

FT. McCLELLAN BCT MINUTES  
 PARTNERING SESSION #64  
 CONFERENCE CALL  
 OCTOBER 28, 2004

AGENDA ITEM	RESPONSIBILITY	NOTES
Check In	Host: Lisa Holstein	See Attendees List -- Attachment A.
Guest Introduction and Roles	Leader: Lisa Holstein Recorder: Troy Winton	
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 November 2004 agenda. Attachment D provides the October 2004 conference call summary.
Accept Previous Minutes	BCT	The team reviewed the draft September 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 #64  
CONFERENCE CALL  
OCTOBER 28, 2004

*Participants:*

David Smith, Smith and Associates (Facilitator)  
Lisa Holstein, Fort McClellan Transition Force (FTMC-TF)  
Bill Shanks, FTMC-TF  
Karen Pinson, FTMC-TF  
Claude Leake, U.S. Army Corps of Engineers (USACE)-Mobile  
Bernie Case, ALARNG  
David Bush, Alabama Department of Environmental Management (ADEM)  
Deirdra Hahn, ADEM  
Brandi Little, ADEM  
Dan Copeland, USACE – Huntsville  
Doyle Brittain, U.S. Environmental Protection Agency, Region 4 (EPA)  
Art Holcomb, Tetra Tech/Foster Wheeler (TT/FW)  
Miki Schneider, Joint Powers Authority  
Greg Shank, Matrix Environmental Services (MES)  
Talmadge Bohannon, MES  
Greg Sisco, Shaw Environmental, Inc. (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 NOVEMBER 2004 AGENDA  
BCT CONFERENCE CALL  
NOVEMBER 29, 2004

*November 29, 2004*

1300 – 1310	Check-in/Finalize Minutes/Agenda/Action Items	BCT
1310 – 1315	Document Status Tracking	Lisa
1315 – 1320	JPA update	Miki
1320 – 1325	UXO update	TT/FW
1325 – 1330	HTRW update	Shaw

*Parking Lot*

## ATTACHMENT D

### MEETING SUMMARY With ACTION ITEMS

**Next BCT Meeting:** Conference call November 29, 2004 @ 1:00 pm (CST)

**Primary Agenda:** See Item #9

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

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

Finalize Agenda and Minutes – The team approved the September 2004 meeting minutes without changes.

Action Items – There were no action items pending for review.

Document Status Tracking – Lisa provided the team with the latest version of the document status tracking spreadsheet and pointed out a couple of minor mistakes. Bold entries are priority.

UXO Update – Art Holcomb gave a summary of the UXO work on-going at FTMC. TT/FW began work at the “7 secret segments” on 10/25/04. Proceeding on north end of USFWS segment. Anticipate completion within about 6 weeks. ADEM providing oversight.

HTRW Update – Troy summarized Shaw’s current HTRW activities. At the GSA POL site, Shaw completed excavation of an approximately 165’ by 40’ area and collected samples for TPH analysis. Expect to receive analytical results on 10/29/04.

Iron Mountain Road Ranges soil removal within Eastern Bypass Corridor – completed XRF analysis for lead in soil. XRF results were below industrial SSSL (800 mg/kg) at Range 13 and the Skeet Range. The area to be removed at Range 12 is larger than expected based on the XRF results. Shaw mobilized heavy equipment on 10/28/04 to begin brush clearing. Expect to complete remaining field activities within 3 to 4 weeks.

#### Future Meetings

1. Tier I/Tier II Meeting in Huntsville on November 16-18.
2. BCT Conference Call on November 29 (1:00 pm CST).

Meeting adjourned.

*Status of Action Items*

<b>Action</b>	<b>Responsible</b>			
<b>Item No.</b>	<b>Team Member</b>	<b>Due Date</b>	<b>Status</b>	<b>Action Item</b>

No action items.

ATTACHMENT E  
FACILITATOR NOTES AND OBSERVATIONS

*Team: Fort McClellan Tier I*

1. **Meeting Location:** Teleconference
2. **Dates:** October 28, 2004
3. **Purpose of the visit:**  Partnering Workshop  Partnering Meeting  Planning Session  
 Coaching  Initial Interview Session  Conflict Resolution  Other
4. **Facilitator:** David G. Smith
5. **Number of attendees and organizations:** See minutes
6. **Guests and Link and their organizational affiliations:** None.
7. **Stage of Team Development:**  
 Forming:  Storming: and  Norming:  Performing:  
 High Performing

**8. Significant issues and/or events:**

Goals and Successes: The team had previously agreed upon a major revamping of structure, format and meeting processes. Established facilitated quarterly meetings and monthly conference calls with specialty meetings as necessary. This conference call was a replacement for the scheduled partnering meeting (meeting deferred due to lack of agenda items).

Technical Site Issues:

- UXO--- field status reports did not indicate current problems.
- Document Status Tracking---corrected and completed.

9. **Partnering Performance and Training:** General meeting tone was lackadaisical and the working phase lasted less than 20 minutes. The absences of leadership personnel from some critical stakeholders (although substitutes were present) communicated a **perception** of low priority for this effort. (It should be noted that a variation from the originally scheduled BCT date created conflicts for some members.) Continued cancellations/absences will do little to contribute to teambuilding and restoration of damaged trust.

10. **Summary:** See above.

**11. Recommendations”**

The quarterly meetings planned for this team were designed to improve team functioning and to make significant headway on resolving outstanding technical issues. Participatory conference calls and as-needed special technical meetings will be critical to the success of this effort. Facilitator recommends building **proactive** (as opposed to reactive) **objective-driven**

ATTACHMENT E  
FACILITATOR NOTES AND OBSERVATIONS

**agendas** jointly developed by members of a small Executive Committee well in advance of meeting dates. If current technical issues do not fill an agenda this will allow an opportunity to “look ahead” and make appropriate adjustments and develop strategies for smoother operations.

12. **Goals/Plans/Actions for Next Meeting** : See # 11 . Next BCT should be scheduled promptly.

13. **Next meeting dates:**

November 29, 2004    1:00 pm (conf. call)