

DRAFT

Red Hill Community Representation Initiative Proposed Ground Rules

The meetings of the [Red Hill Community Representation Initiative \(CRI\)](#) are for the purposes of reviewing progress in defueling, closure, and implementation of the drinking water requirements. The CRI meetings and engagements have not met the objectives under the [2023 Administrative Consent Order \(ACO\)](#) of facilitating early discussion and continued flow of information among the elected CRI members, the community, EPA, Navy, and DLA.

To address this challenge and promote a collaborative problem-solving relationship as agreed to in the ACO, EPA, Navy, and DLA developed these proposed ground rules through a mediated discussion. EPA, Navy, and DLA view the need for clarified ground rules as critical to ensuring productive collaboration going forward.

1. **Facilitator:** EPA shall arrange for a neutral facilitator to facilitate each CRI meeting. The facilitator will facilitate CRI meetings, finalize the agendas, and perform other tasks, as discussed below.
2. **Meeting Etiquette:** To participate in the CRI meetings, each participant, including the elected CRI members, EPA, Navy, and DLA, agrees to conduct themselves in a respectful and professional manner. The elected CRI members will be heard and participate, give, and receive updates and information, and represent their communities. EPA, Navy, and DLA will also be heard and participate, give, and receive updates and information.
3. **Agenda and Topics:** Each agenda for a CRI meeting will be finalized two weeks before the scheduled CRI meeting and will be limited to the scope of the ACO (i.e., defueling, closure, and implementation of the drinking water requirements).
 - a. The elected CRI members, EPA, Navy, and DLA shall propose agenda topics to the facilitator three weeks before the scheduled CRI meeting.
 - b. There is a presumption that topics within the scope of the ACO will be on the agenda.
 - c. EPA, Navy, and DLA shall prioritize topics proposed by the elected CRI members for inclusion on the agenda.
 - d. The entities agree to provide a point of contact to meet, as necessary, with the facilitator to finalize the agenda two weeks before the scheduled CRI meeting.
 - e. Any entity may suggest a topic(s) outside the scope of the ACO. If all the other entities agree to address it, that topic will be on the agenda.
 - f. If there is disagreement amongst the entities regarding whether a topic is outside the scope of the ACO, that topic will not be included on the agenda and will be tabled for further discussion among the elected CRI members, EPA, Navy, and DLA.

4. **Meeting Occurrence:** CRI meetings will occur twice per quarter, as required by the ACO, on the third Thursday of the applicable month.
 - a. If the elected CRI members, EPA, Navy, or DLA cannot make the scheduled time, the entity that cannot make the meeting will notify all the other entities and propose an alternative date.
 - b. The elected CRI members, EPA, Navy, and DLA will make best efforts to minimize changes to the third Thursday schedule.
 - c. The next CRI meeting shall be no earlier than two weeks after the ground rules are finalized.

5. **Venue:** The Navy and DLA shall select and procure the venue in consultation with the elected CRI members. The venue shall not be located on Joint Base Pearl Harbor Hickam or other military installation.

6. **Public Participation:** Meetings may be broadcast on Olelo or equivalent platform to share information with the community.
 - a. The final 30 minutes of each CRI meeting will be set aside for community comments to provide non-CRI members an opportunity to speak.
 - b. Each community member must sign up to speak and provide their name, organization (if applicable), and question or comment to the facilitator.
 - c. Each speaker will have two minutes to speak on topics within the scope of the ACO.
 - d. The facilitator will track the time and ensure that topics are within the scope of the ACO.
 - e. The elected CRI members, EPA, Navy, and DLA will listen and receive ideas but will not respond during the comment period of the meeting to allow more community members to speak.
 - f. As appropriate, EPA, Navy, and DLA will provide information and responses to comments at the next CRI meeting.

7. **EPA, Navy, and DLA Participation:** The EPA, Navy, and DLA shall attend the CRI meetings twice per quarter. The lead for engaging with and participating in the CRI meetings are:
 - i. Commander, Navy Region Hawai'i, or an appropriate delegate.
 - ii. Deputy Commander, Defense Logistics Agency Energy, or an appropriate delegate.
 - iii. The EPA Region 9 ECAD Division Director, or an appropriate delegate.

8. **Elected CRI Members and Community Questions:** The elected CRI members will identify one point of contact to gather all questions from the elected CRI members and the community and submit one set of questions per month.
 - a. The EPA, Navy, and DLA will each identify a central point of contact for receipt of the elected CRI members and community questions.
 - b. Upon receipt, each entity has one month to respond.

- c. If questions overlap, EPA, Navy, and DLA may group responses to similar or related questions.
- d. EPA, Navy, and DLA will not be required to answer questions outside of the scope of the ACO in this forum. Where appropriate, questions outside of the scope of the ACO will be directed to appropriate resources.
- e. Questions that pertain to matters in litigation will not be answered.

9. Virtual Meeting Management:

- a. The facilitator shall set up and manage the virtual meeting platform.
- b. The elected CRI members, EPA, Navy, and DLA shall have access to observe the virtual host platform.