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# **FINAL**

## **RESTORATION ADVISORY BOARD**

### **STANDARD OPERATING**

### **PROCEDURES (SOP)**

**FOR**

**FAIRCHILD AIR FORCE BASE, WA**

(Prepared IAW Title 32, Code of Federal Regulations, Part 202 (June 26, 2024); OSD Restoration Advisory Board Rule Handbook (March 2007); and the Department of the Air Force Instruction 32-7020 (DAFI 32-7020, dated 12 March 2020).)

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#### **IAW 32 CFR Part 202, the purpose of the RAB is to provide:**

- An opportunity for stakeholder involvement in the environmental restoration process at Department of Defense (DoD) installations. Stakeholders are those parties that may be affected by environmental restoration activities at the installation.
- A forum for the early discussion and continued exchange of environmental restoration program information between DoD installations, regulatory agencies, tribes, and the community.
- An opportunity for RAB members to review progress, participate in a dialogue with, and provide comments and advice to the installation's decision makers concerning environmental restoration matters. Installations shall give careful consideration to the comments provided by the RAB members.
- A forum for addressing issues associated with environmental restoration activities under the Defense Environmental Restoration Program (DERP) at DoD installations, including activities conducted under the Military Munitions Response program (MMRP) to address unexploded ordnance, discarded military munitions, and the chemical constituents of munitions.

#### **1. RAB Goals and Objectives**

The RAB is committed to achieving the following goals:

1.1. Technical Review and Input: Review and provide constructive feedback on technical documents and site-related information, ensuring that environmental restoration activities are based on accurate and comprehensive data. The RAB has the opportunity to review all documents uploaded to the Air Force administrative record. The RAB will be notified of public

comment periods for Proposed Plan and Record of Decision documents prior to their finalization. Public comments from the RAB will be taken via email to the RAB organization email or in- person at a RAB meeting.

1.2. Information Exchange: Facilitate the exchange of information of restoration efforts at Fairchild AFB and its impacts on the local community, fostering a transparent culture of continuous learning and improvement.

1.3. Community Liaison: Act as a conduit for information, sharing insights from RAB meetings with the broader community and vice versa, thereby enhancing community engagement and participation in environmental restoration efforts.

1.4. Efficiency and Effectiveness: Seek to optimize the efficiency and effectiveness of environmental restoration efforts, ensuring that resources are utilized judiciously to achieve the desired outcomes.

1.5. Regulatory Collaboration: Provide positive, fact based, solution-focused input to regulatory bodies, supporting a collaborative approach to environmental restoration.

## **2. Meeting Announcements**

2.1. For RAB Members: RAB members shall be notified via e-mail (or other method as preferred) at least four weeks prior to the meeting. Notification shall include the upcoming agenda along with the date, time, meeting type, and place of the RAB meeting.

2.2. For Members of the Public: At a minimum, RAB meetings will be announced in the following ways:

2.2.1. Public notice in Spokane newspaper (The Spokesman Review) approximately two weeks prior to the meeting

2.2.2. Posted on the FAFB RAB Public Website.

## **3. Attendance Requirements of Members at Meetings**

Consistent attendance is crucial for the effective functioning of the RAB. Members that represent an organization, local government, EPA, WDOE, or Tribes are eligible to assign an alternate to any given meeting. Any Member or their designated alternates are expected to attend all scheduled meetings. Should a community member fail to attend two consecutive meetings, the installation co-chair shall notify the community member that their position on the board is considered vacated, in alignment with best practice standards for voluntary advisory boards,

unless the community member identifies in writing extenuating circumstances for the co-chairs to consider. If a member representing EPA, DOE, Tribes, or local government/agency fails to attend two consecutive meetings, that entity shall be contacted to confirm their future representation.

3.1. Any members who represent an organization, local government, EPA, WDOE, or Tribes may designate an alternate in writing at least 24 hours prior to a RAB meeting. Designation of an alternate can be sent to the RAB organization email box.

#### **4. Development, Approval, and Distribution for Minutes of RAB Meetings**

4.1. The AFCEC RAB coordinator is responsible for developing the minutes of each RAB meeting ensuring the minutes include: a record of the persons present; a complete and accurate description of matters discussed and comments received; any action items requiring follow up from either AFCEC or the RAB; and copies of all reports received, issued, or approved by the RAB. The AFCEC RAB coordinator will be responsive to all inquires and suggestions of individual RAB members during the review and finalization of the meeting minutes.

4.2. The AFCEC RAB coordinator shall have the RAB co-chairs certify the accuracy of all minutes prior to finalization, distribution, and posting.

4.3. Finalized minutes will be e-mailed to all RAB members. Additionally, finalized minutes will be made available to the public via both the Fairchild AFB RAB public website and the Air Force Administrative Record within 60 days of the finalization of the minutes.

#### **5. Meeting Frequency and Location**

Meetings will be held 2 to 4 times annually, with additional meetings as deemed necessary by the mutual agreement of the co-chairs to ensure consistent engagement and flexibility in addressing emerging issues. All meetings are subject to co-chair approval regarding time and venue to ensure a reasonable time and in a manner or place reasonably accessible to and usable by all participants, including persons with disabilities.

#### **6. Rules of Order**

6.1. RAB Members are encouraged to come prepared and on time to all meetings in addition to staying engaged and on topic while listening and providing comments.

6.2. RAB Members are required to be respectful at all times while conducting official RAB business including discussions before and after meetings while at the RAB venue.

6.3. RAB members shall comply with the direction and leadership of the co-chairs and the RAB facilitator.

6.4. RAB members shall avoid wearing political buttons, posters, or clothing, out of respect to the Air Force's commitment to remain professional and unaffiliated with politics.

## **7. Frequency and Procedures for Conducting Training**

7.1. FAFB RAB members will be asked to consider a wide variety of technical, regulatory, political and economic considerations that affect remedial decision making. RAB members are strongly encouraged to participate in training opportunities that enhance the membership's awareness and understanding of important and relevant issues and topics. Training is not required for RAB members but is highly recommended.

7.2. Topics may include but are not limited to: mission of Fairchild AFB; purpose and responsibilities of the RAB; familiarization on cleanup technologies, chemicals of concern, and sampling protocols; and/or informing of the availability of independent technical advice and document review through EPA's Technical Assistant Grant program and DoD's Technical Assistance for Public Participation (TAPP) program.

7.3. The frequency of training shall be determined in coordination with the co-chairs based upon the needs of the RAB and the availability of training resources. RAB training shall be open to all RAB members and announced at least 30-days prior to a training event.

## **8. Selecting/Replacing Co-Chairs and Selecting/Replacing/Adding RAB Members**

The RAB is comprised of community members; local and state government members; Tribal government members; and the EPA. The RAB is led by a community co-chair and an Installation co-chair. For information on RAB roles and responsibilities refer to Appendix B. 8.1. Selecting/Removing Community Co-Chair

### **8.1.1. Selecting Community Co-Chair**

8.1.1.1. Nominations are open to all RAB community members, with self-nominations accepted. Nominee consent must be secured before the nomination is finalized.

8.1.1.2. Selection can proceed through a secret ballot or a voice vote at the RAB's discretion. A secret ballot can be requested by any member.

8.1.1.3. Selection is determined by a simple majority vote of the RAB community members present as long as a quorum is met.

#### 8.1.2. Removing Community Co-Chair

The RAB community membership is responsible for terminating the community co-chair if that person is found to be ineffective, detrimental to the progress of the RAB, and/or in violation of the RAB Code of Conduct. Community co-chair removal is determined by a majority vote of the RAB community members present at the meeting at which the removal is placed on the RAB agenda.

#### 8.2. Selecting/Removing Installation Co-Chair

8.2.1. The 92d Air Refueling Wing Commander has the sole authority to select or remove the Installation Co-Chair (typically the 92d Mission Support Group Commander).

#### 8.3. Selecting/Removing/Replacing Local and State Government Members and Tribal Government Members

8.3.1. Selecting Local and State Government Members and Tribal Government Members: These members are selected by the entity they represent and do not require a formal vote due to their integral roles in community and regulatory interactions with Fairchild AFB. Their automatic inclusion ensures that essential governmental and local authority perspectives are directly integrated into the RAB's deliberations, facilitating streamlined collaborations and representation.

8.3.2. Removing Local and State Government Members and Tribal Government Members: If one of these members becomes detrimental to the progress of the RAB or is found to be in violation of the RAB Code of Conduct, the Installation Co-Chair shall initiate discussions with that member and/or the entity they represent following a discussion with the Community Co-Chair.

8.3.3. Replacing Local and State Government Members and Tribal Government Members: If one of these members resigns or vacates their RAB membership, the Installation Co-Chair shall initiate a request to the specific entity to identify a new RAB member to formally represent that entity following a discussion with the Community Co-Chair.

#### 8.4. Selecting/Removing Community Members

The RAB is structured to include a diverse group of representatives, as mandated by DAFI 32-7020, Chapter 11, Part 11.4.2, in alignment with the requirements of 32 CFR 202.4(a). This

composition ensures representation from impacted members of the local community and other pertinent entities are well balanced and reflective of the local community's diverse interests.

#### 8.4.1. Selecting Community Members

##### 8.4.1.1. Identification of Potential Community Members

To ensure community members are aware of an opportunity to serve on the RAB, prior to taking action to select new members, the RAB shall ensure that the opportunity has been publicized to the general public. At a minimum, this shall include a public notice informing the community that applications are open and being considered in addition to identifying relevant community interest groups. See section 2.2 for ways the community will be notified that applications are being considered. Targeted solicitation to various members of the community who might serve as qualified and engaged RAB representatives also will be considered when seeking to create and maintain a well-balanced RAB community membership.

##### 8.4.1.2. Application and Nomination Process

8.4.1.2.1. Individuals who live and/or work in the local community, or who are affected by Fairchild AFB's environmental restoration program, and who express their interest in joining the RAB are required to submit a formal application to the RAB coordinator (AFCEC/CZOM). Preference shall be given to individuals who are officially representing a community interest group though at-large members are also welcome. Preference for At-large membership will be given to individuals most directly impacted. Self-nomination is encouraged for community members wishing to become RAB members. Both new and reapplying individuals will be evaluated for board membership.

8.4.1.2.2. Nominations will be considered during a RAB meeting. Candidates who are unable to attend the nominated meeting should communicate with the RAB coordinator (AFCEC/CZOM) in advance. New or reapplying community members must receive a majority vote of the RAB members present.

8.4.1.2.3. According to section 202.4(a)(2)(ii) of the CFR, the Installation Commander will review the nominees and their credentials to ensure the panel fairly represents the local community. The Installation Commander may accept or reject the entire list of RAB nominees for appointment but not individuals.

##### 8.4.2. Removing Community Members

A RAB member may be considered for removal under circumstances including, but not limited

to failure to disclose conflicts of interest or engaging in behavior that undermines the objectives of the RAB, violation of the code of conduct expected of RAB members listed in Appendix A, or failure to participate or adhere to the expectations of RAB members listed in Appendix B.

8.4.2.1. Initiation of Removal Process: The removal process can be initiated by a written complaint or concern raised by any RAB member, the Installation Co-chair, or the Community Co-chair. All complaints must be submitted to the RAB Co-chairs and will be treated with confidentiality throughout the preliminary review.

8.4.2.2. Preliminary Review: Upon receiving a complaint, the co-chairs will conduct a preliminary review to determine the validity of the grounds for removal.

8.4.2.3. Member Notification: The member in question will be notified in writing of the concerns raised against them and will be given an opportunity to respond, either in writing or in person, within a specified timeframe.

8.4.2.4. Decision Making: After considering all relevant information and responses, the co-chairs, in consultation with all the board members, will make a recommendation on the course of action to all voting RAB members for a vote.

8.4.2.5. Voting Procedure: A vote on removing a community member will require a two-thirds vote of the community members present at the RAB meeting if a quorum is met. The member in question will not be eligible to vote.

8.4.2.6. Notification and Appeal: The member will be notified of the decision in writing. If removed, the member may appeal the decision by submitting a written request for reconsideration to the co-chairs within 30 days of receiving the notice of removal. The RAB will consider the appeal in a subsequent meeting, requiring a two-thirds majority vote for reinstatement.

8.4.2.7. Documentation: All steps taken during the removal process, including the initial complaint, investigation findings, communications, and final decisions, will be documented and retained as part of the RAB's records.

## **9. Size of the RAB, Periods of Membership, and Co-Chair Length of Service**

9.1. Size of the RAB: In order to maintain a constructive dialogue while ensuring diverse interests are represented, the RAB may not exceed a total of 25 individuals. Diversity within the RAB is essential in providing different perspectives and ensuring surrounding communities are being fully represented. Efforts will be made to increase the economic, gender, cultural, racial, Final RAB Standard Operating Procedures

etc. diversity of the RAB.

9.2. Periods of Membership: The initial term of membership for board positions is set at 24 months, with the possibility of extending for an additional 12-months upon renomination and selection. This supports the objective of sustained environmental restoration community involvement while allowing periodic membership renewal to incorporate new insights and energies.

9.3. Co-Chair Length of Service: The Community Co-chair serves for 24-months with the possibility of extending for an additional 12 months based upon a majority vote of the RAB community members present. The Community Co-chair is eligible for renomination for an additional term based upon a majority vote of the RAB community members present. The Installation Co-Chair typically serves in the position for 24-months based upon the normal rotation of Air Force commanders.

## **10. Review of Public Comment and Responses**

During a RAB meeting, members of the public may submit written comments and include contact information and specify their request for a response. Additionally, oral public comments will be transcribed for official records. All oral and written comments that include contact information and a request for response will be provided a written response from the Air Force within 60-days of a meeting.

## **11. Participation of the General Public.**

The RAB prioritizes the incorporation of diverse interests, ensuring community involvement is central to its environmental restoration initiatives.

11.1. Public Engagement Process. A structured segment within meetings at the conclusion of board business is dedicated to public comments, offering a platform for community input.

11.2. Registration and Time Allocation for Public Comments During RAB Meetings. Interested participants are required to sign up for the public comment session through a sign-in sheet at any point during the meeting. This structured approach allows for an organized and equitable opportunity for all voices to be heard. The total allotted duration for public input will be no less than 15 minutes.

11.3. Commitment to Comprehensive Engagement: Should any comment remain unaddressed



within the allocated segment, the Air Force shall provide a thorough follow-up through preferred communication means, including phone, email, or in-person meeting. This guarantees no feedback is overlooked.

## **12. Keeping the Public Informed About Proceedings of the RAB**

The Air Force's RAB coordinator shall ensure that all meeting minutes, handouts, and presentations are made available to the public via the FAFB public website (or direct mailing upon request). Additionally, final reports and other pertinent documentation shall be accessible to the public via the on-line information repository/administrative record with links available on the FAFB public website.

## **13. Discussing Agenda for Next Meeting and Issues to Be Addressed**

Co-chairs will collaboratively set the meeting agenda, aiming to ensure a comprehensive overview of environmental restoration activities and include topics of interest as expressed by the community. The agenda will cover a broad spectrum of topics, reflecting the RAB's multifaceted mission to foster effective environmental restoration, community involvement, and interagency cooperation. The agenda will clearly state the task, purpose, and expected goal for each item. RAB members who want to have agenda items considered for inclusion should provide those recommendations to the RAB coordinator at least 60-days prior to a projected meeting for review by the co-chairs.

## **14. Methods for Resolving Disputes**

Co-Chairs shall be responsible for collaboratively resolving disputes to the degree possible and have final authority for determining dispute resolution.

## **EFFECTIVE DATE AND AMENDMENT**

This Standard Operating Procedures becomes effective on the date of the last signature of the RAB co-chairs. This SOP may be amended by the following process: RAB members proposing amendment(s); the RAB coordinator circulating any proposed amendments for review by the RAB members; and the co-chairs, after review of the proposed amendment and any comments received, making a final determination. Any finalized amendments shall be communicated to

RAB members via e-mail and at the next RAB meeting.

**SIGNATURE PAGE TO FAIRCHILD AIR FORCE BASE RAB SOP**

IN WITNESS WHEREOF, IT IS SO AGREED:

**Installation Co-chair:**



ROBERT L. LaMORE, Colonel, USAF  
92d Mission Support Group Commander

4 Dec 2024  
Date

**Community Co-chair:**



JONATHAN WELGE

12/4/2024  
Date

## **APPENDIX A.**

### **Fairchild AFB RAB Code of Conduct**

#### **Members of the Public and RAB Members:**

- Commentors shall be courteous and respectful at all times.
- Interruptions will not be tolerated during the RAB presentations or while another person speaks.
- Profanity or any use of inappropriate language during the presentations or public comment period is prohibited.
- Instigating any type of mass outburst by the public will not be tolerated.
- The RAB facilitator reserves the right to manage the length and order of public comments to ensure that meetings proceed efficiently and that all topics on the agenda are covered.
- The RAB facilitator will moderate the meeting to ensure the meeting stays on schedule and focused on the topics at hand.
- All members of the public are asked to remain seated in the area designated for the public during the RAB presentation.
- Racist, sexist, or homophobic comments will not be tolerated.

#### **Members of the Restoration Advisory Board:**

- Members serve without compensation.
- Conflicts of Interest Disclosure: RAB members shall disclose all actual, potential, and perceived conflicts of interest. Conflicts of interest may include the following: Any current, prior, or potential future connection to Fairchild AFB; any current connection, prior connection, or potential future connection to the Fairchild AFB restoration program, including, but not limited to, its contractor; having a financial interest in the cleanup efforts performed at Fairchild AFB; being engaged in active litigation against the DoD related to environmental issues.
- Clarification of Representation: When engaging with community members outside of RAB meetings, RAB members must distinctly clarify whether they are expressing personal views or conveying the official stance of the RAB or the Air Force. This distinction is imperative to uphold the credibility and trust in RAB communications.
- Professional Conduct: All public engagements must be conducted with the highest level of professionalism, acknowledging the diverse opinions and sensitivities within the community. As ambassadors of environmental restoration efforts, RAB members must embody respect, integrity, and transparency in every interaction.
- Comments on Restoration Activities: Members are encouraged to provide oral and written comments on restoration activities. This includes a structured process for submitting comments on documents under regulatory review, ensuring members' input is considered in decision-making processes.

- Views of members expressed at/during RAB meetings are encouraged to be fact-based and apolitical.
- Political campaigning, signs, clothing, etc. is strongly discouraged.

## **APPENDIX B.**

### **RAB Roles and Responsibilities**

#### **B-1: Installation Co-Chair**

- Collaborate with the Community Co-chair to develop meeting agendas.
- Certify the accuracy of meeting minutes.
- Promote open and constructive participation from Fairchild AFB in the RAB activities.
- Facilitate RAB's contribution to the environmental restoration advisory process, addressing community concerns regarding cleanup efforts.
- Redirect issues outside the environmental restoration scope to appropriate installation channels for resolution.
- Report RAB activities and community feedback to the installation leadership.

#### **B-2: Community Co-Chair**

- Work closely with the Installation Co-chair to review meeting agendas.
- Certify the accuracy of meeting minutes.
- Ensure community members' active and constructive participation.
- Assist in communicating relevant information to the public

#### **B-3: AFCEC/CZOM Remedial Project Managers**

- Ensure that the RAB has relevant policy documents, guidance, and sufficient administrative support to enhance its functionality.
- Ensure public access to RAB documents and maintaining transparency to include collaborating with FAFB Public Affairs to ensure the public website is maintained with current restoration information.
- Oversee the development and maintenance of a comprehensive stakeholder list.
- Develop and propose RAB meeting agenda to co-chairs.
- Serve as the RAB coordinator to include making arrangements for meeting locations, facilitator, and notifications to RAB members and the public along with developing and obtaining co-chair certification on meeting minutes.

#### **B-4: Community RAB Members**

- Attend meetings.
- Provide individual input in an open, honest, and constructive manner.
- Represent and communicate community concerns to the RAB
- Act as a conduit for exchange of information.
- Review, evaluate and comment on documents and other materials related to restoration.
- Represent and communicate RAB issues accurately to the community.
- Serve without compensation on the RAB.

#### **B-5: Local and State Government RAB Members**

- Attend meetings.
- Serve as a referral and resource on restoration.
- Review documents and other materials related to restoration.
- Ensure that state and local environmental standards and regulations are identified and addressed by the installation.
- Facilitate flexible and innovative resolutions of environmental issues and concerns.
- Assist in education and training for RAB members.

#### **B-6: Tribal Government RAB Members**

- Attend meetings.
- Serve as a referral and resource on restoration.
- Review documents and other materials related to restoration.
- Ensure the tribal environmental standards and regulations are identified and addressed by the installation.
- Facilitate flexible and innovative resolutions of environmental issues and concerns.
- Educate RAB members regarding tribal sovereignty, tribal laws and their application to the property.
- Participate in the RAB without replacing the government-to-government relationship with the Federal government.
- Assist in education and training for RAB members.

#### **B-7: EPA RAB Member**

- Attend meetings.
- Serve as a referral and resource on restoration.
- Review documents and other materials related to restoration.
- Facilitate flexible and innovative resolutions of environmental issues and concerns.
- Ensure that federal environmental standards and regulations are identified and addressed by the installation.
- Assist in education and training for RAB members.

#### **B-8: Public**

- Participate in community RAB meetings.
- Observe rules and operating procedures when participating at RAB meetings or interacting with RAB members.
- Ask questions to ensure understanding of RAB activities and impact on the community.

**APPENDIX C.**  
**RAB Organizational Chart**

