



THE MEMPHIS DEPOT TENNESSEE

ADMINISTRATIVE RECORD COVER SHEET

AR File Number 296

BCT STRATEGY SESSION

March 18, 1998

MINUTES

Attendees:	Mr. Glenn Kaden	Depot	(GK)
	Mr. Ramon Torres	EPA	(RT)
	Mr. Jordan English	TDEC	(JE)
	Mr. Shawn Phillips	Depot	(SP)
	Mr. Terry Templeton	TDEC	(TT)
	Mr. John De Back	Depot	(JB)
	Ms. Dorothy Richards	COE (Huntsville)	(DR)
	Mr. Greg Underberg	CH2M-Hill	(GU)
	Mr. Terry Flynn	Frontline	(TF)
	Phil Amido	Depot	(PA)

1. BCT AGENDA PREPARATION

- RT Suggested the development of a Standard Operating Procedure (SOP) for BCT agendas.
- GK Recommended that at the end of each BCT a list of topics for the discussion at the upcoming meeting.
- GK Internally, he stated that Ms. Carolyn Gaines will initiate a "tickler - follow-up" system.
- RT Recommended the establishment of a "parking lot" for action items. In addition establish a 5-minute section at the end of each meeting for "Agenda Items for Next Meeting".
- TF Once the draft agenda is developed, there should be a monthly system for distribution of the draft agenda and recommended:
- One week after the BCT meeting, SP will send out a draft agenda to all BCT members
 - Two weeks after the BCT meeting, BCT members will provide comments, additions, revisions back to SP
 - Three weeks after the BCT meeting, a final agenda will be distributed to BCT members.
 - During months with 4 weeks, BCT members will have the final agenda a week before the next BCT meeting. During months with 5 weeks, BCT members will have the final agenda two weeks before the next BCT meeting.
- JE Suggested the addition of an "other items" agenda item.

ACTION:

- New Agenda to be formatted with the following standard items:
 - First item will always be "Review of Action Items"
 - Second item will always be "Review and Approval of previous month's minutes"
 - The last three items of the agenda will be:
 - Establish Action Item List
 - Establish Next Month's Meeting Agenda
 - Other Items

2. AGENDA ACTION ITEMS

- RT Wants the review of action items discussed first during each meeting, before discussion of minutes.
Suggested that an Action Issue Chart be issued at the same time as the draft agenda.
- GU The Action Issue Chart will be updated with a status column.

ACTION:

- Action Item discussion becomes first agenda item
- Action Item Chart to include a status column and be issued to all BCT members at the same time as draft agenda.

3. MEETING TIME FRAME

- RT BCT meetings need time for expansion -- in case there are items that need further discussion following the half day meeting on the third Thursday.
- JE Suggested setting aside half of the next day -- (Friday morning following the RAB meeting). Indicated that the Friday morning session would allow for a RAB debrief and a continuation of the BCT.
- GK Recommended timing:
- Third Thursday of each month: 09:00 to 13:00.
 - Third Friday of each month: 08:00 to 12:00.

ACTION:

- BCT meetings will be scheduled for the Third Thursday from 09:00 to 13:00 and the Third Friday from 08:00 to 12:00.

4. DRC UPDATE

- RT Suggested adding a monthly DRC Update to the agenda.

ACTION:

- GK to extend an invitation to Jim Covington to have his office provide the monthly update.

5. RAB MEETING PREPARATION

- RT Expressed a concern that we give all BCT members enough time to prepare for the monthly RAB meetings -- ensure that the BCT end the Thursday meetings by 13:00.
- JE Suggested that the BCT set-aside a "RAB Review Session" between 14:00 and 17:00 to review contractor presentations to the RAB meetings.

ACTION:

- Set aside time on the afternoon of the RABs to conduct a contractor presentation review session. Suggested time: 14:00 to 17:00.

6. BCT UPDATE DURING RAB MEETING

- RT Suggested a 5-10 minute BCT update, made by the BEC, at each RAB meeting.
- GK Recommended that each BCT member take a turn to update the RAB
- JE Advised that in his experience, it is the role of the BEC to update the RAB on BCT issues.
- GK Agreed and asked other BCT members to assist in the preparation of the update.

ACTION:

- GK to give a 5-10 minute BCT Update at each RAB meeting.
- RT agreed to assist GK with the development of the update.

7. BCT PHILOSOPHY

- RT Purpose of the BCT is to make decisions and not just to be informed
If there is a need to inform other BCT members on issues, this can be done prior to the BCT meeting so that it doesn't waste time during BCT meetings.
- JE Asked that supporting documents/information be forwarded at least one-week before BCT meeting.
- RT BCT members must be focused on using the meeting time effectively and efficiently and that means starting the meeting on time and finishing on time.
- JD Suggested using e-mail to distribute materials to BCT members.
- JE Thanked BCT members for their assistance in helping him get e-mail.

ACTION:

- Start meetings and end meetings on time and promptly.
- Use e-mail, as best as can be done, to distribute information/supporting documents
- Suggested sending attachments in Rich Text Format (RTF).

8. INFORMATION UPDATES

JE Recommended that Depot staff keep the Regulators updated "in-the-loop" on ongoing issues on a timely basis -- in the time between BCT meetings.

SP Asked JE if there was a formal process to keep regulators informed

JE CERCLA issues dictate what/when you need to inform regulators and in a simple sense -- "if you don't know -- tell us".

He also suggested that more is better than not enough. The regulators will decide when they are getting too much information.

ACTION:

- Depot Environmental staff will commit to informing TDEC and EPA on a regular basis on ongoing issues.

9. BCT MEETING CHAIR

PA Suggested that the BCT have an identified Chair for each meeting to ensure that the meetings stay focused and complete the agenda in a timely and efficient manner.

JD Suggested rotating the Chair among the BCT members on a monthly basis.

RT Recommended two important roles:

- Chair
- Time Keeper

RT Also suggested the roles be rotated among all BCT participants

GK Expressed a concern that only BCT members were formally allowed to chair BCT meetings.

JE Believes that the role of the Chair should be formalized.

ACTION:

- GK to act as Chair
- RT to act as time keeper
- Rotation of chair will be evaluated following the May meeting.

10. BCT MINUTES

SP Asked who has been tasked to take and prepare the BCT minutes.

TF It was Frontline's and CHPPM's view that minute taking and preparation would be done by the Depot - an administrative role.

PA It was his impression that it would be the role of the Community Relations person.

GK He also shared PA's view.

JD He stated that Mike Dobb's doesn't believe that it would be the CR contractor's responsibility.

SP Suggested that it stay with CH2M-Hill retain the role until this issue is resolved.

ACTION:

- It was concluded that the job of BCT minutes taking and preparation would be contracted to either Frontline/CH2M-Hill
- CH2M-Hill will continue to do the job until issue is resolved
- DR to work with GU to amend contract
- Depot to discuss issue with CHPPM.

11. DOCUMENT REVIEW

- RT He expects a response from the Depot to comments from EPA on documents -- example was the Quarterly GW Monitoring Report.
Wants a formal response to comments during the review process

ACTION:

- Depot to provide formal response to all regulator comments.

12. COMMUNITY OUTREACH

- RT Suggested that we need to expand the ways that we inform and involve the community
JE Further to Mrs. Young's comments in the last newsletter, we need to provide information to the community to further educate and update.
GK Depot/DDC is committed to further improving our CR activities.
TF Suggested that a full-day CR strategy session be held with BCT members and each organization's CR/PA person.
TF Depot CR plan must be fully redeveloped with new research and the activities that have been completed since October, 1997. Committed to having a "new" draft distributed to the BCT for the April meeting. This can be the working document to conduct the full-day session.

ACTION:

- TF to review/revise Depot CR plan and distribute to BCT members prior to April BCT meeting.
- TF to establish a full-day CR strategy session following April BCT meeting.
Participants to include:
 - GK and Rick Bowlus
 - RT and Tiki Whitfield
 - JE and Suzanne Wilkes
 - TF and Jennifer Hall
 - DR and Kim Speers

13. RAB MINUTES

JE Concern that the February RAB minutes do not accurately reflect a number of question and answer segments that were conducted during the RAB public comment period.

TF Expressed concern for the amount of time that these minutes were taking to prepare. They have become almost "verbatim".

RT Suggested that we move to either a "court reporter" or a verbatim transcript be prepared.

TF Frontline will scope out the cost of these services and the timeframe.

ACTION:

- Frontline will provide cost estimates/timing to Depot
- GK to introduce proposed method of minute taking to RAB

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