FLEET AND INDUSTRIAL SUPPLY CENTER OAKLAND (FISCO)
ALAMEDA FACILITY/ALAMEDA ANNEX
Installation Restoration Program (IRP)
Restoration Advisory Board Charter

The Restoration Advisory Board (RAB) Charter, herein referred to as "the Charter," is formulated to represent the interests of the United States Navy, regulatory agencies and the City of Alameda in conjunction with its surrounding communities, in the following matters:

Purpose and Function of the RAB

The purpose of the RAB is to promote community awareness and obtain community review and comment on past and proposed environmental restoration actions to facilitate restoration and subsequent reuse of FISCO Alameda Facility/Alameda Annex. The RAB will disseminate information about the Installation Restoration Program (IRP) and will ensure that input on environmental restoration reflects the diverse interests within the community. The RAB serves to advise, Engineering Field Activity West (EFA West), FISCO Alameda Facility /Alameda Annex, and other regulatory agencies. Those agencies will keep the RAB informed of their deliberations, and provide documents as requested.

Basis and Authority for Rules of Operation

The basis and authority for these Rules of Operation are contained in the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, as amended by the Superfund Amendment and Reauthorization Act (SARA) of 1986, particularly Sections 120(a), 120(f), and 121(f), 10 U.S.C. 2705, enacted by section 211 of SARA, Chief of Naval Operations letter Serial No. N453D/4U596636 of 18 Oct 94, and Joint EPA/DOD Restoration Advisory Board Implementation Guidance of September 1994.

Membership

Community members or individual representative(s) of organizations must reside in, operate a business in, serve the community or provide services thereto, within the City of Alameda and/or its adjacent communities.

RAB membership shall be limited to an appropriate number of community members, but shall not exceed twenty (20).

Members shall serve without compensation.

Members are expected to attend all RAB meetings or send a designated alternate. If a member fails to attend or send a designated alternate to two consecutive meetings, or misses four meetings within a one year period, the RAB co-chairs may ask the member to resign.

Members must designate their own alternates to attend meetings, and must notify the co-chairs of the RAB. However, if a designated alternate is required to attend three consecutive meetings, the RAB co-chairs may ask the member to resign.

Members should be willing to communicate with local community members and interest groups concerned with specific base cleanup issues.

The RAB will serve as a direct and reliable conduit for information flow to and from the community. To improve communication between the public and RAB members, RAB names and telephone numbers will be made available to the public and listed in meeting minutes.

Members unable to continue to fully participate shall submit their resignation in writing to either of the RAB co-chairs. Resigning members may recommend new members to replace them.

Members accepted to the RAB may serve until RAB termination as long as they continue to meet the criteria stated in other sections of the Charter. If necessary, open nominations for new members will take place when deemed necessary by the RAB.

RAB Structure

The RAB shall be co-chaired by a Navy representative appointed by the Commanding Officer of FISCO, and a community member. The responsibility for presiding over each meeting will be shared between the co-chairs.

The community co-chair will be selected by a majority vote of the RAB community members. The RAB community co-chair term will run one year from July 1 to June 30. A co-chair may serve more than one term, if re-elected by the RAB community members.

The RAB shall meet monthly, or as otherwise deemed necessary by the RAB. The RAB meetings will be held at FISCO, every second Tuesday at 9:30 A.M. at Building 321, 1st Floor Conference Room, unless otherwise announced.

Agenda items will be compiled by the co-chairs. Suggested topics should be given to one of the co-chairs no later than two (2) weeks prior to the meeting.

The Navy co-chair shall be responsible for providing written notification to all RAB members of the upcoming meetings, for recording and for disseminating meeting minutes; and for collecting a written list of attendees at each meeting.

A copy of the RAB meeting minutes will be sent to all RAB members and will be available for public review in the information repositories. The RAB meeting minutes shall be reviewed and approved by the RAB at the next meeting.

Committee members will be asked to review and comment on various environmental restoration documents. RAB members may submit written comments to the community co-chair within the required time frame. The community co-chair will forward comments from the RAB community members to the Navy co-chair, as well as to the RAB membership. The Navy co-chair will ensure that a written response is provided to the RAB community members in a timely manner.

The FISCO Alameda Facility/Alameda Annex has established two information repositories for public documents relative to all restoration activities. The Alameda Public Library and the Oakland Main Library are the information repositories for the FISCO Alameda Annex RAB.

Effective Date and Amendments

The effective date of this Charter shall be August 16, 1995.

This Charter may be amended by a majority vote of the committee members present. Amendments must be consistent with the CERCLA and SARA statutes as stated previously.

Termination

Generally, this Charter may be terminated upon completion of the CERCLA and SARA statutory requirements. Once final remedial design is implemented however, this Charter may be terminated earlier upon a majority vote of the RAB membership.

Signatories to the RAB Charter

IN WITNESS WHEREOF, we have set our hand this 16th day of August 1995.

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Warren Yip, FISCO Alameda Facility/ Alameda Annex RAB Navy Co-Chair.

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Ken Hansen, FISCO Alameda Facility/ Alameda Annex RAB Community Co-Chair.