

# Pompton Lakes Community Advisory Group (CAG) Operating Procedures

Approved June 20, 2011

Revised October 18, 2013

## I. Purpose of Community Advisory Group

The purpose of the CAG is to serve as a public forum for community interests related to the Pompton Lakes DuPont Works Site; to represent the community in discussions regarding the site; to educate the rest of the community regarding those discussions and to participate in decision-making process

## II. CAG Membership

a. Members will be recruited and appointed as follows:

- i. Members will be initially designated through their desire to be involved as CAG members. CAG members can submit an interest application through the website [www.PomptonLakesCAG.org](http://www.PomptonLakesCAG.org). The CAG strongly encourages members to attend all meetings to ensure consistency, informed discussion, and effective input. Any members that have three (3) unexcused absences and do not give notice 24-hour prior to CAG meetings is then subject to being removed from the CAG by a majority vote from the CAG. Administrative committee members must receive this notice for a grant of an excused absence via phone or by email.

Any NEW CAG members must sit on a CAG committee for a 90-days prior to the CAG voting on their membership officially. The CAG will vote to assign them to a specific committee based on their background and area on expertise/experience.

The Pompton Lakes Community Advisory Group Committees are:

Administrative Committee (D. Patterson, C. Rubino and L. Riggiola)  
Technical Committee (J. Intintola Jr./R. Chapin)  
Community Outreach Committee (H. Marten, R. Paez and K. Dean)

## III. Responsibilities of CAG members

a. Members agree to:

- i. Attend all regularly scheduled meetings. If a member is not able to attend a meeting, they must notify one of the Administrative Committee CAG members no later than 24 hours prior to the scheduled CAG meeting. If this is not done, the absence is considered an “unexcused absence”.

If he/she is unable to attend and received an excused absence, they may communicate views through another member or the facilitator.

Participate in educational briefings, hearings or public meetings on the past and the present of the site, as needed, to ensure a shared knowledge of key issues, technologies, and the cleanup process when applicable.

- ii. The CAG will hold bi-monthly meeting but can add additional as they see fit based on urgency of the subject matter.
- iii. Arrive at each meeting prepared to discuss the issues on the agenda. Preparation includes reviewing meeting summaries and materials, and following up on action items, emailed out prior to each meeting.

- iv. Help formulate the CAG's meeting agenda and work plans.
  - v. Represent the views of his/her constituents (i.e. organizations, businesses or neighborhoods) as well as his/her own individual views. Each CAG member should make a conscious effort to compile questions and concerns from the public entity they may represent.
  - vi. Provide information to the public, constituents and liaisons to ensure that the larger public is kept informed of the CAG's efforts.
  - vii. Strive throughout the process to engage in respectful, constructive dialogue with other members of the group, bridge gaps in understanding and seek creative resolution of differences.
  - viii.
  - viii. The designated membership of the CAG will be in place for three years. At any time the CAG reserves the right to add new members, stakeholder groups and/or organizations by consensus at any time if it identifies key interests and concerns that are not represented. Members serve for a period of three years from the first meeting they attend.
  - xi. If a stakeholder group that has been designated as a member loses its representative the group will select a new representative as soon as possible and seek to inform them of CAG's work-to-date so that they are well informed as they begin.
  - xii. The secretary of CAG will provide for detailed notes and minutes of meetings, and share with the CAG members no later than two weeks prior to next regularly scheduled meeting. Bi-monthly meetings will be recorded via audio and/or video recording and will be made available for the public on [www.pomptonlakescag.org](http://www.pomptonlakescag.org).  
All documentation will available to the public on [www.pomptonlakescag.org](http://www.pomptonlakescag.org) prior to the meeting and hard copies will be available at meetings.
  - xiii.
- All CAG members are expected to take an active role and contribute by working on delegated action items, resolutions, letter-writing, community outreach, research, etc. as assignments are set into place at our public CAG meetings.

#### **IV. Responsibilities of the U.S. Environmental Protection Agency and New Jersey Department of Environmental Protection**

- a. The U.S. Environmental Protection Agency agrees to:
  - i. Attend all regularly scheduled meetings if at all possible.
  - ii. Participate in and conduct educational briefings on the past and the present of the site, as needed, to ensure a shared knowledge of key issues, technologies and the cleanup process.
  - iii. Provide clear answers to members' questions and provide at each CAG meeting answers or updates on unresolved questions and issues from prior CAG meetings.
  - iv. Demonstrate a leadership role in exerting authority and oversight on issues involving remediation actions and strategies working to provide actual, real-time solutions to problems raised by impacted community members and their representatives.
  - v. Provide in writing a bi-monthly schedule of ongoing, upcoming, and proposed site-related activities, with advance notice for review when possible.
  - vi. Provide all agenda-related site technical documents in a timely manner in advance of each CAG meeting.
  - vii. Arrive at each meeting prepared to discuss the issues on the agenda. Preparation includes reviewing meeting summaries and materials emailed out prior to each meeting.
  - viii. Prepare and provide presentations on relevant, technical, legal and other pertinent cleanup issues as requested by the CAG.
  - ix. Update public repository in the Pompton Lakes library within ten days of the release of new reports and other documents.

- x. Keep all publicly available documents in the repository, then upgrade or replenish all documents either missing or damaged. EPA will also email CAG members the inventory and subsequent additions.
- xi. Assist the groups in formulating its agendas and work plans, and in particular, help the CAG coordinate its work with the technical program and schedule.
- xii. Respond to action items and other requests of the CAG in a clear, direct and timely fashion.
- xiii. Consider seriously and in good faith the input of the CAG and provide responses to that input so that the CAG is able to see the impact of its input.
- xiv. Strive throughout the process to engage in respectful, constructive dialogue with CAG members, bridge gaps in understanding, and seek creative resolution of differences.
  
- xv. Periodically and at key decision-making points, EPA will bring upper management and actual decision makers to a CAG meeting. Upper management's direct involvement and supervision is absolutely necessary for the CAG to achieve its stated goals.

## **V. Responsibilities of Community Advisory Group Liaisons**

Several entities have been requested to serve as liaisons to the Community Advisory Group because of their role in the

overall remediation effort. Liaisons will include: New Jersey Department of Health and Senior Services (NJDHSS), Agency for Toxic Substances and Disease Registry (ATSDR), and Congressional and Legislative offices. The CAG may invite other entities to participate as liaisons. It should be noted that USEPA and NJDEP are co-lead agencies and serves as primary response to the CAG and issues regarding the Pompton Lakes DuPont Works Site. The liaisons represent an additional resource and shall provide relevant responses and information, as necessary and appropriate.

### *a.* The liaison's role may include:

- i. Attend regularly scheduled meetings, as appropriate to the agenda, as representatives of their agencies.
- ii. Participate in and conduct educational briefings, on relevant technical, public health, legal and other pertinent cleanup issues related to the Pompton Lakes DuPont Works site to help ensure a shared knowledge of key information.
- iii. Arrive at meetings prepared to discuss the issues on the agenda as appropriate. Preparation includes reviewing meeting summaries and materials mailed prior to each meeting.
- iv. Provide input during CAG discussions, as needed and appropriate.
- v. Consider seriously and in good faith the input of the CAG.
- vi. Strive throughout the process to engage in respectful constructive dialogue with CAG members and help bridge gaps in understanding.
- vii. State and federal environmental health agencies shall provide to the CAG, at no additional cost, all requested documents pertaining to the Pompton Lakes DuPont Works site that can be released and are not restricted by confidentiality issues.
- viii. Agency liaisons shall ensure that their agency's repositories are kept up to date.

## **VI. Communication among Members and Meeting Attendees**

- a. Each person will express his or her own views rather than speaking for others at the table.
- b. Members will avoid grandstanding and filibustering in order to allow everyone a fair chance to speak and to contribute. The facilitator will ask members to hold their comments and allow time for others to comment, as needed.
- c. Each person will make every effort to stay on track with the agenda and to move the deliberations forward.
- d. Members are expected to communicate concerns, interests and ideas openly and to make reasons for their disagreements clear.
- e. When speaking with others outside the CAG, members will be clear that they are

representing their views and concerns as an individual or as an organizational representative and cannot speak for the CAG as a whole.

- f. Members and alternates will abide by these ground rules when communicating with one another on CAG business via phone, email or other means.

## **VII. Developing group input and providing input within the CAG's scope**

The purpose of the CAG is to provide a way for members of the community of Pompton Lakes and Stakeholders around the Pompton Lakes DuPont Works site to present and discuss their needs and concerns related to the site design and cleanup decision-making process. The CAG can and shall serve as a forum for information sharing and input regarding all cleanup plans and activities.

### Forms of Input

The CAG may provide input to the USEPA and others in the following ways:

- a. Provide individual comments and suggestions made at CAG meetings.
- b. Develop specific action items for follow-up at later meetings.
- c. Develop joint input, when and if, appropriate.
- d. Provide technical comments ad site activities, as appropriate.
- e. Provide the USEPA with resolutions which required a formal response in-writing.

Participation *in* the CAG does not *prevent*, constrain or *exclude* any individual CAG member from *issuing individual or organizational* comment during *public* comment periods.

## **VIII. Role of Facilitator**

- a. The facilitator will:
  - i. Formulate the agendas.
  - ii. Facilitate meetings.
  - iii. Assist the CAG members in complying with ground rules.
  - iv. Identify and synthesize points of agreement and disagreement
  - v. Serve as a confidential communication channel for members or observers, as needed.  
In the event a member is unable to speak about a concern directly to another member, he or she can contact the facilitator by phone (or in person). The facilitator may serve as a channel for such concerns as well as work with parties between meetings, as necessary, to resolve conflict. Upon request, all information or views sharing during conversations with the facilitator will be kept confidential.
  - vi. Assist in building agreement among members when asked and needed.
  - vii. Track action items such as future agendas, and
  - viii. Strongly advocate for fair, effective, and credible process, but most importantly, for tangible results and solutions to be the product of CAG meetings. When necessary, the facilitator must hold all stakeholders responsible to the standards of accountability and responsibility in reaching actual solutions.
  - ix. Remain completely nonpartisan with respect to the outcome of the deliberations.
  - x. Arrive for CAG meetings at least 15 minutes before the scheduled meeting time.

## **IX. Meeting Summaries and Meeting Notification**

The facilitator will assure meeting summaries are prepared of issues discussed, input offered, action items, next steps and key issues. The meeting summary will be distributed in draft form to CAG members and liaisons for review and approval a minimum of three days before the next scheduled CAG meeting.

Notice of Committee *meetings will be made by notifying members via email and on the web site.*

## **X. Public Attendance, Public Comment and the Media**

- a. Public Comment

The public is invited and encouraged to attend. The CAG meetings are held primarily for benefit of CAG members and the public to encourage dialogue among the CAG and project liaisons

from USEPA, NJDEP, ATSDR, NJDHSS, and other organizations. The CAG also encourages public participation, thus, public opportunity for comment will be open. The CAG will seek to provide a public comment period in the middle and at the end of each CAG meeting. If a member of the public has a question related to the agenda item, they may raise their hand and ask anytime as long as it is on the topic.

*b.* Public behavior

The public will avoid grandstanding and filibustering in order to allow everyone a fair chance to speak and contribute. Disruption to CAG meetings or individual CAG members during meetings will not be tolerated. The facilitator will stop proceedings as needed to bring order.

*c.* Media

The CAG respectfully notes the following *regarding* the *media's* participation:

- i.* CAG meetings are open to the public and the media to ensure public information sharing and deliberation. The CAC encourages media participation.
- ii.* The CAG facilitator will designate a section of each meeting space, as needed, for television cameras, prominent recording devices or other equipment.
- iii.* Disruptions to CAG meetings or individual CAG members during meetings will not be tolerated. The facilitator will stop proceedings, as needed, to bring order.

*d.* The CAG respectfully asks media representatives to:

- I.* Be respectful of CAG members and recognize this is a deliberate meeting for CAG members.
- ii.* Allow members of the public to make comments during any public comment period without interruption.
- iii.* Seek quotes and information from USEPA, CAG liaisons, and CAG members before meetings, at breaks or after meetings so as not to disrupt dialogue

## **XI. Agenda Planning**

- a.* The CAG will plan its own agendas. Agenda planning will involve the following activities.
  - i.* The facilitator will work with EPA and others to coordinate the CAG schedule with the technical program and schedule.
  - ii.* The facilitator will keep track of proposed future agenda items that arise in CAG meetings.
  - iii.* Within three days of a CAG meeting, a CAG member may notify the facilitator of any additional potential agenda items for the next meeting. There will also be space for "brief updates and new agenda items" at the end of each meeting agendas.
  - iv.* The facilitator will work to develop an agenda with action items that is acceptable to all and ensure the group has a copy three days prior to the CAG meeting.

## **X11. Chairs, Annual Reviews and Other Issues**

Because the group is facilitated, the CAG will not designate a chair. After one year of operation, the CAG will review its group rules and efforts to date and make adjustments as necessary to improve operations and effectiveness.

Signed and agreed upon by:

Date:

Karen Dean

Date:

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Lisa J. Riggiola

Date:

Joseph Intintola, Jr.

Date:

Helen Martens

Date:

Edward J. Meakem

Date:

Chery Rubino

Date:

Dana Patterson

Date:

Kelley Blevins

Date:

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