

# **ELMENDORF AIR FORCE BASE COMMUNITY ENVIRONMENTAL BOARD CHARTER**

## **I. NAME**

This organization shall be known as the **Elmendorf Air Force Base (EAFB) Community Environmental Board (CEB)**.

## **II. PURPOSE**

The purpose of the CEB is to provide a forum to enhance communication and coordination between the Air Force, regulatory agencies, and the community regarding actions undertaken by Elmendorf's environmental programs. The Elmendorf CEB has two goals:

- To provide its members and the community an opportunity to review and comment on proposals for and implementation of site cleanup activities under the ERP. The ERP is part of the Defense Environmental Restoration Program (DERP) and is the Air Force program to implement the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). Under CERCLA and Executive Order 12580, the Air Force is conducting a comprehensive identification of contaminated sites, assessing the nature and magnitude of contamination, and taking corrective actions to protect human health and the environment.
- To provide CEB members and the community with information related to other ongoing environmental programs such as environmental compliance, pollution prevention, and natural and cultural resources.

Recommendations provided by CEB members will be advisory in nature. Consensus is not a prerequisite for a CEB recommendation. Each individual speaks only for himself. However, members are responsible for assuring that comments reflect the position of their constituencies. Elmendorf AFB will consider the recommendations provided by the CEB members. The Co-Chairs will ensure that written responses to CEB member recommendations are provided to the members in a timely manner. All recommendations will be submitted to the EAFB Environmental Protection Committee (EPC). The EPC is the Elmendorf executive body through which environmental decisions and policies are made.

## **III. AUTHORITY**

The basis and authority for this charter are CERCLA, DERP, United States Air Force, and Department of Defense policies. The Elmendorf Air Force Base (EAFB) CEB fulfills all requirements of 10 USC Section 2705 (c) and (d) for Technical Review Committees and Restoration Advisory Boards at Department of Defense installations.

#### IV. COMPOSITION

Membership shall consist of the Chair of the EPC; the Base Civil Engineer; representatives from the Environmental Protection Agency (EPA), Alaska Department of Environmental Conservation (ADEC), Municipality of Anchorage (MOA), Fort Richardson; and the community. "Community members" are defined as all members, excluding the Air Force and other governmental representatives listed above (EPA, ADEC, MOA and Fort Richardson). Ideally, the board will not comprise more than 20 members. A Community Co-Chair will be selected in accordance with Sections V and VII of this charter. Air Force representatives from Public Affairs, Legal, and Environmental will monitor the CEB as appropriate. Membership and representation on this advisory board shall not, by itself, be construed in any way as limiting the legal rights, obligations, or authority of any of the individual representatives of the groups or agencies they represent.

#### V. STRUCTURE

The EPC Chair will serve as the Installation Co-Chair of the CEB. The Base Civil Engineer or his designee will serve as the alternate Installation Co-Chair. The community members will select a Co-Chair of the CEB, referred to as the Community Co-Chair, and an alternate Community Co-Chair. The EPA, ADEC, Fort Richardson and MOA will designate in writing to the CEB Co-Chairs the names of their respective CEB primary representatives.

#### VI. COMMUNITY MEMBER TERMS AND DUTIES

Each CEB community member shall serve a two-year term without compensation. All expenses incidental to travel and/or attendance at CEB meetings and related events, and for providing review and input on technical documents, shall be borne by the respective member or the organization they represent.

a. CEB community members may request extension of service on the CEB. For administrative purposes only, each extension for an additional term of two years must be approved by a majority vote of CEB community members present. There is no limit on the number of terms a CEB member may serve.

b. CEB members are expected to attend all CEB meetings. Members should notify the Community Co-Chair if they are unable to attend a meeting. A CEB community member may be removed for cause (i.e., lack of attendance, develops a conflict of interest, etc.) by a majority vote of CEB community members. If a CEB community member discloses a possible conflict of interest and chooses not to participate in an issue, then the member shall not be considered violating conflict of interest. Community members who have more than two consecutive unexcused absences will be asked by the Community Co-Chair to reassess their commitment to the CEB and resign, if necessary.

c. Community members are expected to communicate with local individuals and interest groups concerned with cleanup issues for the purpose of reporting community opinions to the CEB. CEB members should understand that their names and, with their permission, email

addresses or phone numbers will be disseminated to the local community to enable community access.

d. Additional or replacement community members may be added to the CEB. Nominations will be reviewed by a committee of at least three (3) community CEB members and approved by a majority vote of that committee. The Community Co-Chair will forward the list of nominees and current members to the Installation Co-Chair, who if he believes the overall composition of the CEB is not representative of the diverse interests of the community, has the authority to not accept the revised membership list.

## VII. COMMUNITY CO-CHAIR AND ALTERNATE TERM OF OFFICE

To ensure all interested community members are afforded the opportunity to seek the positions of Community Co-Chair and alternate, the end of the current co-chair's current two-year term mandates an election by the community members. Likewise, the position of alternate Community Co-Chair becomes available to all interested members at the completion of the alternate's current two-year term. The Installation Co-Chair or a non-member facilitator of his choosing will conduct the election; votes will be cast in writing. Even if there are no other candidates, the election must be a separate action from voting to continue the co-chair's board membership for another two years. Candidates for co-chair and alternate co-chair will be afforded an opportunity to state why they are seeking the position. The ensuing vote requires the winner to attain a majority vote (51%) of the community members present.

A Community Co-Chair may serve an indefinite number of terms, but must step down for at least one term after serving two (2) consecutive terms. The CEB membership is responsible for terminating a Community Co-Chair or alternate who is ineffective or detrimental to progress of the CEB. Co-chair removal is determined by a majority vote of community members present at the meeting where removal is addressed.

## VIII. MEETINGS

Meetings will be held approximately twice a year, unless CEB members determine more frequent meetings are required. These meetings will be open to the general public and the public is welcome to participate in the meetings. At a minimum, meetings will be announced by advertising in a local daily newspaper and a press release to local media. The Installation Co-Chair will be responsible for arranging the meeting at a time, place and location agreeable to the membership.

The Installation Co-Chair also will coordinate and disseminate the meeting agendas. The Installation and Community Co-Chairs will establish agenda items for each CEB meeting. Members should submit agenda items to the co-chairs 30 days in advance of the meeting. Approval of prior meeting minutes will be an agenda item for each meeting. Responsibility for running the meeting will be shared by the Installation and Community Co-Chairs. Although the CEB is not a decision-making body, the CEB may vote on procedural and other administrative issues by having a motion made and seconded. A majority vote (51%) of those present will carry the issue, except in the case of charter revisions, which require a 3/4

affirmative vote of those present. When a controversy arises regarding procedural motions, the CEB will settle these with a majority vote. A quorum of community CEB members must be present to elect a community co-chair or alternate. A quorum is made up of a majority of CEB community members in good standing.

The Installation Co-Chair will be responsible for recording and disseminating the meeting minutes. All positions on issues of concern will be noted in the minutes and all current action items will be listed. Progress on each action item will be briefed at each meeting. When an action item is closed, the written response will be included in the meeting minutes. Both co-chairs will sign the meeting minutes. The minutes will be provided to the EPC, placed in the Information Repositories and may become part of the administrative record as appropriate.

#### IX. DOCUMENT REVIEW

Upon a request from CEB members, the Installation Co-Chair will send copies of environmental documents to the members or notify the members where they may obtain documents for review. The members should submit written comments on the subject documents within the timeframe specified (30-60 days, depending upon regulatory or other time constraints). Other guidelines for submitting and responding to comments are the same as outlined in Section II.

#### X. TRAINING

Upon request of the board, USAF will provide training to the CEB. Training may take the form of presentations at the CEB meetings, special meetings for the purpose of training or tours of restoration sites.

#### XI. EFFECTIVE DATE AND MODIFICATION

The Charter is effective upon approval. This Charter may be amended by agreement of the Installation and Community Co-Chairs and approval by a 3/4 vote of CEB community members present.

#### XII. TERMINATION

The CEB shall continue in the above capacity as long as it serves its stated purpose. It shall be disbanded in accordance with Air Force guidance on adjournment/dissolution of restoration advisory boards.

The provisions of the Charter shall be satisfied and considered complete when determined by the Installation and Community Co-Chairs.

IT IS SO AGREED:

CEB CO-CHAIR  
3RD WING, EPC, EAFB

\_\_\_\_\_  
COL DOUGLAS L. MILLER

\_\_\_\_\_  
DATE

ALTERNATE CEB CO-CHAIR  
DEPUTY BCE, EAFB

\_\_\_\_\_  
MR. DENNIS R. MATTSON

\_\_\_\_\_  
DATE

COMMUNITY CO-CHAIR/  
PUBLIC HEALTH

\_\_\_\_\_  
MR. THOMAS BRUDNICKI

\_\_\_\_\_  
DATE

ALTERNATE COMMUNITY  
CO-CHAIR/ENVIRONMENTAL

\_\_\_\_\_  
MR. R. J. GRYER

\_\_\_\_\_  
DATE

UNITED STATES  
ENVIRONMENTAL  
PROTECTION AGENCY

\_\_\_\_\_  
MR. KEVIN OATES

\_\_\_\_\_  
DATE

ALASKA DEPARTMENT  
OF ENVIRONMENTAL  
CONSERVATION

\_\_\_\_\_  
MR. LOUIS HOWARD

\_\_\_\_\_  
DATE

MUNICIPALITY  
OF ANCHORAGE

\_\_\_\_\_  
MR. MICHAEL SCOTT

\_\_\_\_\_  
DATE

FORT RICHARDSON  
REPRESENTATIVE

\_\_\_\_\_  
MR. MARK PRIEKSAT

\_\_\_\_\_  
DATE

COMMUNITY REPRESENTATIVE  
BUSINESS

\_\_\_\_\_  
MR. MICHAEL CRAVENS

\_\_\_\_\_  
DATE

COMMUNITY REPRESENTATIVE  
NATIVE

\_\_\_\_\_  
MR. WILLIAM DIXSON

\_\_\_\_\_  
DATE

COMMUNITY REPRESENTATIVE  
MEMBER AT LARGE

\_\_\_\_\_  
MS. TERI LEE FETHEROLF

\_\_\_\_\_  
DATE

COMMUNITY REPRESENTATIVE  
GOVERNMENT HILL

\_\_\_\_\_  
MR. STEPHEN GERLEK

\_\_\_\_\_  
DATE

COMMUNITY REPRESENTATIVE  
EAGLE RIVER

\_\_\_\_\_  
MR. ARTHUR D. ISHAM

\_\_\_\_\_  
DATE

COMMUNITY REPRESENTATIVE  
PUBLIC INTEREST

\_\_\_\_\_  
MR. JOSEPH N. LEVESQUE

\_\_\_\_\_  
DATE

COMMUNITY REPRESENTATIVE  
BUSINESS

\_\_\_\_\_  
MR. VERN C. McCORKLE

\_\_\_\_\_  
DATE

COMMUNITY REPRESENTATIVE  
ANCHORAGE

\_\_\_\_\_  
MS. JUDITH A. ROOT

\_\_\_\_\_  
DATE

COMMUNITY REPRESENTATIVE  
PUBLIC INTEREST

\_\_\_\_\_  
MS. IRINA SHUPILOVA

\_\_\_\_\_  
DATE