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FINAL MINUTES FROM PARTNERING TEAM MEETING DATED 9 JUNE 2003 CSS PANAMA  
CITY FL  
6/9/2003  
TETRA TECH

Coastal System Station Panama City  
Partnering Team Meeting Minutes  
Orlando, FL  
June 9-11, 2003

**MEMBERS PRESENT:**

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

**GUESTS:**

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

The action items from the April 2003 Meeting were discussed. All items are now closed. Mike Clayton will not be attending the meeting. Arturo will act as proxy for Mike. The April 2003 meeting minutes were approved.

**Consensus 1:** Approval of the April 22 and 23, 2003 meeting minutes.

**Action Item 1:** The Team needs to provide Arturo with information on any guests that will be staying at the base and/or attending the meeting, by June 30<sup>th</sup>, 2003.

**Action Item 2:** Arturo will get clearance for entry and BOQ guests by July 31, 2003.

**2. Agenda Additions and Modifications**

There were no agenda additions or modifications

**3. Partnering Training - Presentation Skills - Pete P.**

What makes a successful presentation?

Remembering what was said  
Have to have good oral skills  
Have the knowledge on the subject you are presenting  
Have self knowledge  
Self Control

Needs to be:

Partnership rather than a Performance  
Linkage rather than Confrontation

Elements of a Presentation

The Speaker  
The Message  
The Audience  
The Situation  
The Channels

8 Steps to an Effective Presentation

- 1) Select and narrow the subject - Identify topics, keep the audience interest, consider the demands of the occasion, narrow the topic to a particular subtopic you can cover adequately in time
- 2) Determine Purposes - General Purpose and the specific purpose

- 3) Research - What you already know is not enough
- 4) Analyze the audience - Who are they? Why are they there? What do they expect? What do they want or need? What do they know? What don't they know?
- 5) Analyze yourself - organizational pattern, develop your ideas fully, research the topic, anticipate where your listeners may have trouble, keep your listeners in mind, practice, be true to your character
- 6) Develop the presentation, including AV aids - write an outline first, keep your objectives in mind, keep your audience in mind
- 7) Practice the presentation - do your homework, be selective about your visual aids and practice using them, integrate visual aids with your verbal message
- 8) Deliver the presentation - write to keep your audience's attention, keep it simple, body language, anxiety, using visual aids

Dan asked Rich what Tier II expects from the CSS Tier I presentation. Rich gave details as follows:

- When is closure; when will the base be NFA?
- Tier II will want to see the lay of the land of the Base.
- They will also want to know what the mission is, and potential problems.
- Also, if there are any problems with the Major Commands at the base.
- They will want to know the original size of the problem, how much of the problem has been solved, when will it be complete, the resources that are needed, and the money, people and time required.
- The possible threats on getting done as soon as possible.
- What are the potential problems in the future?

Tier II will ask for an exit strategy for the sites at CSS. There needs to be an individual action plan for the all of the sites. The Closure Strategy and the SCAP Report are the two things that will go hand in hand as we go forward. Make sure to: identify the attributes of where you are, what you've done and where you're going.

#### **4. Tier II Presentation**

The Team reviewed the presentation slides and did a dry run of the presentation.

#### **5. 1<sup>st</sup> Day Meeting Closeout**

#### **6. 2<sup>nd</sup> Day Check-In/Opening Remarks**

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

**Action Item 3:** Dan will prepare a rough outline of expectations and a Powerpoint presentation for the SWMU 3 Risk Assessment Meeting and will send to the Team by August 10, 2003.

**Action Item 4:** Tracie will follow up on the HSWA issue and will try to get resolution by June 13, 2003.

**Action Item 5:** Arturo will set up transportation for the September 2003 meeting site tour.

## **7. Contractor's Update - Gerry**

All filed work has been completed, TtNUS is waiting on the analytical data. Gerry will be producing for SOUTHDIV a notebook of all the field data. Gerry will send out the notebook next week. The Laboratory analysis should be done in a couple of weeks. Everything should be complete in five weeks.

Arturo asked about accessing the EGIS information. Gerry explained there are two ways to access it: through the IR Portal in which you do not need the ARC View reader, the 2<sup>nd</sup> way is to use the CD that TtNUS previously sent out to the Team. Dan indicated that the IR portal is not currently accessible.

Pete D. asked about the CMS. The Team reviewed the CAMP - the Draft CMS is due September 23, 2003.

## **8. SWMU 3 Update - Dan**

The meeting is finalized for September 10 and 11, 2003. The purpose of the meeting will be to look at SWMU 3 and talk about the kind of sampling that needs to be done and to move that site forward. There are issues with the stormwater. Tracie asked about possibly putting together a package to supply to the ECO people before the meeting. Dan suggests having a rough proposal of what the Team wants to do. The rough proposal will be sent out a month before the meeting.

## **9. HSWA Update - Tracie/Arturo**

Arturo asked Tracie if she can issue a corrective action on the permit? Arturo thought they could get an time extension for permit submittal, but he found out from Robbie Darby that it is not possible. Phil said that John Griffin told Robbie that the HSWA permit has to be issued this fiscal year, 2003. Tracie said that we need to wait and see what Augusta says.

In summary, Tracie explained that Augusta Posner is presently reviewing the TSDP Point Paper and the formal letter concerning the HSWA Corrective Action Only Permit sent previously to her by Arturo, and at this time is presently researching any state level regulatory decisions and will respond to them next week, hopefully prior to June 15, 2003.

## **10. CAMP/SCAP Update**

The Team reviewed the CAMP and SCAP. Dan asked if the CAMP and the SCAP dates match up. Phil says yes, they do.

**Action Item 6:** Jamie will update the Team Contact List, to include Wayne Hansel's replacement.

## **11. Break**

## **12. Tier II Presentation Preparation**

The Team practiced the Tier II presentation.

## **13. 2<sup>nd</sup> Day Meeting Closeout/Review Action Items/next agenda/+/-/consensus/facilitator evaluation**

There were 6 new action items from this meeting. See updated list attached. The Team discussed the next upcoming meeting dates, times, and places:

- ❖ Teleconference - July 30, 2003 at 2pm eastern time.
- ❖ Meeting - September 10 and 11, 2003 in Panama City, FL.
- ❖ Meeting - October 15 and 16, 2003 in Tallahassee, FL.
- ❖ Teleconference - early December 2003 - TBD at a later date.

## Facilitator Evaluation

Any facilitator comments can be sent to Phil.

+

hotel was great  
good meeting  
presentation will be good  
location - a lot to do in Orlando  
Opportunity to get in front of Tier II  
Glad to be at the happiest place on earth  
Chance to practice the presentation and get feedback

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Mike Absent  
Room not set up

### 14. Lunch

### 15. Tier II Presentation

The Team made their presentation at the Tier II Meeting.

**Action Items**  
**CSS Panama City Partnering Team**  
**Updated June 10, 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	Closed	5/2/03	Mike and Arturo will take pictures of the ammunitions storage area by May 2 <sup>nd</sup> , 2003 plus other sites. Complete
03.04.02	Gerry	Closed	4/24/03	Gerry will send EPA's letter to the NAVY to Dan by April 24, 2003.
03.04.03	The Team	Closed	5/23/03	The Team will send slides to Gerry for the Tier II Presentation by May 23, 2003.
03.04.04	Gerry	Closed	5/30/03	Gerry will send the Draft Presentation to the Team for approval by May 30, 2003.
03.04.05	The Team	Closed	6/5/03	Team will give their comments on the Draft Presentation to Gerry by June 5, 2003.
03.04.06	Tracie/Arturo	Closed		Tracie and Arturo will check to see if they can track down Joe Fugitt's Presentation.
03.04.07	The Team	Closed		Partnering Team to invite respective Eco members to the September 2003 Partnering Meeting to discuss SWMU3 Eco issues. Respond to Team with their

Action Item No.	Responsible Party	Status	Due Date	Action Item
				results.
<b>Action Items from June 9 and 10, 2003 Meeting</b>				
03.06.01	Arturo	Working	6/30/03	The Team will provide to Arturo information on any guests that will be staying at the base and/or attending the meeting by June 30 <sup>th</sup> , 2003.
03.06.02	Arturo	Working	7/31/03	Arturo will get clearance for guests entry and guests that will be staying at the BOQ, by July 31, 2003.
03.06.03	Dan	Working	8/10/03	Dan will prepare a rough outline of expectations and a Powerpoint presentation for the SWMU 3 Risk Assessment Meeting and will send to the Team by August 10, 2003
03.06.04	Tracie	Working	6/13/03	Tracie will follow up on the HSWA Issue and will try to resolve the issue by June 13, 2003.
03.06.05	Arturo	Working		Arturo will set up transportation for the September meeting site tour.
03.06.06	Jamie	Working		Jamie will update the Team Contact List.

**CSS Panama City Partnering Team Parking Lot  
Updated June 10, 2003**

Parking Lot No.	Parking Lot Issue
1	

There were no new parking lot issues.

**New Action Items**

1. The Team needs to provide Arturo with information on any guests that will be staying at the base and/or attending the meeting, by June 30<sup>th</sup>, 2003 and indicating if they are going to stay at the BOQ.
2. Arturo will get clearance for entry and BOQ guests by July 31, 2003.
3. Dan will prepare a rough outline of expectations and a Powerpoint presentation for the SWMU 3 Risk Assessment Meeting and will send to the Team by August 10, 2003.
4. Tracie will follow up on the HSWA Issue and will try to resolve the issue by June 13, 2003.
5. Arturo will set up transportation for the September meeting site tour.
6. Jamie will update the Team Contact List to add Wayne Hansel's replacement, Carl Loop.

**Summary of Consensus Items**

1. Approval of the April 2003 meeting minutes.

**DRAFT AGENDA  
CSS PANAMA CITY  
Teleconference  
July 30, 2003**

**Leader: Tracie Vaught  
Scribe: Jamie  
Timekeeper: Phil Mcginnis**

<b>Item</b>	<b>Description</b>	<b>Presenter</b>	<b>Time</b>	<b>Category</b>
<b>1</b>	Check-In/ Opening Remarks/ Resource Sharing/ Announcements/ Head Count and Proxies/ Guests/ Review Ground Rules/ Action Item & Parking Lot Review/ Approve minutes	Tracie	2:00 – 2:15	Info
<b>2</b>	Agenda additions / modifications	Tracie	2:15 – 2:30	Info
<b>3</b>	HSWA Update	Arturo	2:30 – 2:45	Info
<b>4</b>	SWMU 3 Update	Dan	2:45 – 3:00	Info
<b>5</b>	Introduction for Carl Loop - replacing Wayne Hansel	Arturo	3:00 – 3:15	Required
<b>6</b>	EI		3:15 - 3:45	Info
<b>7</b>	CMS Update		3:45 - 4:00	Info
<b>8</b>	Meeting Closeout – review action items/next agenda/+/-/consensus/facilitator eval.	Tracie	4:00 – 4:15	