

MEETING MINUTES

Meeting Subject: MCAS Tustin/MCAS El Toro Community Relations Coordination Meeting		Meeting Date: 8/29/95 Meeting Time: 10 am-noon Meeting Place: BNI/CLEAN II San Diego Meeting Notes Prepared By: B. Coleman Date Prepared: September 14, 1995
Attendees: (*Part Time)		
<u>Marine Corps/Navy</u> Joseph Joyce Charly Wiemert Desire Chandler Terry Martin	<u>Bechtel National, Inc. (BNI)</u> Amy Schwartz Steve Drew Bob Coleman Sylvie Allione Husam Masri David Cowser	<u>Other</u> Juan Jimenez, DTSC Marsha Mingay, DTSC Fraser Felter, USEPA Bill Sedlak, OHM
Additional Distribution (In Addition to Attendees): Captain Brad Bartelt, BRAC, Western Area Bases J. W. Kluesener, BNI J. McKenna, BNI		
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Description of Discussion/Action Items:

1. The purpose of the meeting is to provide a brief overview of the community relations support activities for MCAS Tustin and MCAS El Toro that began over a year ago. This overview will include a review of procedures, orientation of new project staff, and the definition of roles and responsibilities for those involved in community relations efforts for these two bases.
2. Amy Schwartz, the Contract Task Order Leader (CTOL) for the CLEAN II contract (CTO-063) reviewed the scope of the contractual support to the Marine Corps/Navy. Community relations support for MCAS Tustin and MCAS El Toro operates as a combined project. Support is defined as "base-wide" for both bases and supports the community relations aspects of work done under CLEAN II and the Remedial Action Contractor (RAC). Steve Drew is the CLEAN II functional manager for community relations; Husam Masri and David Cowser are the CLEAN II project managers for MCAS Tustin and MCAS El Toro, respectively.
3. CLEAN II provides services to SWDIV, and SWDIV provides services to the Marine Corps. Desire Chandler serves as the Marine Corps/Navy remedial project manager

(RPM) for community relations at both bases, as well as the BRAC Environmental Coordinator for MCAS Tustin. Terry Martin is the Lead RPM for Tustin. Larry Nuzum is the Lead RPM for El Toro. Mr. Joyce is the BEC for El Toro. CLEAN II is also staffed by Bob Coleman (San Diego office); Ms. Schwartz and Sylvie Allione (San Francisco); and Jill McKenna (MCAS Tustin).

4. CLEAN II community relations support includes: developing community relations plans and fact sheets; providing public meeting and RAB support; providing support for establishing the RABs and conducting RAB meetings; soliciting support from the technical staff in preparing communication materials and presentations; developing and maintaining the Administrative Record; establishing and updating the Information Repository; and implementing general community relations activities to support the IR program. This includes participation in project and staff meetings, implementation of activities outlined in the Community Relations Plan, maintenance of mailing lists, production and publishing of public notices, and supporting removal action activities.
5. Ms. Chandler stated that Claire Best, Public Participation Specialist from DTSC and Dorothy Wilson, Community Relations Coordinator from U.S. EPA, were consulted during the CTO pre-proposal stages and actively involved in the delegation of community relations responsibilities and activities. For MCAS Tustin, this focused on DTSC public participation guidelines and, for MCAS El Toro, the focus was on U.S. EPA guidelines.
6. Discussion moved on to the review, approval, and production process for fact sheets. Ms. Schwartz presented an outline of the review cycle process used for the first MCAS Tustin and MCAS El Toro fact sheets. Due to the time-consuming nature of the multiple-layer process, discussion focused on simplifying the review cycle and identifying the responsibilities of the reviewers at each level of production. The review process approved by meeting attendees for immediate implementation is attached.
7. It was suggested that a meeting to discuss the review of public notices and other materials and the RAB notification process for dry runs be scheduled for a later date.
8. A meeting evaluation was conducted and the attendees concluded that they:
 - appreciated everyone's attendance
 - considered everyone's input to be constructive
 - were satisfied with the establishment of a streamlined document production and review process
 - demonstrated good teamwork and interaction
 - appreciated the candor expressed by Mr. Drew
 - agreed that similar meetings should be conducted on an as needed basis.

Item No.	Action Items	Responsible Individual	Due Date/ Status
1.	Include community relations as a standing agenda item at BCT meetings.	D. Chandler	9/7/95
2.	Schedule a meeting with key players for each base on fact sheet topics.	Schwartz Coleman	9/22/95
3.	Clarify review process for public notices and RAB notification procedures.	Chandler Joyce	9/28/95

**MCAS Tustin & MCAS El Toro
Fact Sheet Review Process
29 August 1995**

1. Development of Topics

- CLEAN II Community Relations staff, with input from BECs and CLEAN II and RAC Project Managers propose fact sheet topics.
- Review topics with lead SWDIV RPMs and BECs (BEC will seek input from BCT); topics will be approved by the BEC.
- Sources for topics may also include technical staff, RAB members, and the general public.

2. Pre-Draft

- Following CLEAN II and RAC internal review, text is forwarded for review to:
 - SWDIV Lead RPM
 - SWDIV Environmental Public Affairs Officer (PAO)
 - BECs
 - BRAC PAO
- Comments will be forwarded by reviewers directly to the BEC. After review of comments, the BEC/RPM direct the contractor as to which modifications should be implemented.

3. Draft (4 working days for review)

- Following revisions from pre-draft review, text is forwarded for review to:
 - U.S. EPA RPM and Community Relations Coordinator
 - DTSC RPM and Public Participation Specialist
 - BEC
 - any original author and or quoted person or entity.
- Agency RPMs are to direct comments to Agency Community Relations/Public Participation Leads.
- Comments will be forwarded by reviewers directly to the BEC; contractor will be directed by BEC as appropriate.

4. Final Draft (4 working days for review)

- This step will include the draft layout of the fact sheet, draft graphics, and text incorporating comments from the draft review. It serves as a proofreading step and final check to clear up any inconsistencies in style and placement of articles and graphics.
- Reviewers include:
 - BRAC PAO
 - EPA Community Relations Coordinator (for El Toro fact sheets)
 - DTSC Public Participation Specialist (for Tustin fact sheets)
 - BEC (responsible for presenting the pre-final draft to base COs or other designated reviewers as appropriate).
- Comments will be forwarded by reviewers directly to the BEC; contractor will be directed by BEC as appropriate.

5. Final

- Contractor will prepare the “camera-ready” fact sheet that includes final comments. Review at this stage serves only as a final proofreading step to eliminate typos and/or grammatical errors.
- Reviewers include:
 - Lead RPM
 - BEC
- Upon receipt of any final edits from the BEC/RPM and written approval (via fax) to proceed with printing, contractor will proceed with final production and distribution.

MCAS El Toro/MCAS Tustin Community Relations Coordination Meeting

29 August 1995 10 am - noon

**Bechtel National, Inc. (BNI)
401 West "A" Street, Suite 1000
San Diego, CA 92101
Conference Room A**

**(BNI is located in the
First National Bank Building,
enter building at corner of A and
Columbia Streets, go to 10th floor)**

Meeting Contact: Bob Coleman, BNI
(619) 687-8772

AGENDA

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|---|---------------------------------|-------|
| • Welcome/Introductions/Objective of Meeting | Joseph Joyce | 10:00 |
| • Overview of Technical Assumptions
- <i>How CLEAN II operates</i>

- <i>Discussion Technical Assumptions</i> | Amy Schwartz
Steve Drew | 10:10 |
| • Overview of Current Review Procedures
- <i>Fact Sheets, RAB Notification, Other</i>

- <i>Discussion Review Procedures</i> | Desire Chandler
Amy Schwartz | 10:30 |
| • Other Issues | | 11:20 |
| • Actions Items | Joseph Joyce | 11:40 |
| • Meeting Evaluation | | 11:50 |