



CONTRA COSTA COUNTY

AGENDA

Integrated Pest Management Advisory Committee

Thursday, August 21, 2025

1:00 PM

2380 Bisso Lane, Concord

<https://zoom.us/j/92658112371>

Call in: (669) 900-6833

Meeting ID: 926 5811 2371

IPM Training Subcommittee

Susanna Thompson (Committee Chair)

Michele Mancuso (Subcommittee Chair)

Items may be taken out of order at the discretion of the Subcommittee Chair

1. Convene and Introductions
2. Public comment on items not on this agenda (speakers will be limited to three minutes unless otherwise indicated by the Chair)
3. CONSIDER approval of the April 24, 2025 IPM Training Subcommittee meeting minutes. [25-3386](#)
Attachments: [#3 Att 1_April 24 IPM Training Subcommittee Minutes_DRAFT](#)
4. DISCUSS the creation of an IPM Training Program and ADVISE staff on which elements to prioritize for further development. [25-3387](#)
5. IDENTIFY potential new items to be considered in future meetings.

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 4585 Pacheco Blvd. 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 Wade.Finlinson@cchealth.org or 925.655.3214



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-3386

Agenda Date: 8/21/2025

Agenda #: 3.

Advisory Board: Integrated Pest Management Advisory Committee-Decision-Making Subcommittee
Subject: 3. CONSIDER approval of the April 24, 2025 IPM Training Subcommittee meeting minutes.
Presenter: Wade Finlinson
Contact: 925.655.3214

Information:

County Ordinance (Better Government Ordinance 95-6, Article 25-205, [d]) requires that each County Body keep a record of its meetings. Though the record need not be verbatim, it must accurately record the Committee's official decisions and actions. Minutes should include a brief description of any motion considered (whether or not it is approved), and must record the vote taken on the motion. Votes must be recorded in the minutes using the format required in California law.

Referral History and Update:

The draft minutes for the April 24, 2025 meeting of the IPM Training Subcommittee are included in this agenda packet.

Recommendation(s)/Next Step(s):

Staff recommends approval of the April 24, 2025 minutes with any necessary corrections.

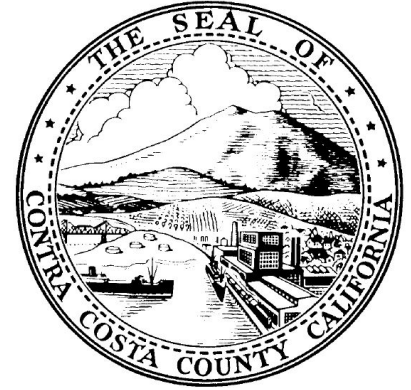
DRAFT Minutes

CONTRA COSTA COUNTY INTEGRATED PEST MANAGEMENT TRAINING SUBCOMMITTEE

A subcommittee of the IPM Advisory Committee

**April 24, 2025
2:00 PM**

**Held at the Agricultural Commissioner's office at
2380 Bisso Lane in Concord**



Members Present: Michele Mancuso (Chair), Susan Heckly, Carlos Agurto, Ivan Godwyn,

Members Absent: Roxana Lucero

Staff Present: Jen Quallick, Wade Finlinson

1. Convene and introductions

The Chair convened the meeting at 2:04 PM.

2. Public comment on items not on this agenda

None

3. DISCUSS the creation of an IPM Training Program and ADVISE staff on which elements to prioritize for further development.

Subcommittee members received an overview of existing training and discussed applicable mandates described in the attached presentation handout. No formal action was taken. Other items discussed included the following:

- The Agriculture Department could assist the Airports and other divisions comply with training regulations and the County IPM Policy.
- Incorporate posting policy, decision tree/decision documents, and best management practices beyond just the required training.
- Program should initially focus on Airports, Grounds, and Maintenance Divisions; then develop a program for the sites subject to the Healthy Schools Act. There are also opportunities to enhance the training provided to Agriculture Department personnel within the realm of County policies and procedures.
- The annual training provided to Grounds appears to be the best opportunity to either expand or replicate for other departments. The IPM Coordinator committed to exploring this further with Facilities/Grounds leadership.
- The Agriculture Department is willing to help set up and obtain continuing education units for in-house trainings for licensed applicators.
- A long-term strategy to encourage more County staff to obtain applicator's certificates would generally raise the level of service, but there are significant barriers.
- All divisions/departments would benefit from having clearer records that document applicable training, particular the training mandated by the stormwater permit.

- Kids at Work and the Head Start locations have some Healthy Schools Act/IPM training systems in place but there is room for improvement. This primarily applies to sanitizers and disinfectants.
- It remains unclear whether Probation staff are using sanitizers and disinfectants.
- Custodial staff and their contractors also need to receive the Healthy Schools Act training for those working in certain sites. The IPM Coordinator will engage Custodial staff.

Public Speakers: None

4. IDENTIFY potential new items to be considered in future meetings.

The subcommittee set up meetings on June 26th and August 21st to continue this discussion

The meeting adjourned at 3:51 PM.

Attachments:

[IPM Training Subcommittee handout slides](#)

—end of meeting minutes—

April 24, 2025 IPM Training Subcommittee

Item #3

DISCUSS the creation of an IPM Training Program and
ADVISE staff on which elements to prioritize for further
development.



CONTRA COSTA
HEALTH

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IPM Training Subcommittee

Background: The County IPM Policy states that “The IPM Advisory Committee will also work with the County IPM Coordinator to develop IPM training programs for County Departments, their employees, and applicable vendors and contractors to assist in compliance with the County’s IPM Policy.” This subcommittee initially met in 2023 and is looking to reconvene in regular intervals in 2025.

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IPM Training Subcommittee

Purpose: Advise the IPM Coordinator and other applicable County staff in developing training programs to ensure that County employees and contracted service providers understand County policies, relevant mandates, and IPM techniques.

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IPM Training Subcommittee

Goals:

1. Identify IPM training mandates
2. Review the quality of existing programs
3. Evaluate cost data for existing programs
4. Identify areas for improvement and project associated costs

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Training Mandates

County IPM policies: requires annual training to applicable staff to ensure they understand IPM techniques and County policy.

Policies include: County IPM Policy, Administrative Bulletin #542, and the Pesticide Use Posting & Notification Policy.

IPM techniques may be outlined in applicable decision documents, Departmental/Divisional IPM Plans, UCIPM Pest notes and other reputable sources.

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Training Mandates

Municipal Regional Stormwater Permit: requires all municipal employees who apply or use pesticides are trained in IPM practices and the County's IPM policy and standard operating procedures.

This is generally interpreted to apply to those who make exterior applications that are more likely to be used in a manner that could potentially impact water quality.

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Training Mandates

State/Federal regulations:

- [US EPA Worker Protection Standard](#)
- CA Dept. of Pesticide Regulation Worker Protection
 - [Title 3 of Code of CA Regs. Div. 6](#)
 - [CA Food & Ag. Code Section 12980](#)
- [Required Pesticide Safety Training Information](#)
- [Endangered & Threatened Species Protection](#)
- [CA Healthy Schools Act](#)
 - Applies to staff who apply pesticides at County-operated juvenile detention and child care sites.

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Existing Training Programs

[Department of Agriculture Weed & Vertebrate Control Program:](#) Maintain written training program compliant with Title 3 CCR 6724 and provide annual handler training to staff. Topics covered in training are listed on the next two slides.

New staff also receive on-the-job training to learn about the combined use of physical, cultural, biological, and chemical control to manage target pests.

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Existing Training Programs

Department of Agriculture Weed & Vertebrate Control Program:

Material:	Training Topics Covered
N1 + label	(1) Format and meaning of information, such as precautionary statements about human health hazards, contained in pesticide product labeling;
N1	(2) Applicator's responsibility to protect persons, animals, and property while applying pesticides; and not to apply pesticides in a manner that results in contact with persons not involved in the application process;
N1 + Label	(3) Need for, limitations, appropriate use, removal, and sanitation, of, any required personal protective equipment;
N3	(4) Safety requirements and procedures, including engineering controls (such as closed mixing systems and enclosed cabs) for handling, transporting, storing, disposing of pesticides, and spill clean-up;
N1	(5) Where and in what forms pesticides may be encountered, including treated surfaces, residues on clothing, personal protective equipment, application equipment, and drift;
Label + SDS	(6) Hazards of pesticides, including acute, chronic, and delayed effects, and sensitization effects, as identified in pesticide product labeling, Safety Data Sheets, or Pesticide Safety Information Series leaflets;
N1	(7) Routes by which pesticides can enter the body;
N1	(8) Signs and symptoms of overexposure;
N1	(9) Routine decontamination procedures when handling pesticides, including that employees should: <ul style="list-style-type: none"> (A) Wash hands before eating, drinking, using the toilet, chewing gum, or using tobacco; (B) Thoroughly wash or shower with soap and water; (C) Change into clean clothes as soon as possible; and (D) Wash work clothes separately from other laundry before wearing them again.

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Existing Training Programs

Department of Agriculture Weed & Vertebrate Control Program:

N1+N8 +Label	(10) How Safety Data Sheets provide hazard, emergency medical treatment, and other information about the pesticides with which employees may come in contact;
N8	(11) The hazard communication program requirements of section 6723
N4 + label	(13) First aid and emergency decontamination procedures and emergency eye flushing techniques; and if pesticides are spilled or sprayed on the body to wash immediately with decontamination supplies and as soon as possible, wash or shower with soap and water and change into clean clothes;
N8	(14) How and when to obtain emergency medical care;
CalOSHA handout	(15) Prevention, recognition, and first aid for heat-related illness in accordance with Title 8 of the California Code of Regulations, section 3395;
N1 + N8	(16) Requirements of this chapter and chapter 4 relating to pesticide safety, Safety Data Sheets, and Pesticide Safety Information Series leaflets;
N1 + N2	(18) Environmental concerns such as drift, runoff, and wildlife hazards;
N2	(20) That employees should not take pesticides or pesticide containers home from work;
N1+N7	(21) Potential hazards to children and pregnant women from pesticide exposures, including that: <ul style="list-style-type: none"> (A) Children and nonworking family members should keep away from treated areas; (B) After performing handling activities or after working in a treated area, employees should remove boots or shoes before entering the home and remove work clothes; and (C) Employees should wash or shower before physical contact with children or family members.
N8	(22) How to report suspected pesticide use violations
N8	(23) The employee's rights, including the right: <ul style="list-style-type: none"> (A) To personally receive information about pesticides to which he or she may be exposed; (B) For his or her physician or an employee representative designated in writing to receive information about pesticides to which he or she may be exposed; (C) To be protected against retaliatory action due to the exercise of any of his or her rights; and (D) To report suspected use violations to the Department or county agricultural commissioner.

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Existing Training Programs

Public Works Department Grounds Division:

- The Division contracts with an external service provider for annual pesticide safety training for employees who handle pesticides that includes:
 - 4 hours of continuing education for certified applicators
 - Pest identification and biological needs
 - IPM including monitoring, preventative methods, and physical, mechanical, biological, and chemical controls.
 - Pesticide risks, label review, and related topics.

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Existing Training Programs

Public Works Department Maintenance Division:

- Qualified applicators obtain 20 hours of approved continuing education every two years from sources that include external seminars.
- Staff also receive training on equipment calibration and the Routine Maintenance Agreement with the CA Dept. of Fish and Wildlife.
- The service provider retained by PWD-Grounds has occasionally delivered training that covered topics included in the screenshot on the next page.

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Existing Training Programs

Public Works Department Maintenance Division:

TRAINING REQUIREMENTS

SAFETY PROCEDURES: personal protective equipment, engineering controls, and other similar equipment or procedures.

PESTICIDE LABELS: signal words, precautionary statements, first aid instructions, mixing and application instructions.

LAWS AND REGULATIONS: applicable laws and regulations

PESTICIDE HANDLING PROCEDURES

FIRST AID AND DECONTAMINATION

EMERGENCY PROCEDURES: the procedures for handling non-routine tasks or emergency situations such as spills or fire.

COMMON SYMPTOMS OF OVEREXPOSURE: common symptoms of pesticide poisoning and ways poisoning can occur.

EMPLOYEE RIGHTS: to receive information on pesticides they may be exposed to, rights against discharge or other discrimination

ENVIRONMENTAL CONCERNS: such as drift, runoff and wildlife hazards.

HEAT-RELATED ILLNESS: common symptoms and prevention

EXPOSURE HAZARDS: including both acute and chronic effects.

LOCATION OF DOCUMENTS: Hazard Communication Program plans, pesticide use records, pesticide safety leaflets, MSDS and training records.

PESTICIDES

- | | | |
|--|--|---|
| <input type="checkbox"/> Aminopyralid (Milestone®) | <input type="checkbox"/> Imazamox (ClearCast®) | <input type="checkbox"/> Prodiamine (Resolute®) |
| <input type="checkbox"/> Chlorsulfuron (Telar® XP) | <input type="checkbox"/> Imazapyr (Habitat® Polaris®) | <input type="checkbox"/> Sulfometuron-methyl (Oust®) |
| <input type="checkbox"/> Clopyralid (Transline®) | <input type="checkbox"/> Indaziflam (Esplanade®) | <input type="checkbox"/> Triclopyr amine (Garlon® 3A, Renovate ®3) |
| <input type="checkbox"/> Dicamba (Vanquish®) | <input type="checkbox"/> Isoxaben (Gallery®) | <input type="checkbox"/> Surfactants & Crop Oils |
| <input type="checkbox"/> Dithiopyr (Dimension Ultra®) | <input type="checkbox"/> Oryzalin (Surflan®) | <input type="checkbox"/> Drift and Deposition Agents |
| <input type="checkbox"/> Glyphosate (Roundup® products) | <input type="checkbox"/> Oxyfluorfen (Goal®) | <input type="checkbox"/> |

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Existing Training Programs

Public Works Airports Division:

- Airport Safety Officers (ASOs) receive tailgate trainings that consist of vegetation management practices included in the Division's Wildlife Hazard Management Plan (WHMP), as well as proper PPE, chemical records, mechanical methods (mowing, weed eating, shoveling/hoeing), hazards of the chemicals used, waterway protection, and weather considerations for spraying.

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Existing Training Programs

Public Works Department Custodial & Recycle Services Division:

- Employees and contractors who apply pesticides (including antimicrobial sanitizers and disinfectants) in a facility used for child care, juvenile detention, or school programs should complete an approved Healthy Schools Act course each year.
- Custodial staff do not currently receive this specific training, but they are trained on the safe use of chemicals.
- Contract specs do not address this requirement presently.

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Existing Training Programs

Kids at Work Child Care Center

- Employees and contractors who apply pesticides (including antimicrobial sanitizers and disinfectants) at this location should complete an approved Healthy Schools Act course each year.
- Child care, grounds, and custodial staff do not currently receive this specific training, but they are trained on the safe use of chemicals.
- Contract specs do not address this requirement presently.

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Existing Training Programs

Employment & Human Services Department Childcare & Preschool Programs

- Employees and contractors who apply pesticides (including antimicrobial sanitizers and disinfectants) at this location should complete an approved Healthy Schools Act course each year.
- Many Head Start personnel receive annual online training, but there is room to improve the tracking and expand it to all applicable staff.

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Existing Training Programs

Probation Department/Contra Costa Office of Education at Juvenile Hall:

- If staff from either agency use sanitizers and disinfectants, they would require annual HSA training.
- It appears that there is no training currently available nor is there a policy or procedure in place that prohibits staff from using sanitizers and disinfectants.

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Summary

- Two distinct groups:
 - Land management (Ag., PWD divisions, etc.)
 - Childcare/schoolsites (Employment & Human Services Department, PWD Custodial, Kids at Work Child Care Center, Juvenile Hall)
- Wide variance within each group
- Subcommittee encouraged to consider what elements would comprise an ideal IPM training program as well as recommend incremental adjustments to existing efforts.

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Presenter: Wade Finlinson
Contact: 925.655.3214



CONTRA COSTA
HEALTH

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CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-3387

Agenda Date: 8/21/2025

Agenda #: 4.

Advisory Board: Integrated Pest Management Advisory Committee-IPM Training Subcommittee
Subject: 4. DISCUSS the creation of an IPM Training Program and ADVISE staff on which elements to prioritize for further development.

Presenter: Wade Finlinson

Contact: 925.655.3214

Information:

The County IPM Policy states that:

- The IPM Advisory Committee will work with the County IPM Coordinator to develop IPM training programs for County Departments, their employees, and applicable vendors and contractors to assist in compliance with the County's IPM Policy.

Training programs will be developed under the direction of County IPM Coordinator with the concurrence of the IPM Advisory Committee to ensure that County employees understand IPM techniques and County policy. Utilizing resources such as the UC Pest Management Guidelines that have been developed by the University of California Statewide IPM Program, training classes on integrated pest management techniques will be developed and made available for County employees.

Referral History and Update:

Each operational division within the County has incorporated some IPM elements in their training programs over the years. These have been developed independent of the Committee or IPM Coordinator since the County IPM Program began in 2002.

Each year, the IPM Coordinator requests from each division, a summary of what IPM training was provided to employees during the preceding year. This information is shared with the County Stormwater Program for their annual report. Based on the information provided from each operational division, the IPM Coordinator has noticed opportunities to refine these programs. Additional factors have illuminated the need for improved training in this realm. Those include unusual spikes in pesticide usage over the last several years by the Grounds, Airports, and Maintenance Divisions of Public Works as well as various interactions with staff and members of the public regarding pest-related concerns.

This subcommittee met on April 24, 2025 and identified some priorities to pursue.

Recommendation(s)/Next Step(s):

Staff recommends continuing the discussion from the April 24th meeting advise on next steps.