

FT. McCLELLAN BCT CONFERENCE CALL MINUTES
 PARTNERING SESSION #61
 CONFERENCE CALL
 MAY 25, 2004

AGENDA ITEM	RESPONSIBILITY	NOTES
Check In Guest Introduction and Roles	Host: Ron Levy Leader: Ron Levy Recorder: Steve Moran	See Attendees List – Attachment A.
Ground Rules	BCT	Attachment B provides the ground rules, as revised in January 2001.
Agenda	BCT	Attachment C provides the draft May agenda. Attachment D provides the April 27 conference call summary.
Accept Previous Minutes	BCT	The team reviewed the draft March 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 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	Not present	

ATTACHMENT A
LIST OF PARTICIPANTS
BCT SESSION #61
CONFERENCE CALL
MAY 25, 2004

Participants:

Ron Levy, Ft. McClellan (FTMC)
Lisa Holstein, FTMC
Bill Shanks, FTMC
Lee Coker, USACE-Mobile
Mike Kelly, AEC
Bernie Case, NGB
Doyle Brittain, US Environmental Protection Agency, Region 4 (EPA)
Jim Grassiano, Alabama Department of Environmental Management (ADEM)
Phillip Stroud, ADEM
Shana Decker, ADEM
Tim Wright, ADEM
Deirdre Hahn, ADEM
Brandi Little, ADEM
Labarron Rudolph, ADEM
Kajuana Rice, ADEM
Steve Moran, Shaw Environmental Inc. (Shaw)
Greg Sisco, Shaw
Troy Winton, Shaw
Peter Tuttle, US Fish & Wildlife Service
Dan Copeland, USACE - Huntsville
Art Holcomb, Tetra Tech FW

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 JUNE 2004 AGENDA
BCT MEETING
TELECONFERENCE

June 29, 2004

Conference call for June 29th is cancelled. Next meeting will be July 27-28 at FTMC.

ATTACHMENT D

MEETING SUMMARY With ACTION ITEMS

Next BCT Meeting: Meeting at FTMC on July 27 & 28, 2004

Primary Agenda: See Item #9

May Conference Calls Summary:

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

General – Ron stated that discussion regarding the EPA comments to the Range K RI Report and the Fill Area at Range 30 SI Report will be postponed.

Finalize Agenda and Minutes – The team approved the minutes for the April meeting.

Action Items – The BCT reviewed action items; the updates are presented in Attachment D at the end of this text. Jim Grassiano stated that a letter regarding Soldier's Chapel will be sent to the Army within the month. Ron suggested that we drop Soldiers Chapel from the Action Item list.

Document Status Tracking – Lisa provided the team with the latest version of the document status tracking spreadsheet. At the request of ADEM, Lisa prioritized the documents. The National Guard Bureau sites have first priority. Those sites are:

- Range J
- Range K
- Former Security Operations Test Site
- Former Decontamination Complex
- Former Toxic Gas Area
- Range 23 Alpha
- Old Water Hole
- Range L

ADEM Report – ADEM plans to place a new UXO support contract out for bid.

30-60-90% Updates – Steve Moran provided the update on Shaw's HTRW activities for the project team.

HTRW – Signs at Choccolocco Corridor and concrete monuments at Stump Dump to be installed by end of June. One well has been completed at 24Alpha and 90% of a 2nd well. The 3rd well has not begun yet. Analytical data is being received now for T-5.

UXO – Art Holcomb stated that TT/FW work continues on 5 tasks: Bravo Area EE/CA, water tank sites, roads & firebreaks, the dog kennels, and the Charlie Area EE/CA.

Future Meetings and Conference Calls – BCT Meetings July 27-28, and October 26-27. Conference calls will be at 1pm CST on June 29 (canceled), August 24, September 28, and November 30.

Status of Action Items

Action Item No.	Responsible Team Member	Due Date	Status	Action Item
03/1/7	Philip	Feb. 2003	SNR	Review Soldiers' Chapel Removal Report in light of written comments on the SI report for discussion during February BCT meeting.

SNR=Status Next Report

ATTACHMENT E
FACILITATOR NOTES AND OBSERVATIONS

No facilitator present.