

## MINUTES

St. Louis Site Remediation Task Force  
Communications Working Group

August 14, 1995 Meeting

DOE Information Center  
Berkeley, MissouriParticipants AttendingJack Fraunhoffer, Mallinckrodt  
Chemical Co.  
Nancy Lubiewski  
Sally PriceSupportMiranda Duncan, Facilitator  
Sarah Snyder, FUSRAPAgenda ItemMinutesDetermination*Discuss Draft  
Communication  
Plan*

Miranda Duncan called the meeting to order at 10:34 a.m.

The working group continued its discussion of the draft communication plan distributed at its July 31, 1995 meeting.

Sally Price and Nancy Lubiewski said they wanted to do more publicity for Task Force meetings; the working group agreed with this suggestion. There was consensus among working group members that the draft communication plan would have been useful when the Task Force first formed a year ago.

The working group then discussed whether to recommend elements of the draft communication plan to the full Task Force. Jack Fraunhoffer said the Task Force was a combination of the city and county commissions, with members from businesses (such as Futura and Mallinckrodt), utilities, government, and activists (environmental and community) given membership as well. He said the Task Force has been operating through working groups, which means that

any recommendations developed in these smaller entities must first be reported back to the full Task Force for consideration and action. Only after the Task Force acts can information be provided to the public at large.

Mr. Fraenhoffer said he thinks the Task Force should issue its results to city and county officials for a "seal of approval" before sending the final report to DOE. At this point in the process, he said he thought the meeting for the public, currently scheduled for sometime in October, should be the focus of outreach activities.

The working group also discussed audiences to target for outreach. Members framed their discussion around the question: Who needs to be aware of Task Force work up to this date? They came up with a list of key stakeholder groups they believe need to be informed of Task Force activities:

- Other municipalities
- All city aldermen and the mayor
- All county council members and the county executive
- Local legislators

The working group decided that the preferred method for reaching these stakeholders is to send them an information packet and follow up with a telephone call. The working group also said open briefings would be offered to all of the key stakeholders.

#### *Discussion of Next Steps*

The working group identified several action items:

- 1) Jim Dwyer and Sarah Snyder are to propose activities that can be undertaken to publicize the September 12, 1995 Task Force meeting
- 2) Sarah Snyder is to draft a list of key stakeholders who should be aware of Task Force activities.

The list will be reviewed by the working group at its next meeting.

- 3) Sarah Snyder is to draft a general fact sheet on the Task Force that includes discussion about its purpose, its members, the working group, and its accomplishments
- 4) Sarah Snyder is to draft an agenda, with suggested format, an invitation letter, and publicity activities for the public meeting scheduled for October
- 5) Sarah Snyder is to propose a strategy for disseminating the Task Force's final report
- 6) Sarah Snyder is to consider a strategy for handling media inquiries once the Task Force final report is issued

The next meeting of the Communications Working Group is scheduled for 9 a.m. on August 28, 1995, at the DOE Information Center on Latty Avenue. The meeting adjourned at 12:33 p.m.

Approved September 1, 1995

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Formerly Utilized Sites Remedial Action Program (FUSRAP)

# ADMINISTRATIVE RECORD

for the St. Louis Site, Missouri



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