

FT. McCLELLAN BCT MINUTES  
 PARTNERING SESSION #63  
 CONFERENCE CALL  
 SEPTEMBER 28, 2004

AGENDA ITEM	RESPONSIBILITY	NOTES
Check In	Host: Ron Levy	See Attendees List – Attachment A.
Guest Introduction and Roles	Leader: Ron Levy Recorder: Steve Moran	
Ground Rules	BCT	Attachment B provides the ground rules, as revised in January 2001.
Agenda	BCT	Attachment C provides the agenda outline. Item #9 provides the draft October 2004 agenda. Attachment D provides the September conference call summary.
Accept Previous Minutes	BCT	The team reviewed the draft August 2004 minutes and approved them without changes.
Action Items	BCT	Action items were reviewed and updated, as indicated in Attachment D.
Long-Term Planning (BCP)	BCT	IT (Shaw) provided a final BCP on December 21, 2001.
Goals/Metrics Update	BCT	The team began brainstorming this topic during the June 1998 meeting, and also began development of preliminary goals for consideration by the group. This topic requires the BCT to set aside schedule time to address.
Facilitator Observations	David Smith	See Attachment E.

ATTACHMENT A

LIST OF PARTICIPANTS  
BCT SESSION #63  
CONFERENCE CALL  
SEPTEMBER 28, 2004

*Participants:*

David Smith, Smith and Associates (Facilitator)  
Ron Levy, Ft. McClellan Transition Force (FTMC-TF)  
Lisa Holstein, FTMC-TF  
Bill Shanks, FTMC-TF  
Lee Coker, USACE-Mobile  
Claude Leake, USACE-Mobile  
Paul James, AL NGB  
Bernie Case, NGB  
Shana Decker, Alabama Department of Environmental Management (ADEM)  
David Bush, ADEM  
Labarron Rudolph, ADEM  
Dan Copeland, USACE – Huntsville  
Doyle Brittain, US Environmental Protection Agency, Region 4 (EPA)  
Art Holcomb, Tetra Tech Foster Wheeler  
Steve Moran, Shaw Environmental, Inc. (Shaw)  
Greg Sisco, Shaw  
Troy Winton, Shaw

## ATTACHMENT B

### BCT GROUND RULES

#### *General:*

1. Leave rank and title at the door, and have a free and open discussion on any subject affecting the BCT.
2. Work smarter, not harder: create ways to simplify and streamline the BCT process.
3. Identify and express individual team members' sensitive issues, and agree to keep them within the team.
4. Alert other team members of any changes in cost or schedules.
5. Rotate meeting leaders.
6. Have fun.

#### *Meeting Behavior:*

1. Come prepared; do your homework.
2. Participate fully: offer your perspective and advice for the benefit of the whole team.
3. Listen to others' views and opinions, try to understand their needs, respect them, and work to resolve differences, and support team decisions.
4. Draw out other members: be open to other ideas and different perspectives.
5. Avoid interruptions and side conversations.
6. Call time out when necessary.
7. Make decisions by consensus: all in agreement, all owning the decision.
8. Turn off cell phones.

## ATTACHMENT C

### BCT MEETING AGENDA

1. Check In
2. Guest Introduction/Role in Meeting
3. Review Ground Rules (Attachment B to these minutes)
4. Finalize Agenda with additions and/or subtractions (Item 9 of this Attachment)
5. Accept Previous Meeting Minutes
6. Review Action Items from Previous Minutes (Attachment D to these minutes)
7. Review Long-Term Planning (BCP)
8. Goals/Metrics Update
9. Accomplish Agenda Items (Item 9 of this Attachment)
10. Meeting Summary Review
  - Set next meeting date
  - Set next meeting agenda
  - Set time and date for conference call
  - Set meeting dates for next six months
  - Review action and consensus items
  - Review and evaluate Partnering Process

ITEM #9  
DRAFT OCTOBER 2004 AGENDA  
BCT MEETING  
CONFERENCE CALL  
OCTOBER 28, 2004

*October 28, 2004*

1300 – 1310	Check-in/Finalize Minutes/Agenda/Action Items	BCT
1310 – 1320	Document Status Tracking	Lisa
1320 – 1330	JPA update	Miki
1330 – 1340	UXO update	TT/FW
1340 – 1350	HTRW update	Shaw

*Parking Lot*

## ATTACHMENT D

### MEETING SUMMARY

With

### ACTION ITEMS

***Next BCT Meeting:*** Meeting at Fort McClellan on October 26 – 27, 2004

***Primary Agenda:*** See Item #9

#### ***Meeting Summary for September 28, 2004:***

Check-In – Participants introduced themselves and are listed on Attachment A.

Finalize Agenda and Minutes – The team approved the August 2004 meeting minutes.

Action Items – The BCT reviewed action items; the updates are presented in Attachment D at the end of this text.

Document Status Tracking – Lisa provided the team with the latest version of the document status tracking spreadsheet. Bold entries are priority. Highest priority is Interim Removal Action Work Plan for the Iron Mountain Road Ranges.

DSMOA Update – Shana Decker (ADEM) provided an update on DSMOA funding. Approximately 16% of the funding has been released. This amount covered ADEM's existing workload deficit. ADEM personnel are essentially not working on FTMC except for closeout of work that was underway. Ron requested that ADEM provide a letter explaining ADEM's lack of funding to enable him to possibly advance the issue from the Army's side. Shana will follow up with Steve Cobb and/or Jim Grasiano of ADEM.

UXO – Art Holcomb gave a summary of the UXO work on-going at FTMC. A Consent Order will be issued based on an agreement reached regarding the Administrative Order issued by ADEM.

Scrap processing to be recycled at Hawthorne facility. The work plan for this activity is currently being reviewed. A revised draft of the Bravo Area EE/CA incorporating additional sampling will be issued at the end of the week (Oct. 1) or early next week.

HTRW – Steve Moran summarized Shaw's current HTRW activities. 3X scrap removal activities at T-38 are almost complete except for hot boxing some materials for offsite shipment and incineration.

At the GSA POL site, JPA removed USTs and associated piping. Shaw will expand the pipe trench to remove contaminated soil to depth. Shaw began cutting the concrete this week to access the pipe trench.

Other – Doyle inquired about the role of Tier I in the upcoming Tier I/Tier II meeting. Ron said

he thinks that Tier I personnel will be there for information only and will not be required to present material. David Smith will check on this and update everyone.

Lisa asked if the IMR soil removal action can proceed without written comments from ADEM and EPA on the work plan. Doyle indicated that he had two comments: (1) need to ensure that confirmation sampling is adequate (e.g., no composite sampling); and (2) written comments would follow. Otherwise, Doyle indicated that it was acceptable to proceed. ADEM personnel concurred with the request to proceed.

#### Future Meetings

1. BCT Meeting at FTMC on October 26-27 CANCELED. Rescheduled as conference call for October 28.
2. Tier I/Tier II Meeting in Huntsville on November 16-18.
3. BCT Conference Call on November 29 (1:00 pm CST).

Meeting adjourned.

*Status of Action Items*

<b>Action Item No.</b>	<b>Responsible Team Member</b>	<b>Due Date</b>	<b>Status</b>	<b>Action Item</b>
03/1/7	Philip	Feb. 2003	Completed	Review Soldiers' Chapel Removal Report in light of written comments on the SI report for discussion during February BCT meeting.
04/8/1	Lisa	Sep. 2004	Completed	Update EPA for Bravo/Charlie Area schedules. Army will set up Bravo/Charlie project teams.

SNR = Status Next Report

ATTACHMENT E  
FACILITATOR NOTES AND OBSERVATIONS

**[To be provided at a later date]**