DAN**
  - a. Interim Cleanup (SWMU 9, SWMU 3, SWMU 2)
  - b. BioSlurp at AOC1
  - c. HSWA Permit
  - d. Re-establish Nature and Extent of Contamination (RFI)
  - e. Native American Issue
5. Schedule **PETE D.**
  - a. SCAP (RFI Addendum) /CAMP
  - b. Future Plans
  - c. Finalize RFI Addendum this year
  - d. CMS Addendum this year
  - e. SOB next year
6. Challenges **PETE D.**
  - a. LUC
  - b. Funding SWMU 2
  - c. Eco Risk at SWMU 3
  - d. Exit Strategy
  - e. Native American Issues
  - f. MILCON (Real Estate)
  - g. Environmental Indicators

### **III. CONCLUSION**

**TRACIE**

Each person should take about 7 minutes for each of the 6 sections.

The Team went to Dorothy B. Oven Park and took a group picture. The Team decided on MVC-004F.JPG

**Action Item 3:** The Team will send slides to Gerry for the Tier II Presentation by May 23, 2003.

**Action Item 4:** Gerry will send the Draft Presentation to the Team for approval by May 30, 2003.

**Action Item 5:** The Team will give their comments on the Draft Presentation to Gerry by June 5, 2003.

**Action Item 6:** Tracie and Arturo will check to see if they can track down Joe Fugitt's presentation.

**Action Item 7:** Partnering Team to invite respective Eco members to the August 2003 Partnering meeting to discuss SWMU3 Eco issues. Respond to Team with their results.

**14. 2<sup>nd</sup> Day Meeting Closeout/Review Action Items/next agenda+/-/consensus/facilitator evaluation**

There were seven new action items from this meeting. See updated list attached. The Team discussed the next upcoming meeting dates, times, and places:

❖ The June 2003 meeting will be held on June 9 and June 10, 2003, in Orlando, FL.

The June 2003 Tier II Meeting will be held on June 10, June 11 and 12, 2003 in Orlando. The CSS PC Partnering Team Presentation will be in the afternoon on June 10, 2003.

❖ The July 2003 meeting - TBD at a later date.

❖ The August 2003 meeting will be on August 27 and 28, 2003 in Panama City, FL.

❖ The date for the October 2003 meeting will be October 15 and 16, 2003.

❖ Teleconference in early December - TBD at a later date.

**Facilitator Evaluation**

Any facilitator comments can be sent to Phil.

Pete P. asked if the Team liked the way he did the Partnering Training. The Team would like to be involved in the Training. The Team would like him to continue to customize the training sessions.

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Good brainstorming  
Good questioning techniques  
Presenters were prepared  
Good Team support  
Good Team Dynamics  
Prep for presentation – 3 people took control  
Worked through the problems on the RFI finalization  
Nice weather  
Nice conference room  
Nice snacks  
Team maturing  
Trust/Communication

Difficult getting hotel rooms during legislature

**Action Items**  
**CSS Panama City Partnering Team**  
**Updated April 23, 2003**

Action Item No.	Responsible Party	Status	Due Date	Action Item
<b>Action Items from February 6, 2003 Meeting</b>				
03.02.01	Pete D.	Closed	2/13/03	Pete D. will follow up with Robert Morris before the February 20 <sup>th</sup> FDEP Meeting
03.02.02	Tracie	Closed	2/7/03	Tracie will talk to Hugo regarding comments on SWMU 3.
03.02.03	Arturo	Closed	2/18/03	The draft Memo is ready for the Panama City BOQ. Arturo will send the letter to the Team by Feb. 18 <sup>th</sup> , 2003-letter did not go out-it will be a case by case basis-when staying at the BOQ, a specific letter for that date, Arturo will draft.
03.02.04	Phil/Dan	Closed	3/7/03	Phil and Dan will send out the draft success story to the Team by March 7, 2003.
<b>Action Items from March 11, 2003 Meeting</b>				
03.03.01	Tracie	Closed	3/11/03	Tracie will contact Hugo Ochoa to see if he can attend the RFI Meeting. <b>He cannot attend.</b>
03.03.02	Dan	Closed	3/17/03	Dan will respond to RFI comments by March 17, 2003.
03.03.03	Gerry	Closed	3/17/03	TtNUS will send out response to comments on the Risk Assessment to the Team by March 17, 2003.
03.03.04	Gerry/Jamie	Closed	3/12/03	Jamie and Gerry will check on accommodations for the next partnering meeting.
03.03.05	Phil	Closed		Phil will check with Navy RA personnel to see if they can make the RA meeting. They could make it but they are not going to attend because Hugo could not make it.
03.03.06	Pete D.	Closed		Pete Doa will check with Linda George to see if she can make the RA meeting. She could make it but they are not going to attend because Hugo could not make it.
03.03.07	Gerry	Closed	3/13/03	Gerry will revise the CAMP and send to Arturo by March 12 <sup>th</sup> or 13th, 2003.
03.03.08	Arturo	Closed	3/13/03	Arturo will draft a letter and email to EPA and FDEP regarding the revised CAMP dates.
<b>Action Items from April 22 and 23, 2003 Meeting</b>				
03.04.01	Mike/Arturo	Working	5/2/03	Mike and Arturo will take pictures of the ammunitions storage area by May 2 <sup>nd</sup> , 2003 plus other sites.
03.04.02	Gerry	Working	4/24/03	Gerry will send EPA's letter to the NAVY to Dan by April 24, 2003.
03.04.03	The Team	Working	5/23/03	The Team will send slides to Gerry for the Tier II Presentation by May 23, 2003.
03.04.04	Gerry	Working	5/30/03	Gerry will send the Draft Presentation to the Team for approval by May 30, 2003.
03.04.05	The Team	Working	6/5/03	Team will give their comments on the Draft Presentation to Gerry by June 5, 2003.
03.04.06	Tracie/Arturo	Working		Tracie and Arturo will check to see if they can track down Joe Fugitt's Presentation.
03.04.07	The Team	Working		Partnering Team to invite respective Eco members to the August 2003 Partnering Meeting to discuss SWMU3 Eco issues. Respond to Team with their results.

**CSS Panama City Partnering Team Parking Lot  
Updated April 22, 2003**

<b>Parking Lot No.</b>	<b>Parking Lot Issue</b>
1	

There were no new parking lot issues.

**New Action Items**

1. Mike and Arturo will take pictures of the ammunitions storage area by May 2<sup>nd</sup>, 2003 plus other sites.
2. Gerry will send EPA's letter to the NAVY to Dan by April 24, 2003.
3. The Team will send slides to Gerry for the Tier II Presentation by May 23, 2003.
4. Gerry will send the Draft Presentation to the Team for approval by May 30, 2003.
5. Team will give their comments on the Draft Presentation to Gerry by June 5, 2003.
6. Tracie and Arturo will check to see if they can track down Joe Fugitt's Presentation.
7. Partnering Team to invite respective Eco members to the August 2003 Partnering Meeting to discuss SWMU3 Eco issues. Respond to Team with their results.

**Summary of Consensus Items**

1. Approval of March 2003 meeting minutes.
2. The existing RFI Addendum will stay as is, with a sentence saying to continue to investigate SWMU 3. The next report will be a SWMU 3 RFI addendum addressing all other concerns that we have for that site. A final CD with all RFI documents will be provided to the Team, and we will use a Living CD format. A couple of paragraphs regarding the ammunition storage area will be added to the RFI Addendum.
3. The RFI Addendum will include the Draft Risk Analysis and comments and response to comments, but a final Risk Analysis will not be completed.
4. Approval of the Revised CAMP SWMU 3 dates.

**Documents to be attached the Draft Meeting Minutes:**

1. Public Speaking Training
2. Updated CAMP

**DRAFT AGENDA  
CSS PANAMA CITY  
Orlando, FL  
June 9 and 10, 2003**

**Leader: Phil McGinnis  
Scribe: Jamie  
Timekeeper: Arturo McDonald**

 Item	Description	Presenter	Time	Category
1	Check-In/ Opening Remarks/ Resource Sharing/ Announcements/ Head Count and Proxies/ Guests/ Review Ground Rules/ Action Item & Parking Lot Review/ Approve minutes	Phil	1:00 – 1:30	Info
2	Agenda additions / modifications	Phil	1:30 – 1:45	Info
3	Partnering Training – Presentation Skills	Pete P.	1:45 – 2:45	
4	Tier II Presentation	All	2:45 – 4:30	Info
5	1 <sup>st</sup> Day Closeout – agenda modification and +/- list	Phil	4:30 – 4:45	Planning

 Item	Description	Presenter	Time	Category
6	2nd Day Check-In/Opening Remarks	Phil	8:30 – 8:45	Info
7	Contractor's Update	Gerry	8:45 – 9:00	Info
8	SWMU 3 Update	Dan	9:00 – 9:15	Required
9	Break	All	9:15 – 9:30	Refresh
10	HSWA Update	Tracie/Arturo	9:30 – 9:45	Required
11	CAMP/SCAP Update	Pete/Phil	9:45 – 10:15	Info
12	Meeting Closeout – review action items/next agenda/+/-/consensus/facilitator eval.	Phil	10:15 - 10:45	Required
13	Tier II Presentation Preparation	All	10:45 – 12:00	
14	Lunch	All	12:00 – 1:30	Refresh
15	Tier II Presentation	All	1:30 – 4:30	

# Public Speaking

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## Public Speaking

● In this module you will learn:

- parts of an effective speech,
- how to analyze your audience,
- to understand verbal and nonverbal cues,
- tips on visual aid usage,
- to handle questions, and
- to tame stage fright.

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## Know Your Audience

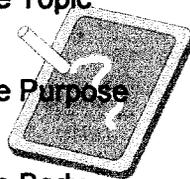
### Identify:

- Decision-makers
- Influencers
- Supporters
- Detractors

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## Getting Started

- The Topic
- The Purpose
- The Body



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## Transitions

- One-sentence literary device.
- Moves you from one point or section to another.

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## You Are Almost Finished

- Restate major points;
- Parting shots/final thoughts;
- Directly relate to the introduction; and
- Charge the audience.

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## The Body Speaks

- Eye contact
- Facial expression
- Posture
- Hands, gestures
- Physical projection
- Appearance

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## Seeing Is Believing

Use visual aids to:

- Communicate complex information.
- Add visual impact.
- Save time.

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## Questions: To do or NOT to Do

Reasons not to do:

- Large audience
- Uncomfortable with the process
- Topic broad in scope

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## Handling Questions

- Restate or paraphrase questions
- Be honest
- Short concise, direct answers
- Choose own questioners

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# Public Speaking Exercise 2

Let's Talk



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# Public Speaking Exercise 2 (continued)



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# Corrective Action Management Plan - Fiscal Year - 2003 - Rev. 4 (April 2003)

## CSS Panama City, Florida

Report Category	YEAR ONE	YEAR TWO	YEAR THREE	YEAR FOUR	YEAR FIVE	YEAR SIX	YEAR SEVEN
	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008
	(Oct01-Sep02)	(Oct02-Sep03)	(Oct03-Sep04)	(Oct04-Sep05)	(Oct05-Sep06)	(Oct06-Sep07)	(Oct07-Sep08)
<b>AOC 1</b>							
Draft RFI Addendum Final RFI Addendum Draft Corrective Measures Study Final Corrective Measures Study  Draft Statement of Basis Final Statement of Basis  Draft Corrective Measures Implementation Plan Final Corrective Measures Implementation Plan  Corrective Action	09-Oct-02	21-May-03 23-Sep-03	20-Jan-04  19-May-04 20-Sep-04	17-Mar-05 20-Aug-05	05-Nov-05		
<b>SWMU 2</b>							
Draft RFI Addendum Final RFI Addendum Draft Corrective Measures Study Final Corrective Measures Study  Draft Statement of Basis Final Statement of Basis  Draft Corrective Measures Implementation Plan Final Corrective Measures Implementation Plan  Corrective Action				14-Feb-05 13-Jun-05	15-Oct-05 15-Feb-06  15-Jun-06	14-Oct-06  13-Apr-07 14-Sep-07	26-Nov-07

# Corrective Action Management Plan - Fiscal Year - 2003 - Rev. 4 (April 2003)

## CSS Panama City, Florida

Report Category	YEAR ONE	YEAR TWO	YEAR THREE	YEAR FOUR	YEAR FIVE	YEAR SIX	YEAR SEVEN
	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008
	(Oct01-Sep02)	(Oct02-Sep03)	(Oct03-Sep04)	(Oct04-Sep05)	(Oct05-Sep06)	(Oct06-Sep07)	(Oct07-Sep08)
<b>SWMU 3</b>							
Draft RFI Addendum Final RFI Addendum Draft Corrective Measures Study Final Corrective Measures Study  Draft Statement of Basis Final Statement of Basis  Draft Corrective Measures Implementation Plan Final Corrective Measures Implementation Plan  Corrective Action	09-Oct-02		21-May-04 23-Sep-04	20-Jan-05  19-May-05 20-Sep-05	17-Mar-06 20-Aug-06	05-Nov-06	
<b>SWMU 9</b>							
Draft RFI Addendum Final RFI Addendum Draft Corrective Measures Study Final Corrective Measures Study  Draft Statement of Basis Final Statement of Basis  Draft Corrective Measures Implementation Plan Final Corrective Measures Implementation Plan  Corrective Action	09-Oct-02	21-May-03 23-Sep-03	20-Jan-04  19-May-04 20-Sep-04	17-Mar-05 20-Aug-05	05-Nov-05		

# Corrective Action Management Plan - Fiscal Year - 2003 - Rev. 4 (April 2003)

## CSS Panama City, Florida

Report Category	YEAR ONE	YEAR TWO	YEAR THREE	YEAR FOUR	YEAR FIVE	YEAR SIX	YEAR SEVEN
	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008
	(Oct01-Sep02)	(Oct02-Sep03)	(Oct03-Sep04)	(Oct04-Sep05)	(Oct05-Sep06)	(Oct06-Sep07)	(Oct07-Sep08)
<b>SWMU 10</b>							
Draft RFI Addendum	09-Oct-02						
Final RFI Addendum		21-May-03					
Draft Corrective Measures Study		23-Sep-03					
Final Corrective Measures Study			20-Jan-04				
Draft Statement of Basis			19-May-04				
Final Statement of Basis			20-Sep-04				
Draft Corrective Measures Implementation Plan				17-Mar-05			
Final Corrective Measures Implementation Plan				20-Aug-05			
Corrective Action					05-Nov-05		