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NAS PENSACOLA  
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FINAL PARTNERING TEAM MEETING MINUTES 8 MARCH 2005 NAS PENSACOLA FL  
3/8/2005  
NAS PENSACOLA

**FINAL**  
**Pensacola Partnering Team Meeting Minutes**  
**March 8, 2005**  
**Charleston, SC**

**ATTENDEES:**

**Team Members:**

Brian Caldwell	EnSafe Inc.
Greg Campbell	NAS Pensacola
Greg Fraley	EPA
Allison Harris	EnSafe Inc.
Bill Hill	SouthDiv
Tracie Vaught	FDEP
Gerry Walker	TtNUS
Greg Wilfley	CH2MHill

**Support Members:**

Betsy Voss	TtNUS - Scribe
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**Absent:**

Paul Stoddard	Ensafe Inc. – Tier II Link
Gus Campana	ICLD - Facilitator

**Guests:**

Robbie Darby	SouthDiv – Tier II Link
Pete Paznokas	ICLD - Facilitator

**1. 1<sup>st</sup> Day Check In/Opening Remarks/Resource Sharing/Head Count and Proxies/Guests/Review Ground Rules/Action Items & Parking Lot Review**

Team had check in and reviewed ground rules, action items, and parking lot issues. Pete Paznokas will be filling in for Gus Campana as facilitator this meeting. Robbie Darby, SouthDiv will be filling in for Paul Stoddard as the Tier II representative.

**A-10305:** Greg F. will email the Team the final letter regarding the geochemical protocol by 4/8/05.

**2. Document Schedules/Gant/SCAPS/Exit Strategy – Gerry**

Some of the Exit Strategy dates do not match up exactly with the SCAP dates.

**A-20305:** Greg F. will email the Team an updated SCAP by the next meeting.

**A-30305:** Greg F. will send an approval letter to the Team for Site 40 ROD by 3/31/05.

The Team discussed the status of the Pensacola sites and updated the Document Tracking and Priority Table. Tracie suggested Betsy send the Document Tracking and Priority Table in the email with the meeting minutes with a note for Tracie and Greg F. to review impending schedules.

**A-40305:** Betsy will send a notice of the posting to the IR Portal of an updated copy of the Document Tracking and Priority Table by 3/18/05.

**A-50305:** Team needs to review the Document Tracking and Priority Table to hit document due dates.

**A-60305:** Allison will send Tracie an electronic copy of the OU2 FS by 3/10/05.

**A-70305:** Gerry will update the Document Tracking and Priority Table by 3/15/05.

**A-80305:** Gerry will update the dates for Site 43 – OU 18 on the Gant chart by 4/26/05.

**A-90305:** Robbie will get with Byas to discuss the current status of UST 002 – Site 2662W by 3/17/05.

**A-100305:** Bill will send Robbie the email from FDEP regarding the status of UST 002 - Site 2662W by 3/10/05.

**3. Break**

**4. IR Portal Update/Feedback**

Tracie and Greg F. still having problems getting into the IR Portal.

**A-110305:** Gerry will send Mike Kuhn's information to the Team for getting into the IR Portal by 3/18/05.

**5. Tier II Team Invitation to Orlando - Bill**

The Tier II Team has invited a couple members of the Tier I Team to their next meeting in Orlando on Thursday, March 24, 2005. Bill and Allison have volunteered to attend, but Bill may be unable to go at this time and requested another volunteer. Greg F. volunteered to go in his place. Bill showed the Team the presentation they will give to Tier II. Bill recommended putting the Exit Strategy and Document Tracking and Priority Table into the presentation. Greg F. also suggested mentioning the CNO Award in the presentation. The Team will have approximately an hour to present their slides at the Tier II meeting.

**A-120305:** Bill will post a revised copy of the Tier I presentation for Tier II to the IR Portal for the Team to review by 3/18/05.

**6. Tier II Update - Robbie**

Robbie stated that the Exit Strategies are looking good. The ICLD contract ends in May or June 2005, so new procurement for a contract facilitator is currently ongoing.

## 7. Training - Pete

Pete P. presented a video on Productive Management. Productive management is a matter of style. The video discussed five different styles of management.

- Taskmaster - has high priority on performance and low priority on people.
- Comforter - places high priority on people and low priority on performance.
- Regulator - is both low on performance and people.
- Manipulator - gives moderate priority on performance and moderate priority on people.
- Developer - places high priority on performance and high priority on people – this is the most productive style of management

## 8. Break

## 9. Facility/UST Update – Greg C.

A Construction Ivan Team has been funded to get the Facility back in shape. Cleanup at the facility continues to require major manpower.

## 10. Meeting Closeout - Review Action Items/Next Agenda/Consensus Items/+/-/Facilitator Evaluation

The team discussed changing the location of the next meeting but decided to keep it in Pensacola with Greg C. seeing about a meeting room on base. Greg W will check on using the CH2M Hill office as a backup.

**A-130305:** Greg C. will check on the availability of NASP for lodging and a meeting room by 3/16/05.

**Consensus #1:** Team approves the NAS Pensacola Partnering Team December 2004 Meeting Minutes.

### Team Meeting Evaluation

#### Plus

- Good meeting room
- Good Leader
- Schedule Review
- Training Video
- Exposure to new facilitation style
- Use of Schedule Review to drive meeting
- Good Team Dynamics

#### Delta

- Light agenda
- Not meeting scheduled due dates for documents
- Greg F. and Greg C. could not stay at the DoubleTree

Action Item No.	Responsible Party	Status	Due Date	Action Item
<b>Action Items from August, 2003 Meeting</b>				
A-120803	Greg C.	Working	1/31/04	Greg C. will follow up with RASO to take care of the RAD contamination at OU2.
<b>Action Items from June, 2004 Meeting</b>				
A-50604	Greg C.	Working	7/19/04	Greg C. will gather background information to find out what recreational use there is to Pensacola Bay and Bayou Grande
A-100604	Gerry	Working		Gerry will update the IR portal and prompt the team to use it.
<b>Action Items from December, 2004 Meeting</b>				
A-11204	Greg F.	Completed		Greg F. will email team Jim's comment letter regarding the geochemical protocol.
A-21204	Greg F.	Completed		Greg F. will have final date by February for the geochemical protocol.
A-31204	Gerry	Completed		Gerry will put the new Document Priority Ranking spreadsheet on the IR Portal for the Team to view.
A-41204	Tracie and Robby	Completed		Tracie and Robby to check resources for historical information on proving NFA at UST 002 - Site 2662W.
<b>New Action Items from March 8, 2005 Meeting</b>				
A-10305	Greg F.		4/8/05	Greg F. will email the Team the final letter regarding the geochemical protocol by 4/8/05.
A-20305	Greg F.		4/26/05	Greg F. will email the Team an updated SCAP by the next meeting.
A-30305	Greg F.		3/31/05	Greg F. will send an approval letter to the Team for Site 40 ROD by 3/31/05.
A-40305	Betsy		3/18/05	Betsy will send a notice of the posting to the IR Portal of an updated copy of the Document Tracking and Priority Table by 3/18/05.
A-50305	Team			Team needs to review the Document Tracking and Priority Table to hit document due dates.
A-60305	Allison		3/10/05	Allison will send Tracie an electronic copy of the OU2 FS by 3/10/05.
A-70305	Gerry		3/15/05	Gerry will update the Document Tracking and Priority Table by 3/15/05.
A-80305	Gerry		4/26/05	Gerry will update the dates for Site 43 – OU 18 on the Gant chart by 4/26/05.
A-90305	Robbie		3/17/05	Robbie will get with Byas to discuss the current status of UST002 – Site 2662W by 3/17/05.
A-100305	Bill		3/10/05	Bill will send Robbie the email from FDEP regarding the status of UST002 – Site 2662W by 3/10/05.

<b>Action Item No.</b>	<b>Responsible Party</b>	<b>Status</b>	<b>Due Date</b>	<b>Action Item</b>
A-110305	Gerry		3/18/05	Gerry will send Mike Kuhn's information to the Team for getting into the IR Portal by 3/18/05.
A-120305	Bill		3/18/05	Bill will post a revised copy of the Tier I presentation for Tier II to the IR Portal for the Team to review by 3/18/05.
A-130305	Greg C.		3/16/05	Greg C. will check on availability of NASP for lodging and a meeting room by 3/16/05.

<b>New Consensus Items from March 8, 2005 Meeting</b>	
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1	Team approves the NAS Pensacola Partnering Team December 2004 Meeting Minutes.
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**Parking Lot Issues**

There are no parking lot issues.

**Pensacola Partnering Meeting Agenda**  
**Pensacola, FL**  
**April 26-27, 2005**

**Leader: Brian Caldwell**  
**Scribe: Betsy Voss**  
**Timekeeper: Greg Wilfley**

4	Item	Description	Presenter	Time	Category
	1	1 <sup>st</sup> Day Check In/Opening Remarks/ Resource Sharing/Head Count and Proxies/Guests/ Review Ground Rules & Charter/Action Item & Parking Lot Review	Brian	9:00 – 10:00	Info
	2	Document Schedules/Gant/SCAP/Exit Strategy	Gerry	10:00 – 11:00	Info
	3	Break	All	11:00 - 11:15	Refresh
	4	IR Portal Update/Feedback	Gerry	11:15 – 11:30	Info
	5	FL UCL Update	Tracie	11:30 – 11:45	Info
	6	Lunch	All	11:45 – 1:00	Refresh
	7	Site 2 Presentation	Allison	1:00 - 1:30	Info
	8	Site 38 Update	Allison	1:30 – 2:00	Info
	9	OU 2 Document	Brian	2:00 – 2:30	Info
	10	OU 13 Status Document Update	Greg W.	2:30 – 3:00	Info
	11	Tier II Update/Feedback on Presentation	Paul	3:00 – 3:15	Info
	12	Facility/UST Update	Greg C.	3:15 – 3:30	Info
	13	1 <sup>st</sup> Day Meeting Closeout – Review Action Items/ Consensus Items/Review Agenda for Day 2	Brian	3:30 – 4:00	Info
<b>Pensacola Partnering Meeting Second Day</b>					
4	Item	Description	Presenter	Time	Category
	14	2 <sup>nd</sup> Day Check-In/Opening Remarks	Brian	8:00 – 8:15	Info
	15	Training	Gus	8:15 – 9:15	Info
	16	Break	All	9:15 – 9:30	Refresh
	17	CNO Award	Bill	9:30 – 10:30	Info
	18	Geochemical Protocol	Brian	10:30 – 11:30	Info
	19	2 <sup>nd</sup> Day Meeting Closeout – Review Action Items/Next Agenda/Consensus Items/+/-/Facilitator Evaluation	Brian	11:30 – 12:00	Info

**Meeting Schedule:**

- August 23-24, 2005 - Tallahassee
- November 1-2, 2005 - Pensacola