



KELLY AFB
TEXAS

ADMINISTRATIVE RECORD
COVER SHEET

AR File Number 3263

**Kelly Restoration Advisory Board
2003 Training Workshop
Meeting Agenda
October 9, 2003**

Activity	Presenter	Time
I. Introduction and Workshop goals	Mr. Ruben Pena	8:00 - 8:30 a.m.
II. Workshop format and ground rules	Dr. David Smith	8:30 - 8:45 a.m.
III. RAB Roles and Responsibilities: Presentation and Discussion	Dr. David Smith	8:45 - 9:30 a.m.
Break		9:30-9:45 a.m.
IV. Explanation of clean up program milestones	Mr. William Ryan	9:45 - 10:15 a.m.
V. Identification and initial categorization of other issues of interest	Dr. David Smith	10:15 -11:00.m.
VI. Informal caucus	All attendees	11:00 - 11:15 a.m.
VII. Prioritization of milestones	Dr. David Smith	11:15 a.m. - 12:15 p.m.
Working Lunch	All Attendees	
VIII. Assignment of Task Committees	Mr. Ruben Pena	12:15 - 12:45 p.m.
IX. Initial Task Committee meetings w/report	Dr. David Smith	12:45 - 1:30 p.m.

Kelly Restoration Advisory Board

Presenter:
David Smith, Ed.D.,
SMITH /Associates

About Restoration Advisory Boards (RAB)

Kelly Restoration Advisory Board

- Who?
- Why?
- What do they do?
- What don't they do?

Purpose of RABs

Kelly Restoration Advisory Board

- Review the activities and provide a formal mechanism for public participation for the environmental cleanup program at military installations

Who?

Kelly Restoration Advisory Board

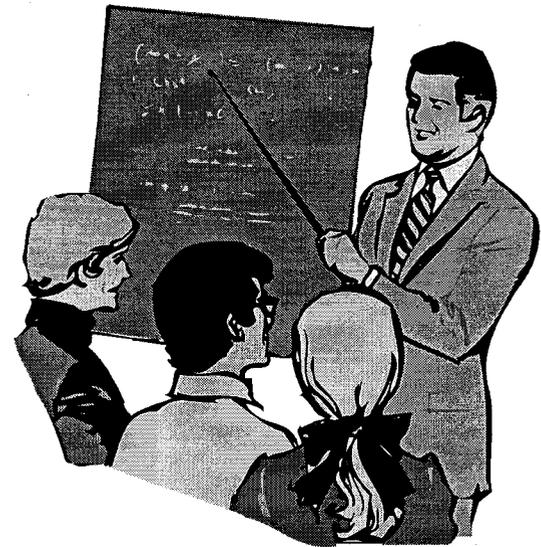
A diverse and balanced group of individuals who reflect a wide variety of interests and concerns with military environmental programs

- Community members who reside in, own property in, work in, or serve the interests of the specific community
- Environmental Protection Agency representatives, state and local regulatory agencies, and environmental program personnel.

Why?

Kelly Restoration Advisory Board

- RAB participation ensures consistent public involvement in the cleanup process



What Do They Do?

Kelly Restoration Advisory Board

- Promote community awareness
- Provide constructive community review and comment on environmental cleanup activities
- Serve as a conduit that enables early and continual two-way flow of information, concerns, values and needs between the community and the installation

What Do They Do? (cont.)

Kelly Restoration Advisory Board

- Provide information, suggestions, and community input to be used by the military in making decisions on investigations and cleanup activities
- Develop a clear understanding of the RAB's mission and operating procedures that enable effective two-way communication

What Don't They Do?

Kelly Restoration Advisory Board

- Do not make decisions on environmental restoration activities.
- Do not vote on issues or make recommendations as a body.
- Do not work as consensus groups, since diversity of opinions is important.

Kelly RAB Mission Statement

Kelly Restoration Advisory Board

The mission of the
Kelly Restoration Advisory Board shall be:

Section 1.1

To represent stakeholders and provide community outreach involvement, timely review, advice, and comments on DOD environmental cleanup actions and proposed actions with respect to releases of hazardous substances at Kelly and to act as a watchdog for the community

Kelly RAB Mission Statement (cont.)

Kelly Restoration Advisory Board

Section 1.2

To conduct a proactive program for providing information about environmental contamination and its effects and restoration decisions to stakeholders and to ensure that all segments of the public have an opportunity to be heard

Kelly RAB Mission Statement (cont.)

Kelly Restoration Advisory Board

Section 1.3

To ensure that all restoration stakeholders, regardless of race, color, national origin, or income, have an opportunity for public participation in the making of restoration decisions.

Kelly RAB Statement of Purpose

Kelly Restoration Advisory Board

The Kelly RAB shall have the following purposes:

Section 2.1

To provide an expanded opportunity for input by stakeholders into the environmental restoration process (stakeholders being persons who are actually or potentially affected by restoration activities)

Kelly RAB Statement of Purpose (cont.)

Kelly Restoration Advisory Board

Section 2.2

To ensure public input into the planning and implementation of environmental restoration activities at Kelly

Section 2.3

To promote community awareness and obtain constructive community review and comment on environmental restoration actions to accelerate the overall cleanup and potential community reuse of portions of Kelly

Kelly RAB Statement of Purpose (cont.)

Kelly Restoration Advisory Board

Section 2.4

To provide a forum for consultation, advice, and information sharing among Kelly and Board Members on the following activities and issues:

Kelly RAB Statement of Purpose (cont.)

Kelly Restoration Advisory Board

2.4.1

Identifying environmental restoration activities and projects at Kelly;

2.4.2

Monitoring progress on these activities and projects;

2.4.2

Collecting information regarding restoration priorities at Kelly;

Kelly RAB Statement of Purpose (cont.)

Kelly Restoration Advisory Board

2.4.3

Addressing land use, level of restoration, acceptable risk, waste management and technology development issues related to environmental restoration at Kelly; and

2.4.4

Developing environmental restoration strategies for Kelly.

Rules for Great RABs

Kelly Restoration Advisory Board

- People stay involved in effective and efficient organizations that meet the needs of the participant and follow the established guidelines of their Charter.

Great RABs...

Kelly Restoration Advisory Board

- Understand and agree upon their mission as defined in their charter
- Are proactive, “big picture” organizations
- Have members who treat one another with respect
- Communicate
- Have members that put *effort* into trying to understand and to be understood

Great RABs...

Kelly Restoration Advisory Board

- Have real and open agendas, actions, and priorities...and act on them
- Earn solid support from top levels of the installation
- Have lots of interaction between meetings
- Genuinely share leadership
- Put processes in place that “break the cycle of interminable argument”

Great RABs...

Kelly Restoration Advisory Board

- Provide their membership with a sense that member participation, input, and effort is valued and appreciated
- Do not whine and they do not tolerate tantrums
- Take responsibility and accept the realities of their task
- Realize that if it was easy, anyone could do it!

Handwritten notes in cursive script, oriented vertically and rotated approximately 90 degrees clockwise. The text is difficult to decipher but appears to include the words "KELLY", "AR", and "3263".

Proposed Kelly Restoration Advisory Board Milestones for FY04

The figure below identifies milestones which the RAB will play an active role in. Each milestone falls within a respective category predetermined by the RAB at the 2003 Training Workshop. Certain milestones overlap between several categories, as indicated by the arrows.

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Technical Progress *includes monthly updates		34 th Street PRB Construction			TRS Meeting	Railroad PRB Construction				Commercial PRB Construction		
		TRS Meeting	TRS Meeting		TAPP Review of Zone 2/3 CMS	TRS Meeting		TRS Meeting	TRS Meeting		TRS Meeting	TRS Meeting
Community Involvement	Continued Speaker's Bureau events, base tours, and member site visits											
	RAB Meeting			RAB Meeting	↓	Proposed Annual Info Fair	RAB Meeting	PCP on release of CMI Workplan for Zones 4/5		RAB Meeting		
Health Issues (study release dates; tentative)	Continued Health Assessments at Environmental Health and Wellness Center											
	<i>Preliminary Fruit & Nut Study Phase II</i>			<i>ATSDR Past Air Emissions Study</i>				<i>Fruit & Nut Study Phase II</i>				
Operations & Training	RAB Training Workshop			New RAB Member Elections	Proposed RAB Training Workshop							

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