

MEMORANDUM FOR RECORD

SUBJECT: Dolly Sods Ordnance Removal Project, Partnering Workshop

The subject workshop was held 11 May 1998 at the West Virginia Division of Natural Resources Building in Elkins, West Virginia. The day's agenda is attached as Enclosure 1 and the attendance list is attached as Enclosure 2.

The workshop opened with introduction by William Miller, Facilitator. General introductions were made and Meeting Objectives defined. Rick Meadows, Huntington District; Mike Gifun, Huntsville Center; Ben Hodges, HFA; Liz Schuppert, Forest Service; and Jim Rawson, WVDNR then presented opening remarks concerning the successful effort last year and hope for continued performance this year.

Each partner was then asked "What are your Expectations of the other Partners involved in this project?". Below are the partner's responses:

Huntington District: The following were presented by Terry Clarke and discussed:

- Cooperation
- Safety
- Efficiency & Effectiveness
- Communication
- Resolution of Conflicts
- Clarification
- Identification of Trails
- Updating
- Public Relations

Forest Service: The following were presented by Ms. Schuppert and discussed:

- Cooperation
- Safety
- Following of Work Plan
- Protection of Environment
- Trail Identification
- Support
- Coordination

Division of Natural Resources: Mr. Rawson said that his had already been addressed.

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Huntsville Center: The following were presented by Mr. Gifun and discussed:

Protection of Environment
Communication
Protocol Education

HFA: The following were presented by Mr. Hodges and discussed

Support
Identification
Resolution of Issues
Advising

In general, each partner agreed that they could comply with the others' wishes. Below are some discussions of the expectations:

Work Plan. The Work Plan has some ambiguities, such as the requirement for the Forest Service to be available to collect Cheat Mountain Salamanders when ordnance is located. This is impossible because of distance and training requirement restraints. Last year the collection was performed by HFA personnel. No resolution was made, but the partners agreed to explore the issue the following day.

Contractor Day. The contractor's work day will start at the bottom of the hill where he will have a short safety meeting and then proceed to the work area. The contractor's work day will end at the bottom of the hill.

Communication. In general, each partner felt that there was not enough communication, and that some partner(s) had been excluded from certain conversations. Each partner agreed to make a greater effort to communicate and consider the other partners.

Discussion Topics were then discussed. All agreed that the project had been given a thorough overview, so Steve Hann presented the trail locations. He described the map and discussed the added trails, subtracted trails, and subtracted area from Blackbird Knob. The deleted area will be applied to the added trails, but there is still an increase of 4.87 hectares total. Mr. Hodges indicated what area has already been covered and clarified the ordnance found. Coordination is required by Mr. Hodges, Bill Dahlheim, and Mr. Hann to reach an agreement on the maps. Another problem with the trails is measurement. The Work Plan calls for measurement of trails twenty feet from the edge. Previously, the trails have been measured from the centerline. The decision was made to change the language in the Work Plan to measure the trails from the centerline. Next Ms. Schuppert discussed the Hunter Cabins. One is a campsite, not a cabin, and hunters have requested that two be left as shelters. They have decided to scale down the cabins to shelters, but they need ordnance cleared areas to burn excess material. Four burning areas total are required at 50' x 50'. Mr. Hodges said that it was no problem; HFA can clear the sites. Wally Dean felt that with the amount of changes being made, a supplement to the Environmental

Assessment (EA) might be required. After discussion, Mr. Clarke thought that the existing EA could be used and a supplement would not be required. Mr. Rawson felt that detonations could not continue until the supplement was approved if it was required. Mr. Rawson later confirmed with Bill Tolin by telephone that the Salamander protocol as used last year was good. The issue was tabled for discussion the following day.

The partners then coordinated on their respective roles. Mr. Meadows, Huntington PM, described his duties as execution and coordination, cost and schedule execution, public involvement, updating of the Administrative Record and Public Repository, prepare reports, and report a successful project to Congress. Huntington District agreed to do the press release for the project. He also addressed the role of the HNC PM, David Shafii. Mr. Shafii's role is similar to Rick Meadows', only Mr. Shafii is responsible for technical execution of the ordnance removal contract. Mr. Gifun, HNC Safety Officer, listed his duties as safety inside and out of the exclusion zone and quality assurance process of process. LRH COR, Wren Wilson, is responsible for approving the contractor's time cards and contractor actions not involved in ordnance safety, while the LRH On-Site Construction Inspector, Dave Woolfarth, coordinates with Ms. Wilson, Mr. Hodges, and Mr. Gifun and provides daily and weekly reports and is responsible for safety outside the exclusion zone. Forest Service controls the grounds, assists with trail closures and public involvement, marks the trails, and knows cultural resources. Mr. Hodges felt that HFA's role was already covered. Communication was decided to be very important by all partners.

The Sensitive Issues to be covered had already been discussed, and would be discussed at length the next day. Wilderness Protocol will be applied to the North Area, and Public Relations was satisfactorily covered already. All media inquiries are to be directed to Huntington District care of Mr. Meadows or Steve Wright. Some media inquiries may be fielded by the Forest Service at their decision.

Mr. Miller then gave a meeting review. Topics covered included the EA, the Cheat Mountain Salamander, Trail Measurements, and Maps. The Cultural Resources training was scheduled for 8:30 the following morning. The meeting was adjourned.

After the Cultural Resources Training on the morning of 12 May, representatives from all partners met to discuss the topics covered the previous day.

The Salamander Issue was addressed again. It was discovered that in order for a Forest Service Representative to enter the area once ordnance has been located, they must have 40 hours of OSHA training and ordnance safety training. None of the personnel have this required training, so it is impossible for someone to enter the area to collect Salamanders. Mr. Clarke drafted a letter requesting that the Forest Service not be required to enter the area to collect salamanders, instead allowing some HFA personnel to serve as Forest Service representatives. In addition, Mr. Dean coordinated with the Fish and Wildlife Service (FWS) to

collect information from their files that might provide official documentation on the FWS position for the salamander protection protocol. A letter was found the next day which indicated that the protocol had been changed the previous year to allow HFA personnel to act as Forest Service Representatives. It was decided to use the Wilderness protocol as changed in the letter for the North Area. Since Mr. Tolin of FWS is in agreement with the protocol, HFA, Huntsville, and the Forest Service were informed of this and the issue was resolved.

Mr. Hann is to provide HFA with additional trail maps and coordinate with Forest Service on trail locations. Maps were provided on May 25, 1998.

Huntington District Public Affairs will issue a press release on the project. The press release was made on May 19, 1998.

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Approved By: Richard L. Meadows,
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**Mini-Partnering Meeting
DOLLY SODS - NORTH**

11 May 1998
WVDNR Building, Elkins, WV
1300-1630

AGENDA

Admin. Announcements

Introductions / Meeting Objectives

Opening Remarks

Huntington District	Huntsville Center
HFA	U.S. Forest Service
U.S. Fish & Wildlife	WVDNR

Expectations of Each Organization

Discussion Topics

Project

Overview of Project
Trail Locations
Hunter Cabins

Coordination

Roles of:
Huntington PM
HNC PM
HNC Safety Officer
LRH COR
LRH On-Site Construction Inspector
U.S. Forest Service
U.S. Fish & Wildlife
WVDNR
HFA
Relationships & Communications

Sensitive Issues

Cheat Mountain Salamander
Wilderness Protocol
Cultural Resources
Public Relations

Meeting Review

Closing Remarks

