

FT. McCLELLAN BCT MINUTES  
 PARTNERING MEETING #70  
 ANNISTON, ALABAMA  
 November 14-15, 2007

AGENDA ITEM	RESPONSIBILITY	NOTES
Check In	Host: Scott Bolton	See Attendees List – Attachment A.
Guest Introduction and Roles	Leader: Scott Bolton 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. Attachment D provides the November 2007 meeting summary.
Accept Previous Minutes	BCT	The team reviewed and approved the draft May 2007 minutes.
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 PARTNERING MEETING #70  
NOVEMBER 14-15, 2007

*Participants:*

<u>Name</u>	<u>Agency/Company</u>	<u>Telephone</u>	<u>E-mail</u>
Scott Bolton	Fort McClellan TF	256-848-3847	<a href="mailto:scott.j.bolton@us.army.mil">scott.j.bolton@us.army.mil</a>
Lisa Holstein	Fort McClellan TF	256-848-7455	<a href="mailto:lisa.holstein@us.army.mil">lisa.holstein@us.army.mil</a>
Lee Coker	USACE-Mobile	251-690-3099	<a href="mailto:lee.d.coker@sam.usace.army.mil">lee.d.coker@sam.usace.army.mil</a>
Ellis Pope	USACE-Mobile	251-690-3077	<a href="mailto:ellis.c.pope@usace.army.mil">ellis.c.pope@usace.army.mil</a>
Brandi Little	ADEM	334-274-4226	<a href="mailto:blittle@adem.state.al.us">blittle@adem.state.al.us</a>
Ashley Toellner	ADEM	334-271-7797	<a href="mailto:atoellner@adem.state.al.us">atoellner@adem.state.al.us</a>
Doyle Brittain	EPA, Region 4	404-562-8549	<a href="mailto:brittain.doyle@epa.gov">brittain.doyle@epa.gov</a>
Sharon Thoms	EPA, Region 4	404-562-8666	<a href="mailto:thoms.sharon@epa.gov">thoms.sharon@epa.gov</a>
Peter Tuttle	USFWS	251-441-6633	<a href="mailto:peter.tuttle@fws.gov">peter.tuttle@fws.gov</a>
Steve Moran	Shaw Environmental	865-694-7361	<a href="mailto:steve.g.moran@shawgrp.com">steve.g.moran@shawgrp.com</a>
Troy Winton	Shaw Environmental	865-670-2698	<a href="mailto:james.winton@shawgrp.com">james.winton@shawgrp.com</a>
Rich Prann	Shaw Environmental	610-742-2229	<a href="mailto:rich.prann@shawgrp.com">rich.prann@shawgrp.com</a>
Michelle Klomp		Matrix Environmental 256-847-0780	<a href="mailto:michelle_klomp@matrixdesigngroup.com">michelle_klomp@matrixdesigngroup.com</a>
Steve Young	Matrix Environmental	719-575-0100	<a href="mailto:steve_young@matrixdesigngroup.com">steve_young@matrixdesigngroup.com</a>
David Smith	Smith/Associates	918-625-9024	<a href="mailto:CorpPsych@aol.com">CorpPsych@aol.com</a>

## 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  
BCT MEETING AGENDA  
NOVEMBER 14-16, 2007

*Wednesday, November 14, 2007*

1300 – 1330	Check-in/Finalize Minutes/Agenda/Action Items	BCT
1330 – 1400	IMR/BGR/BBGR Ranges - Additional Sampling	Shaw
1400 – 1430	BBGR Ranges - Range 20	Shaw
1430 – 1630	BGR Ranges – Responses to FWS Comments	BCT

*Thursday, November 15, 2007*

0800 – 0900	81mm Mortar Range - EPA Comments	BCT
0900 – 0915	RI Status	Scott Bolton
0915 – 1115	Range Crosswalk Presentation	Shaw
1115 – 1130	Plan Next Meeting	BCT
1130 – 1300	Lunch	
1300 – 1600	Partnering	David Smith

*Friday, November 16, 2007*

0800 – 0830	Document Status Tracking	Lisa Holstein
0830 – 0930	Parking Lot	BCT
0930 – 1000	Meeting Reflections	BCT

Breaks as needed

ATTACHMENT D  
MEETING SUMMARY  
With  
ACTION ITEMS

*Next BCT Meeting:* February 12-14, 2008

*Primary Agenda:* See Item #9

*Meeting Summary for November 14-15, 2007:*

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

Finalize Agenda and Minutes – The team approved the May 2007 meeting minutes without changes.

Action Items – The team reviewed the action items. The updated list is provided herein.

Document Status Tracking – Lisa provided the team with the latest version of the document status tracking spreadsheet. Bold entries are priority.

**Additional Sampling at IMR/BGR/BBGR Ranges**

Troy and Steve gave a brief discussion of additional well installation and sampling that is ongoing at the IMR/BGR/BBGR Ranges as a result of ADEM comment resolution meeting on October 11-12, 2007. Shaw is installing one new well at the Skeet Range and two new wells at the BGR Ranges as well as sampling some existing wells for explosives. Recent drought conditions have hampered re-sampling of wells and will likely impact installation of new wells. Doyle expressed concern over installing the new wells at excessive depths given the contaminants of concern (i.e., metals) at these sites. Shaw will assess the practicality of installing the new wells in drought conditions based on the conditions encountered during drilling of the first new well.

**Range 20 Path Forward**

Steve provided the group with a brief overview of the proposed path forward for Range 20 at the BBGR Ranges. Most of BBGR Ranges have been transferred to JPA with only a small portion (including Range 20) still the Army's responsibility. Shaw/Army suggested doing an interim removal action (IRA) to address lead-contaminated soils on FWS property (mainly at Range 20) to closeout this site. Army would like to do the IRA under UXO avoidance procedures but needs to get USACE-Huntsville's approval. EPA and FWS both agreed with proposed approach.

## **FWS Comments on BGR Ranges RI**

Pete T. initiated discussion of FWS comments on the draft RI report for BGR Ranges. Also reviewed certain comments with Rich Henry (FWS) via teleconference the following day to get his input.

General Comment #1 – FWS concerned about long-term fate of bullets; this issue is still unresolved and will be discussed further during the FS.

General Comment #s 2 thru 4 – Pete indicated that the responses are OK.

Specific Comment #1 – response is OK.

Specific Comment #2 – response is OK.

Specific Comment #3 – will add details regarding sampling rationale to revised report.

Specific Comment #4 – response is OK.

Specific Comment #5 – will add note to Figure 2-5 regarding subjectivity of visual survey.

Specific Comment #6 – response is OK.

Specific Comment #7 – response is OK.

Specific Comment #8 – response is OK.

Specific Comment #9 – response is OK.

Specific Comment #10 – response is OK.

Specific Comment #11 – will revise response based on response to similar ADEM comment.

Specific Comment #12 – response is OK.

Specific Comment #13 – response is OK.

Specific Comment #14 – response is OK.

Specific Comment #15 – response is OK.

Specific Comment #16 – will incorporate response into revised report.

## **Status of RIs**

Lisa handed out a summary status sheet for outstanding RIs at FTMC.

## **EPA Comments on Final RI Report for 81mm Mortar Range**

The group reviewed EPA's comments on the final RI report for the 81mm Mortar Range. Steve indicated that the Army would like to respond to EPA comments rather than revising the document again. Shaw will provide the additional information requested by EPA in the responses to comments. However, slip pages will be required to address ADEM's comment regarding dates of field activities and to clarify the statement in the Executive Summary and Chapter 6.0 regarding the necessity of a BERA.

## **Range Crosswalk**

Troy presented the results of the range crosswalk evaluation to the group. The range crosswalk examined all AOCs and OAs identified in the Archives Search Report (ASR). As a result of the evaluation, a total of 8 areas/ranges were discovered that had not been previously investigated under an HTRW investigation. The Army recommended further investigation of OA-03 (Pistol Range) using XRF field screening. The Army also recommended No Further Action for the other 7 sites. Doyle requested that the technical memorandum be revised to specifically note that the objective of the crosswalk effort was to identify the approximately 35 “missing ranges” mentioned in the EBS.

## **Partnering**

David S. conducted partnering session on personality types (analytical, amiable, expressive, driver).

Upcoming Meetings – February 12-14, 2008; May 13-15, 2008

### **ACTION ITEMS**

<b>Item</b>	<b>Action</b>	<b>Responsibility</b>	<b>Status</b>
1	Sub-group to convene and discuss “problem” metals in background data set (Sb, Cd, Se, Ag, Tl).	Karen, Sharon, Paul, Rich P.	Complete
2	Send USFWS letter agreeing with approach for 81mm Mortar Range RI based on BCT meeting discussions.	Rich H.	Open
3	Send 95% UTL protocol to Evan Englund.	Karen	Complete
4	Provide tentative schedule for completion of BGR RI report to project team.	Steve	Complete

ATTACHMENT E  
FACILITATOR NOTES AND OBSERVATIONS

**Team: Fort McClellan Tier I**

1. **Meeting Location:** Ft McClellan
2. **Dates:** November 14-16, 2007
3. **Purpose of the visit:**  Partnering Workshop  Partnering Meeting  Planning Session  
 Coaching  Issue Resolution  Other ( BCT)
4. **Facilitator:** David G. Smith, SMITH/Associates
5. **Number of attendees and organizations:** 17 participants. See minutes for organizations
6. **Guests and Link and their organizational affiliations:**  
None.
7. **Stage of Team Development:**  
 Forming:  Storming:  Norming:  Performing:  High Performing
8. **Significant issues and/or events:**  
**Goals and Successes: All agenda issues were discussed and solutions were agreed upon or processes established to address details and/or strategies.**
9. **Partnering Performance and Training:**  
The meeting tone was businesslike and cordial. Conversations were **issue** driven with no personal conflict. The meeting agenda encouraged progress and the complex technical issues were addressed clearly. " Behavior styles" based partnering training was well received by the team members.
10. **Summary:**  
This meeting ran smoothly and evidenced continuing cooperative effort. A clear focus on goal accomplishment was evident. This was clearly one of the most effective meetings held over the past year.
11. **Recommendations:**  
The Fort McClellan Tier I team will do well to continue their format of **regularly scheduled meetings** with significant advanced notice and participant pre-meeting preparation. Pre-meeting review and comment submission for relevant documents will be critical to keeping the process moving.
13. **Goals/Plans/Actions for Next Meeting:**

Continue current processes. Advance notice and preparation for items on critical path. Partnering training focusing on “Five Conversations Every Team Should Have” is planned for the next meeting.

**14. Next meeting dates:**

February 12-14, 2008

May 13-15, 2007