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NAS PENSACOLA  
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**NAS PENSACOLA MEETING SUMMARY**

Date: 7/26-27/95 Place: Pensacola  
Attendees: See sign-in sheets

Group Leader: Steve Cowan

Scribe: David Clowes

**Decisions:**

1. Processes:
  - a. Team leader, gatekeeper, scribe and host will rotate between team members alphabetically.
  - b. Use "I" statement.
  - c. Be prepared to discuss all agenda items.
  - d. Start on time (\$.10 penalty per minute late fine).
  - e. Bring team to unity, you may not get unanimity.
  - f. Minutes are agreed upon at end of meeting and sent out 5 working days after meeting.
  - g. The scribe will provide meeting summary sheet 6 to Michele Harrison for RAB library. Sheets will be compiled in notebook to be brought to each meeting.
  - h. Have agenda with prioritized topics, topic leaders, goal, schedule, tools, and time limits.
  - i. Team leader will send out agenda 5 working days after meeting and changes given to team leader and coordinated with team members a minimum of one week prior to next meeting.
  - j. In order to hold a meeting every team member will be present unless represented by proxy.
2. Amended Ground Rules:
  - a. Leave positions and uniforms at door.
  - b. Respect others. Be honest. No hidden agendas.
  - c. Stay through the hard parts. Encourage all team member to participate.
  - d. Dare to make a mistake (90% rule),
  - e. Have fun, keep on smiling.
  - f. Listen.
  - g. Beat schedules.
  - h. Don't avoid conflict.
  - i. Stay focused.
  - j. Remember we are empowered.
  - k. No side conversations.
  - l. No decisions are concrete, including ground rules.
3. New Team Member (Check-In)/Departing Member (Check-Out)
  - a. New Team Member (Check-In) - Team members identify what new member needs to know about themselves, team and what expect from new member and vice-versa.
    - New team member will be provided PTB past minutes, and general information, such as ground/process rules.

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b. **Departing Member (Check-Out) - Team members** tells departing member what he needs to know to reach closure with the team and vice-versa.

4. preliminary Site Characterization Report for Site 14 :

a. Allison H.'s comments accepted.

b. David's comments:

1) Compare sediment data to Florida 1994 TELs.

2) Allison H.'s comments proxy for the rest of mine.

5. Draft RI/FS SAP for Site 41 - David's comments accepted.

Therefore, with incorporation of all agreed comments, the SAPs and WPs for Site 41 are approved.

6. Team agreed to complete Allison H.'s EPA's goal to completing RODs on OU-10 and OU-6 by Sept. 1, 1996.

7. OU-6 SMP Schedule revision - see Henry's new version handed out at meeting.

8. Check In/Check Out

a. check In:

1) First day

2) Team leader opens meeting plus provides "ice breaker".

3) Schedule changes,

4) Team building exercise.

5) 1 hr max. time limit.

6) Action items.

b. Check Out:

1) Evaluations.

2) Go over action items.

3) Establish future meeting dates and agendas.

9. Hike Gold (E/A&H) presentation of flushing the IWTP sewer line was accepted by team. Bill Kellerberger believes that the water analyzed from the sewer line after flushing will be below drinking water standards.

10. Expanded Site 38 RI Draft Goal (Allison H.'s):

a. To adequately characterize and delineate contamination associated with Bldg. 604 and 26 for inclusion in the Site 38 RI report in order to facilitate remediation of the Site.

b. ESD will perform all additional sampling.

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c. Investigative tools for additional sampling:

- ESD (Fred Sloan) will provide:
  - 1) Operating expenses
  - 2) conventional drilling rig
  - 3) Fixed based lab
  - 4) Mobile lab
  - 5) sampling equipment
  - 6) Sampling team core
  - 7) WP under their safety plan
  - 8) Report

- ESD Needs Support for:

- 1) IDW
- 2) Travel money
- 3) Direct push money
- 4) Lab kits money
- 5) Consumable monitoring well supplies
- 6) Repair floor post well abandonment
- 7) Permit money

11. Next meeting - Aug. 23,24 in Pensacola, with RAB on 23rd.

a. Agenda:

<u>Item</u>	<u>Goal</u>	<u>Time</u>	<u>Leader</u>
Check-in	Info.	1 hr.	AD
Lesson Learned (site 39)	Info.	.5 hr	AH
Tier I Training Deliverables	Compile List	1 hr.	BK
SMP	Review/approve	3 hr	BH
Cat 5 RI	Review	1.5 hr	BH
Site 9,29,34 Draft RI	Collab. review	1 hr.	BC
Team Vision	Review/refine	.5	HB
Site 38 ESD support Document	Comments	?	JB

b Subsequent meetings and locations:

- Sept. 27,28 Pensacola
- Nov. 1,2 Charleston, SC

12. WP with Draft SAPs for sites 40 and 42 are approved. If data gaps are present, then E/A&H will fill.

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**Action Items:**

1. *Team* will provide suggestions how to deal with non-team members, comments resolution, and team vision to next team leader by Aug. 9th, who will send back out to team members by Aug. 16th.

2. Conference call on Aug. 3 at 2pm (Eastern) to discuss means/methods to shorten M e FS process

**Site 38:**

3. Bill Kellenberger will contact NWFWM about well permit requirements.

4. Fred Sloan will provide the quantitation limits in letter form preceding the WP. Fred will also contact Henry if he needs the DXF4 file/map.

5. Ron will locate and repair floor in building after abandonment.

6. Henry will send ESD copy of WP and/or SAP.

**Site 41 (previously called Petroleum Site 3221SW):**

7. DC will bring Contamination Assessment Report (CAR) to meeting. New IR site.