



CONTRA COSTA COUNTY

AGENDA

Hazardous Materials Commission

Friday, November 14, 2025

10:00 AM

777 Arnold Dr., Martinez, CA 94553 -
Paramount Room

<https://zoom.us/j/94027485383>

Call-in: 1 (646) 900-6833

Access Code: 940 2748 5383

Operations Committee

Chair: Marielle Boortz

Vice Chair: Jamin Pursell

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Roll Call and Introductions
2. CONSIDER approval of the August 8, 2025 Hazardous Materials Commission Operations Committee meeting minutes. [25-4721](#)
Attachments: [HMC OPS August 8 2025 Meeting Minutes](#)
3. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).
4. INTERVIEW candidates for the expiring Environmental Justice Representative seat and alternate seat. CONSIDER making a recommendation to the full commission. [25-4722](#)
Attachments: [HMC Interview Questions 2025](#)
[Carro, James \(HMC\) 10-21-25 \[D2\] redacted](#)
[Pinkstaff, Sharon \(HMC\) 10-26-25 \[D4\] redacted](#)
5. DISCUSS the September 11th Hazardous Materials Commission public forum and IDENTIFY learnings and process improvements.
6. DISCUSS commission priorities for 2026 and future public forum topics. [25-4723](#)
Attachments: [2025 HMC Priorities](#)

7. Announcements from commissioners on items of commission interest.
8. Plan next meeting agenda.

The next meeting is currently scheduled for January 9, 2026 at 10:00 AM.

Adjourn

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 1220 Morello Avenue, Suite 200, Martinez, CA 94553, during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: Adam Springer at 925-655-3216



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4721

Agenda Date: 11/14/2025

Agenda #: 2.

Advisory Board: Hazardous Materials Commission Operations Committee

Subject: Approval of August 8, 2025 Meeting Minutes

Presenter: Committee Chair

Information:

Attached to this agenda item are the draft meeting minutes from the August 8, 2025 Hazardous Materials Commission Operations Committee.

Recommendation(s)/Next Step(s):

CONSIDER approval of the August 8, 2025 Hazardous Materials Commission Operations Committee meeting minutes.



Meeting Minutes - Draft

CONTRA COSTA COUNTY Hazardous Materials Commission

Friday, August 8, 2025

10:00 AM

1025 Escobar St. Martinez, CA 94553

Room: Assembly Chambers

<https://zoom.us/j/94027485383>

Call-in: 1 (646) 900-6833

Access Code: 940 2748 5383

Operations Committee

Chair: Marielle Boortz

Vice Chair: Jamin Pursell

The meeting was called to order at 10:10 AM.

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Roll Call and Introductions

Commissioners Present: Marielle Boortz, Maureen Brennan, Lou Flores, Fred Glueck, Aaron Winer

Commissioners Present Online: Madeline Kronenberg

Staff Present: Adam Springer

2. CONSIDER approval of the July 11, 2025 Hazardous Materials Commission Operations Committee meeting minutes.

The commissioners present voted to approve the July 11, 2025 Hazardous Materials Commission Operations Committee meeting minutes.

Motion: Fred Glueck

Second: Maureen Brennan

3. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

There were not any comments made by members of the public.

OLD BUSINESS

4. DISCUSS the logistics of holding a public forum and continue developing a plan of action.

The commissioners present reviewed the attached forum planning document and worked to finalized all details for the September 11th event. Staff will meet with the county administrative building tech staff to perform a dry run before the event to ensure all technical issues have been resolved. The committee suggests that the Operations Ad Hoc Committee attends this dry run meeting. The Operations Ad Hoc Committee will also meet again before the forum to finalize all assigned roles for the day of the event. Staff will send an email requesting commissioners to sign up for designated roles and these roles will be finalized at the full commission meeting on August 28th. The forum will be agendized and published on Legistar with all guest speaker presentations included. The commissioners present reviewed the layout of the Assembly Chambers and planned the seating layout for staff and commissioners. The Q&A aspect of the forum was reviewed and the possibility of allowing online attendees to submit questions was considered. Staff will log in to the Zoom meeting in the tabling area so that the presentations can be viewed from the either the conference rooms or the chambers. The role of the Ombudsperson was discussed with concerns expressed regarding who the public should contact in the event of hazardous releases. If hazards such as flaring or odors are observed the public should report this to emergency services by calling 911. The appropriate agencies will be contacted such as the Bay Area Air District or the Hazardous Materials response team. The Ombudsperson should be contacted to express concerns regarding public health impacts so that they can facilitate a resolution between the responding agencies and the public. You can also file an odor complaint at the Air District's website.

5. Review the Hazardous Materials Commission webpage and recommend any needed updates.

<https://www.cchealth.org/about-contra-costa-health/leadership/commissions-advisory-groups/hazardous-materials-commission>

The commissioners present reviewed their webpage and requested that the recording of the presentation on lithium ion battery fire safety from Con Fire be made accessible from there. Staff confirmed that a link to the AIA pipeline safety website has been added under the resources tab, the annual reports are now up to date, and Michael Kent has been removed as the contact person on the commission roster. The committee requested their recommendations to be updated with dates and sorted in chronological order. The hyperlink for hazardous waste incorrectly directs to the county's medical waste webpage, staff will have this corrected to link to household hazardous waste.

NEW BUSINESS

6. Operations Committee members will step out of the Assembly Chambers to inspect Conference Rooms 110ABC to plan the table set up for the public forum. The Committee members will report back to the Zoom meeting to provide an update on their discussion and plans.

The conference rooms were occupied during this meeting so the planned layout was discussed along with the forum planning document during agenda item #4.

7. Announcements from commissioners on items of commission interest.

There were not any announcements made by commissioners.

8. Plan next meeting agenda.

The next meeting is currently scheduled for September 12, 2025 at 10:00 AM.

Adjourn

The meeting was adjourned at 11:55 AM.

DRAFT



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4722

Agenda Date: 11/14/2025

Agenda #: 4.

Advisory Board: Hazardous Materials Commission Operations Committee

Subject: Environmental Justice Representative Seat Interviews

Presenter: Committee Chair

Information:

Attached to this agenda item are the submitted applications for the expiring Environmental Justice Representative Seats as well as the interview score card for committee member use.

Recommendation(s)/Next Step(s):

INTERVIEW candidates for the expiring Environmental Justice Representative seat and alternate seat.

CONSIDER making a recommendation to the full commission.

Name _____

Date _____

Question	Comments	Score (1 – 5)
1. Why do you want to join the Commission and why would you be a good choice?		
2. What special skills do you bring to the Commission? Where do you see yourself fitting into the overall composition of the Commission?		
3. Have you worked on hazardous materials issue before? On other public policy issues? Please tell us about that experience.		
4. One of the criteria for this seat is that you have an awareness of, and an interest in, the principles of Environmental Justice as defined in County Policy. Please discuss an Environmental Justice issue you are aware of in your community.		
5. The Commission is consensus-oriented. What is your experience with groups in which there are diverse opinions? How have you handled situations where others' views are different from your own?		
6. What issues would you like to see the Commission work on in the coming year or two?		
7. Can you attend the monthly Commission meeting and one monthly committee meeting in -person?		
Total		

Application Form

Profile

James

First Name

N

Middle
Initial

Carro

Last Name

Home Address

Suite or Apt

Alamo

City

CA

State

94507

Postal Code

Primary Phone

Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

☒ District 2Chemical Data Management
Systems

Employer

Owner/CEO

Job Title

Length of Employment

32 years

Do you work in Contra Costa County?

☐ Yes ☒ No

If Yes, in which District do you work?

How long have you lived or worked in Contra Costa County?

27 years

Are you a veteran of the U.S. Armed Forces?

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Hazardous Materials Commission: Submitted

Seat Name

Environmental Justice Representative

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☒ No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Lowell Tech-UMass

Degree Type / Course of Study / Major

BSEE

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

Multiple Haz Mat Trainings

Certificate Awarded for Training?

☐ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Registered Environmental Assessor 1, Contractors License - A HAZ

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I believe my past 32 years of experience in the hazardous material regulatory field would provide excellent experience to address my of the issue the Commission faces.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Please see my attached Statement of Qualifications

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☒ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings?

☐ Yes ☒ No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

I volunteered with the Danville Police for over 10 years. I was a volunteer for the Court Appointed Child Advocate for Contra Costa County for 10 years

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

James N. Carro
Statement of Qualifications
2025

James N. Carro ~~is~~was a Principal Consultant and the Chairman of the Board of Directors for [Chemical Data Management Systems \(CDMS\)](#) for 32 years. He has a BS in Electrical Engineering from Lowell Technological Institute (1965). Jim worked with General Electric Company for twenty years in various capacities, both in the United States and abroad. He has an extensive background in engineering, computers, business, general management, sales management, government relations, and business data processing. He has been successful in taking two high technology start-up companies to acquisition stages.

Jim founded Chemical Data Management Systems in October 1988. [CDMS](#) is an environmental consulting company, [providing hazardous material and safety compliance assistance to facilities](#). Since 1988, [Jim's](#) specific experience includes:

- Environmental Quality Assessment
 - o [Conducted 75 Phase I environmental site audits for sites that were under consideration for closure, or the property was being sold or refinanced.](#)
 - o Prepared recommendations for soil sampling [based on assessments](#)
 - o Analyzed [sampling results to evaluate hazardous contamination levels and remediation requirements.](#)
- Air Emissions Assessment, Prevention, Monitoring, and Control
 - o [Evaluated](#) air emission sources at [client facilities](#)
 - o [Advised](#) clients [regarding](#) air permit requirements
 - o [Prepared](#) air permit applications for air emission sources for [operations such as](#) paint booths, plating baths, wipe cleaning operations, etc.
- Emergency Preparedness and Response
 - o [Evaluated](#) the risks [related to](#) working with hazardous materials at [numerous client sites](#)
 - o [Developed](#) emergency response programs
 - o [Conducted](#) employee trainings, [including Emergency Response, Hazard Communication, Spill Response, etc.](#)
- Surface and Groundwater Contamination Assessment, Prevention, Monitoring and Control

James N. Carro
Statement of Qualifications
2025

- o Worked with several sites that had groundwater contamination as a result of various organic releases
 - o Worked closely with a State Certified Geologist to characterize the site, prepared the environmental reports to report to the agencies and implemented the remediation plan for the clean up activities.
- Occupational Health and Safety Reviews
 - o Prepared over 50 Injury and Illness Prevention Plans for numerous industries.
 - o Conducted over 500 site safety audits
- Risk Assessment and Risk Reduction Recommendations
 - o Prepared 25 accepted CAL-ARPs for gas suppliers, food service facilities, and manufacturers, involving ammonia, acetylene, chlorine, nitric acid, and cyanide solutions. This involved conducting hazardous operation studies, preparing air dispersion modeling, developing corrective action plans, evaluating off-site consequences, and evaluating the accident histories.
- Tiered Permit Tank and Containment
 - o Conducted 115 tank and containment assessments for hazardous material treatment systems and waste storage tanks.
- Underground Tanks
 - o Conducted monthly tank inspections as a certified UST Operator
 - o Provided feedback to the tank owners regarding any discrepancies associated with the underground tank inspection regulations.
- Other Areas of Expertise relating to Hazardous Substances and/or Hazardous Waste Management
 - o Provided overall continuing compliance services to various facilities and industries, including the preparation of hazardous material inventories, developing programs for material separation and storage, conducting site audits, employee hazardous material and safety trainings, permit preparation and maintenance, waste minimization assistance, and documentation.
 - o Development of procedures and programs for the recycling of household hazardous waste and segregation of waste streams for recycling at Household Waste collection facilities.

James N. Carro
Statement of Qualifications
2025

- o Assisted the business with the design of recycling systems to minimize waste.
- o Provide tank and containment certification of treatment and storage units, and reviewed and modified standardized permits.

Application Form

Profile

Sharon

First Name

Y

Middle
Initial

Pinkstaff

Last Name

Home Address

Billing Address Line 2

Suite or Apt

Walnut Creek

City

CA

State

94598

Postal Code

Primary Phone

Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

☒ District 4US Environmental Protection
Agency

Employer

Assistant Director

Job Title

Length of Employment

30 yearas

Do you work in Contra Costa County?

☐ Yes ☒ No

If Yes, in which District do you work?

How long have you lived or worked in Contra Costa County?

23

Are you a veteran of the U.S. Armed Forces?

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Hazardous Materials Commission: Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

☒ Yes ☐ No

If Yes, how many meetings have you attended?

1

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

San Jose State University

Degree Type / Course of Study / Major

BS/Chemistry

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

San Jose State University

Degree Type / Course of Study / Major

MS/Civil Engineering

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other Trainings & Occupational Licenses

Other Training A

OSHA HAZWOPER

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B

Federal Leadership Development Program

Certificate Awarded for Training?

☒ Yes ☐ No

Occupational Licenses Completed:

Professional Engineer, Commonwealth of Virginia ■ Awarded in January 2001

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I am interested in serving on the hazardous materials commission because I want to serve my community at large by applying my technical and legal knowledge and experience. I have 30 years of experience as a federal regulator on hazardous materials matter (Superfund and Resource Conservation and Recovery Act). I'm experienced in working with local, state, and federal partners including elected officials to deliver tangible benefits to the most vulnerable communities. I have experience in building technical and regulatory capacity for the regulated community and local regulators to ensure environmental compliance. I have experience in providing training and outreach to the most affected communities by environmental pollution. I strongly believe that I have right experience and knowledge to successfully carry out the duties of a HM commissioner.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I am currently serving as an assistant director in the USEPA Superfund Program, overseeing hazardous wastes cleanups in Arizona, Nevada, Hawaii, and Pacific Islands. In my 30 year career with the USEPA Agency, I have promulgated, implemented, and enforced federal environmental regulations. Specifically related to the HM commissioner position, I have enforced federal and state hazardous waste laws against refineries and other industries in Contra Costa County. I have conducted compliance assistance workshops for refinery environmental personnel in California. I have trained and assisted hazardous materials inspectors at Contra Costa County Environmental Health (CUPA). In my position with the US EPA Environmental Justice program in 2010s, I have collaborated with Contra Costa Health's Environmental Health Program, Supervisor Gioia's office, and the hazardous materials ombudsman at CC Environmental Health in delivering federal funding and resources to the Environmental Justice communities in Richmond and Concord (Monument Corridor). I am a proud mother of two college students who were born and raised in this county. My son is an Eagle Scout and my daughter is on a full merit based scholarship at a top 20 university. I taught them the importance of volunteerism and community service. I was on the board of the parent faculty club at my children's middle school and frequently volunteered at the Contra Costa and Solano County Food Bank as a member of a mother-daughter service organization based in Walnut Creek. The food distribution activities with the food bank led me to the areas of the county that are most in need. I treasure the opportunities to serve those residents and to connect with them, especially around the holidays.

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☒ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings?

☐ Yes ☒ No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Vice Chair & Commissioner, Park, Recreation and Open Space Commission, City of Walnut Creek, CA ■ February 2024 - present Service Committee Chair, Teens and Parents Service Organization, Walnut Creek, CA ■ August 2020 - July 2024 Food Rescue Volunteer, White Pony Express, Concord, CA & Contra Costa Food Bank, Concord, CA ■ August 2020 - present Board Member, Golden Gate Area Council, Boy Scouts of America, Troop 227, Walnut Creek, CA ■ August 2015 - May 2022 Board Member, Parent Faculty Association, Foothill Middle School, Walnut Creek, CA ■ August 2018 - May 2020 Member, Cross Country Parent Volunteer Board, Northgate High School, Walnut Creek, CA ■ August 2017 - November 2021

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ I Agree

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 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-4723

Agenda Date: 11/14/2025

Agenda #: 6.

Advisory Board: Hazardous Materials Commission Operations Committee

Subject: Priorities for 2026 and Future Public Forum Topics

Presenter: Committee Chair

Information:

Attached to this agenda item are the commission priorities as assigned to each committee for 2025 for reference.

Recommendation(s)/Next Step(s):

DISCUSS commission priorities for 2026 and future public forum topics.

2025 HMC Priorities for Consideration

General Priorities

- Brownfield development-cleanup standards/reuses ; Emerging remediation technology e.g., in situ phytoremediation, bugs/bioremediation, albino redwoods, mycelium (mushrooms)
- Soil/water contamination – unhoused population impacts – signage for hazardous/carcinogenic/radioactive sites
- Carbon capture technologies/ carbon sequestration
- Concerns from increased electrification – byproducts, EV,
- PFAS/Forever chemical treatments (contact EPA)
- Thermographic ink used for receipts – carcinogenic concerns – raise public awareness
AB134? Banning in CA

Assigned to Operations Committee

- Hazardous Materials transportation corridors. E.g., Railroads, impacts from Sea Level Rise DCD working on this as well)
- Battery waste management, recycling ; Promote sodium batteries vs lithium batteries ; emergency response/chemicals used for fires (contact EPA ; Con Fire)
- Hydrogen generation

Assigned to Planning & Policy Committee

- Monitor general plan (continue)
- CWS notification
- Aviation fuel changes (2031) (Richmond company “twelve” jet fuel from CO2)