

ENGINEERING FORUM TELECONFERENCE MINUTES

January 7, 2004

TOPICS IN THIS MONTH'S MINUTES:

PLANNING FOR SPRING 2004 TSP MEETING

SPECIAL PROJECTS UPDATES

- ***EF/NARPM RPM Expertise Questionnaire***
 - ***O&M SOPs***
 - ***Co-Chair Election***
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Planning for the Spring 2004 Meeting

The spring TSP meeting will be held in conjunction with NARPM's annual meeting in Miami, Florida, the week of May 24-28. Rich Steimle (OSRTI) is in the process of determining whether Headquarters can provide funding for an additional night's stay for TSP members. The additional night will allow TSP members to take full advantage of both the NARPM sessions and the TSP business sessions, and also will ease the burden on west coast travelers.

A number of EF members have sent responses to the co-chairs detailing their suggestions for agenda topics for the joint TSP/NARPM sessions at the spring meeting. Sharon Hayes (Region 1) is compiling these responses and will share them with the NARPM co-chairs prior to their joint planning teleconferences. If any EF members are interested in helping the co-chairs develop the agenda, or simply want to sit in on the joint TSP/NARPM teleconferences, they should send a note to one of the co-chairs. The next joint teleconference is scheduled for January 12. EF members are encouraged to pass suggestions for agenda items along to the co-chairs. Ed Mead (USACE) will solicit technical topics from USACE District personnel.

The NARPM co-chairs have received an overwhelming number of requests from individuals wishing to make presentations during the spring meeting. As a result, it will be difficult to accommodate everyone's preferences for session topics. Monday and Friday are traditionally light days for NARPM presentations, so the EF may want to schedule the bulk of its business sessions on one of these days. Mike Gill requested that he be scheduled to discuss his energy savings project earlier in the week, as opposed to later in the week. Julie Santiago (Region 4) suggested that he contact Stacey Bennett (Region 6) or Mary Cook (Region 3) with his request.

EF/NARPM RPM Expertise Questionnaire

Mike Gill (Region 9 HSTL) received more than half a dozen comments on the questionnaire and incorporated most of them into the latest draft. One comment requested that the survey respondents remain anonymous. Mike agreed that individual contributions should not be identifiable, especially when the results are made available. Mike decided to include the following phrase in the questionnaire: "the identity of respondents, as well as the raw data compiled from respondents, will remain anonymous, but the compiled results will be made available to any and all interested parties." In addition, Mike combined questions 6 and 7 into a single question with 3 columns.

Frank Vavra (Region 3) noted that many respondents may not feel comfortable identifying themselves as "experts" in a given field. He suggested that the term "expert" be changed to "experienced." Mike said he will change the categories to "wants training," "some experience," and "substantial experience." Mike anticipated that the questionnaire will be distributed by Regional representatives sometime in late January, which a firm final response date of March 1, 2004.

John Smith (OSRTI) indicated to Mike that he would like to include an additional question in the survey that will help identify training needs. Mike will get in touch with John to discuss this issue further. Once he speaks with John, Mike will incorporate his suggestions and send a final version to the co-chairs for approval.

O&M SOPs

Ed Mead (USACE) will send the co-chairs comments on the proposed O&M SOPs that were discussed during the November call, as well as comments on the proposed revision to the RD/RA handbook. The co-chairs will pass the comments along to the EF.

Co-Chair Election

Bill Rothenmeyer's (Region 8) term as co-chair ends at the spring 2004 meeting. EF members should begin thinking about nominations for his successor. The issue will be discussed during the next EF call.

ATTENDEES

Sharon Hayes, Region 1
Andrew Palestini, Region 3
Hilary Thornton, Region 3
Frank Vavra, Region 3
Jon Bornholm, Region 4
Leo Romanowski, Region 4
Julie Santiago-Ocasio, Region 4
Tony Holoska, Region 5
Karen Mason-Smith, Region 5
Bernie Schorle, Region 5
Gene Keepper, Region 6
Carlos Sanchez, Region 6

Bill Rothenmeyer, Region 8
Harry Ball, Region 9
Mike Gill, Region 9 HSTL
Neil Thompson, Region 10
Kelly Madalinski, OSRTI
Gareth Pearson, NERL-Las Vegas
Jeff Catanzarita, ERT-Edison
Ed Mead, USACE-Omaha
Johnette Shockley, USACE
Jim Harrington, NYSDEC
Keith Arnold, EMS, Inc.