



CONTRA COSTA COUNTY

AGENDA

Hazardous Materials Commission

Friday, June 12, 2026

10:00 AM

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

<https://cchealth.zoom.us/j/98031936341>

Meeting ID: 980 3193 6341

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 May 8, 2026 Hazardous Materials Commission Operations Committee meeting minutes. [26-2536](#)
Attachments: [HMC OPS May 8 2026 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. DISCUSS any updates to the Hazardous Materials Commission priorities for 2026 and the work plan for studying priorities assigned to the Operations Committee, including inviting potential speakers. [26-2537](#)
Attachments: [2026 HMC Priorities](#)
5. DISCUSS and continue drafting Hazardous Materials Commission procedures, particularly those that involve the Operations Committee, e.g., candidates interview process. [26-2538](#)
Attachments: [HMC Student Intern Interview Process](#)
[Student Intern Interview Notes](#)
[HMC Internship Flyer redacted](#)
[HMC Commissioner Interview Process](#)
[Environmental Organization Seat Flyer 2024](#)

6. DISCUSS the logistics of holding another public forum including panelists, venue, schedule, formatting, resources, food options, etc. [26-2539](#)
Attachments: [HMC Public Forum Sept 11 2025 Planning rev 3](#)
7. REVIEW the flyer from last year's public forum and CONSIDER revising and approving a new flyer to share as a "save the date". [26-2540](#)
Attachments: [2025-Hazardous Materials Commission Flyer](#)
8. Announcements from commissioners on items of commission interest.
9. Plan next meeting agenda.

The next meeting is currently scheduled for July 10, 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 4005 Port Chicago Highway, Suite 120 Concord, CA 94520, 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 #: 26-2536

Agenda Date: 6/12/2026

Agenda #: 2.

Advisory Board: Hazardous Materials Commission Operations Committee

Subject: Approval of May 2026 Meeting Minutes

Presenter: Committee Chair

Information:

Attached to this agenda item are the draft meeting minutes from the May 8, 2026 Hazardous Materials Commission Operations Committee meeting.

Recommendation(s)/Next Step(s):

CONSIDER approval of the May 8, 2026 Hazardous Materials Commission Operations Committee meeting minutes.



Meeting Minutes - Draft

CONTRA COSTA COUNTY Hazardous Materials Commission

Friday, May 8, 2026

10:00 AM

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

<https://cchealth.zoom.us/j/98031936341>

Meeting ID: 980 3193 6341

Operations Committee

Chair: Marielle Boortz

Vice Chair: Jamin Pursell

The meeting was called to order at 10:18 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, Jamin Pursell, Aaron Winer, Maureen Brennan

Staff Present: Adam Springer

2. CONSIDER approval of the April 10, 2026 Hazardous Materials Commission Operations Committee meeting minutes.

The commissioners present voted to approve the April 10, 2026 Hazardous Materials Commission Operations Committee meeting minutes with minor revisions.

Motion: Jamin Pursell

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.

4. DISCUSS the Hazardous Materials Commission priorities for 2026 and develop a work plan for studying priorities assigned to the Operations Committee, including inviting potential speakers.

The commissioners present discussed any updates to the priorities for 2026; Commissioner Brennan had hoped to secure an ISO guest speaker for May, but did not have any updates to share at the time of this meeting. This committee had hoped to secure a guest speaker to discuss PFAs through connections Commissioner Winer has, however, one has not yet been scheduled, but stated he will hopefully have some ideas to share at the next meeting. There was one update on potentially having someone from the Department of Conservation Department (DCD) speak on working on the EPA Brownfields Grant; based on the speaker's availability this presentation may be at either the full commission or a subcommittee meeting. Commissioner Brennan suggested David Lindsay to speak on ISO.

5. DISCUSS and draft Hazardous Materials Commission procedures, particularly those that involve the Operations Committee, e.g., candidates interview process.

The commissioners present reviewed the attached documents and made suggestions for revisions as needed such as including titles on each document: student intern vs commissioner interview questions. It was decided that new documents needed to be developed that outline the steps taken and procedures followed such as when recruitment begins/ends, the time slots given for interviewing, how the candidates are scored and ultimately selected, which commissioner seats are interviewed by this committee, what information is redacted from their applications, which aspects are handled by staff etc. These documents outlining the process for both commissioner candidate and student intern interviews will be included on the next meeting agenda.

6. DISCUSS the logistics of holding another public forum including panelists, venue, schedule, formatting, resources, food options, etc.

The commissioners present continued working on planning a forum for September of this year. Staff submitted the room reservation request for the IBEW hall, but have not yet received confirmation on approval. The room layout was discussed and the entry way was considered as a potential place to set up resource tables with flyers pertaining to the HMC's work as well as informational pamphlets from each of the panelists.

7. REVIEW the flyer from last year's public forum and CONSIDER revising and approving a new flyer to share as a "save the date".

The commissioners decided to hold off on finalizing a "save the date" flyer until the venue location and forum date have been finalized.

8. Announcements from commissioners on items of commission interest.

Commissioner Brennan suggested that the Planning and Policy Committee look into AB 2184, Nature-Based Climate Solutions which proposes an alternative to carbon capture. She also located the article she had previously cited regarding a Scottish researcher creating carbon from bread crumbs and will share with staff to send out to the rest of the commission.

9. Plan next meeting agenda.

The next meeting is currently scheduled for June 12, 2026 at 10:00 AM.

Adjourn

The meeting was adjourned at 12:02 PM.

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

Full meeting recording can be found here: <https://contra-costa.legistar.com/Calendar.aspx>

DRAFT



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2537

Agenda Date: 6/12/2026

Agenda #: 4.

Advisory Board: Hazardous Materials Commission Operations Committee

Subject: HMC Priorities for 2026

Presenter: Committee Chair

Information:

Attached to this agenda item are the Hazardous Materials Commission priorities for 2026 and the committees that they have been assigned to.

Recommendation(s)/Next Step(s):

DISCUSS any updates to the Hazardous Materials Commission priorities for 2026 and the work plan for studying priorities assigned to the Operations Committee, including inviting potential speakers.

2026 HMC Priorities for Consideration

General Commission Priorities

- Brownfield development-cleanup standards/reuses ; Emerging remediation technology e.g., in situ phytoremediation, bugs/bioremediation, albino redwoods, mycelium (mushrooms)
- Concerns from increased electrification – byproducts, EV,
- Battery waste management, recycling; sodium batteries vs lithium batteries;
- Impacts from Sea Level Rise
 - Hazardous Materials transportation corridors. E.g., Railroads,
 - Soil/water contamination
 - Presentation from DOT
- SB 868: Bright Star balcony solar

Assigned to Operations Committee

- PFAS/Forever chemical treatments (contact EPA); AI data center impacts
 - treatment tech/remediation; mycoremediation vs mycelium
 - emergency response/chemicals used for battery fires /suppression
- Hydrogen generation
- Carbon capture technologies/ carbon sequestration
- PG&E power generation changes + future plans
- MCE solar farm in Richmond
- Public Forum – tentative September 2026

Assigned to Planning & Policy Committee

- CWS notification including system and technology /ISO
- Aviation fuel changes (2031) (Richmond company Raven fuel from bio waste)
- Receive presentation on plan from Will Nelson of DCD regarding the completed General Plan
- Bill analysis & legislative packets
- Track merger of HazMat programs to CON FIRE
- HMC bylaw review/revision
- Refinery process safety management/pipeline safety/PHMSA
- Small modular nuclear reactors (SMR) - waste streams + general overview



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2538

Agenda Date: 6/12/2026

Agenda #: 5.

Advisory Board: Hazardous Materials Commission Operations Committee

Subject: Operations Committee Procedures

Presenter: Committee Chair

Information:

Attached to this agenda item are existing documents that the Operations Committee has used for their procedures such as conducting interviews.

Recommendation(s)/Next Step(s):

DISCUSS and continue drafting Hazardous Materials Commission procedures, particularly those that involve the Operations Committee, e.g., candidates interview process.

Steps in the process for interviewing a student intern:

1) HMC (Staff)

- Coordinate with Health Career Pathway in Contra Costa Health
- Post application period for the Intern application period max(2)
- Review applications; redacted applications are added to the HMC Operations(OPS) meeting
- Schedule 15 min student intern interview in person or on Zoom
- Copies of Interview notes/grading forms are provided to OPS during the meeting

2) Interviews

- HMC Operation meeting (Staff provide overview of roles and responsibilities and expectations of Intern)
- Introductions of HMC for prospective Interns
- Interview questions are asked on a rotating basis by the HMC in attendance, and grading is conducted for the responses of each member. The scale ranges from 1 to 5, with 5 being the highest rating. Scale is a guide for OPS when needed, when there are many qualified Interns
- The Chair asks the last question regarding whether there are any questions for the Commission members.
- Staff will provide an overview of the timeline to applicants for selection.

3) Selection Process

- Staff requests a round table of HMC to provide their top applicants up to 3 in rank order, with discussion
- Staff will tally the rank order and provide the top 2 Interns to HMC
- OPS provides recommendations as a consent item to the full commission
- Full Commission votes on recommendations; all attachments for recommendations are provided in the agenda.
- Staff handles all future steps

Student Intern Interview Notes

Name	
School Name	
Grade/Academic Level	
<p>Knowledge: Have you learned about topics that the Contra Costa Hazardous Materials Commission addresses? If so, please share a few examples of topics you've previously learned.</p>	
<p>Experience: What is your experience with environmental issues? Please describe your involvement with any clubs, local organizations, projects, research assignments, volunteering, classes/coursework, etc. that addresses any environmental issues.</p>	
<p>College & Career: Is your current area of study and/or future major/career goal related to environmental topics? Please list/describe.</p>	
<p>Topic of Interest: Please share an environmental issue or topic that is important to you or that may be affecting your community.</p>	
<p>Anything else you would like to share about yourself related to this internship opportunity or your interest in Boards and Commissions?</p>	

Hazardous Materials Commission

PAID STUDENT INTERNSHIP

The Hazardous Materials Commission (HMC) is looking for **2** student interns (high school or college) who are passionate about the environment and interested in being a part of policy development on hazardous materials.

Be part of the change and participate in invaluable public meetings from [redacted] [APPLY TODAY!](#)

DEADLINE:

Interested? Apply at bit.ly/HMCapp23

Questions can be emailed to CareerPathways@ccchealth.org

Interviews will be held in-person or virtually on [redacted]

WHAT IS THE HMC?

The Hazardous Materials Commission (HMC) is an advisory body to the Contra Costa County Board of Supervisors on hazardous materials and hazardous waste issues. The HMC is made up of representatives from cities, labor groups, environmental groups, businesses, the League of Women Voters, and the general public.

The Commission advises the Board on new/existing policies, regulatory programs, educational programs, and legislation affecting the use, storage, transportation, and disposal of hazardous materials and waste.

STUDENT INTERN EXPECTATIONS:

- Complete 5-7 hours per month, for the duration of the 6-month internship to receive a \$700 stipend**
- Interns will research and present on a hazardous materials topic of personal or commission interest, conduct informational interviews, and attend Full Commission meetings.

Note: Full Commission meetings are held in-person in Martinez; with a Zoom option if needed. Interns are also encouraged to join optional subcommittees in Martinez.

**Position is not an official voting member on Commission*

***If applicable, this position may be used for practicum or internship credit at participating colleges/universities.*

PREFERENCE WILL BE GIVEN TO APPLICANTS THAT LIVE AND/OR ATTEND SCHOOL IN CONTRA COSTA COUNTY.

Steps in the process for interviewing commission candidates:

1) HMC (Staff)

- Post application period for HMC open seat
- Review applications; redacted applications are added to the HMC Operations(OPS) meeting
- Schedule 15 min interview with each applicant (Returning member has the option to interview)
- Copies of Interview notes/grading forms are provided to OPS during the meeting

2) Interviews

- HMC Operation meeting (Staff provide overview of roles and responsibilities and expectations of HMC, including attendance)
- Introductions of HMC for prospective HMC applicants
- Interview questions are asked on a rotating basis by the HMC in attendance, and grading is conducted for the responses of each member. The scale ranges from 1 to 5, with 5 being the highest rating. Scale is a guide for HMC when needed, when there are many qualified applicants
- The Chair asks the last question regarding whether there are any questions for the Commission members.
- Staff will provide an overview of the timeline to applicants for appointment of selection.

3) Selection Process

- Staff requests a round table of HMC to provide their top applicants up to 3 in rank order, with discussion
- Staff will tally the rank order and provide top applicants to HMC OPS
- OPS provides recommendations as a consent item to the full commission
- Commission votes on recommendations (Approved applicant invited to optionally appear at IOC)
- Staff handles all future steps

**** PLEASE POST or DISTRIBUTE ****

CONTRA COSTA COUNTY HAZARDOUS MATERIALS COMMISSION SEEKS APPLICANTS

DO HAZARDOUS MATERIALS POLICY ISSUES INTEREST YOU?

The Contra Costa County Hazardous Materials Commission is seeking applicants to fill an **Environmental Organization Seat** for a 4 year term of January 1, 2025 – December 31, 2028. You may apply if you:

- live or work in Contra Costa County;
- can represent an Environmental Organization;
- have demonstrated interest in hazardous materials issues;
- have an awareness of, and interest in, the principles of Environmental Justice as defined in County policy;
- can attend monthly Commission and committee meetings.

The Commission is a voluntary body appointed by the Board of Supervisors and makes policy recommendations to the Board and County staff on issues concerning hazardous materials and hazardous waste.

The Commission's 14 members and alternates serve four-year terms and include representatives of industry, labor, civic groups, environmental organizations, environmental engineers, the general public, cities and Environmental Justice communities.

To obtain an application form, or for further information, contact Adam Springer, Assistant Director to the Hazardous Materials Program, at 925-655-3216 or Adam.Springer@cchealth.org. Applications may also be obtained from the Clerk of the Board located at 1025 Escobar Street 1st Floor, Martinez CA 94553.

You may also submit an application by mail, e-mail or online:

- <https://www.contracosta.ca.gov/3418/Appointed-Bodies-Committees-Commissions>



Members: Fred Glueck – Chair, Soheila Bana, Tim Bancroft, Eduardo Martinez, Marielle Boortz, Maureen Brennan, Drew Graham, Mark Hughes, Jim Payne, Jamin Pursell, Lisa Martell, George Smith, Anthony Tave, Julian Vinatieri

4585 Pacheco Blvd., Suite 100, Martinez CA 94553, 925-655-3216 Adam.Springer@cchealth.org

Members of the commission may serve consecutive terms. Current commissioners interested in serving another term must complete the application process again.

Applications must be received by September 9, 2024 and if mailed, mailed to the Clerk of the Board.

Interviews for qualified applicants will take place on September 13, 2024, in person or by Zoom.

Members: Fred Glueck – Chair, Soheila Bana, Tim Bancroft, Eduardo Martinez, Marielle Boortz, Maureen Brennan, Drew Graham, Mark Hughes, Jim Payne, Jamin Pursell, Lisa Martell, George Smith, Anthony Tave, Julian Vinatieri

4585 Pacheco Blvd., Suite 100, Martinez CA 94553, 925-655-3216 Adam.Springer@cchealth.org



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2539

Agenda Date: 6/12/2026

Agenda #: 6.

Advisory Board: Hazardous Materials Commission Operations Committee

Subject: 2026 Public Forum Planning

Presenter: Committee Chair

Information:

Attached to this agenda item is the public forum planning document that was used in 2025 as a reference for the committee in preparation for their 2026 public forum.

Recommendation(s)/Next Step(s):

DISCUSS the logistics of holding another public forum including panelists, venue, schedule, formatting, resources, food options, etc.

Proposed Forum agenda and some logistics

3:00 pm: HMC members and staff begin to arrive Room C to confirm responsibilities, set up the information tables, prepare for Forum attendees to arrive

3:15 pm: HMC members and staff arrive Room C no later than this time

3:30 pm: doors open for the public

3:30 -3:55 pm: people view/mingle at information tables or wait in the Forum main room

3:55-4:00 pm: HMC and staff herd people into the Forum main room

4:00-4:05 pm: HMC chair welcome, introductions, etc.

4:05-5:15 pm: the five panelists present/speak. Target 10-12 minutes each; 14 minutes max:

Panelist 1 4:05-4:19 pm

Panelist 2 4:19-4:33 pm

Panelist 3 4:33-4:47 pm

Panelist 4 4:47-5:01 pm

Panelist 5 5:01-5:15 pm

5:15-5:30 pm: moderated Q&A

5:30-6:00 pm: people view/mingle at information tables

[can adjust timeline based on amount of in-person attendance, e.g., longer Q&A seems wise]

No food or beverages provided

Attendee sign-in sheet at entrance: name, where live (city/town), elected official or their staff? (specify if yes), with an organization? (specify if yes), contact info (optional). HMC/staff use sign-in info to gauge interest in the Forum and identify which Supe Districts attendees are from (BOS would likely want to know).

In-room questions written on index cards, collected and then organized/combined/summarized by Q&A organizers/readers and read to panelists.

On Zoom webinar questions submitted via webinar Q&A feature. Staff writes submitted questions onto index cards and gives the index cards to Q&A organizers/readers. Staff to do webinar dry run in advance, and invite Operations Committee's ad hoc committee to participate/observe.

Won't use Zoom chat feature; is too distracting.

In Room A/B/C (Information Tables room), Staff will log into the Forum's Zoom link so that the panel presentations (activities in the Forum main room) will be shown on screen in Room A/B/C.

HMC roles/jobs at the Forum (commissioners sign-up):

HMC Information table (2): Maureen, Lou

Greeters (2): Lisa, Fred (?) - manage sign-ins, provide directions to rooms

HMC Chair (1): Mark - opening remarks, intro panelists, moderate Q&A, adjourn Q&A

Q&A index card hand-outers/collectors (2): Lisa

Q&A questions organizer/reader to assist staff (1): Jamin

Timekeeper: Jim (Breanna will bring yellow, green, red folders to hold up--- to indicate each panelist's remaining time)

Floater (1): Madeline

Willing to do any role: Fred, Aaron, Jamin

Note: Commissioners could do multiple roles and roles can be adjusted as needed during the Forum.

County staff roles at the Forum: Coordinate the presenters. Zoom host and assistant. Liaison with County Tech/IT support and building security personnel. 1-2 people organize/read questions submitted during Q&A. Webinar assistant to write online questions submitted onto index cards and hand the index cards to Q&A organizers/readers.

Forum main room: BOS Chambers

Information tables: in separate room (Room A/B/C), located on first floor and across the entranceway from the BOS Chambers.

Note: Breanna has reserved the two rooms for 9/11/2025 and requested max. Tech/IT support. However, Rooms A & B have been reserved until 3:30 pm by/for someone else.

Have at the HMC information table:

Info/resources on select (five) issues the HMC has studied/is studying. Laminated stand-up frames to hold images and typed info (Maureen and Jamin have frames; Maureen to put items into frames). Few handouts. Forum flyers with QR codes at table for links to HMC and presenters' webpages (likewise have flyers at panelist organizations' tables). OK to have handouts from entities that have been invited presenters at HMC meetings if the entity asks.

- Pharma collection bin photo (Adam got)
- Li ion battery safety flyer (Marielle provided; also request ConFire to have flyer at their table)
- Sea level rise: graphic(s) from living levee presentation (Jamin prepared)
- PFAS (Jamin prepared)
- Brownfields redevelopment: Center for Creative Land Recycling tri-fold brochures (Maureen has one, requested 20 more)
- About the HMC: description, activities list (things noted in prior annual reports), meeting schedule, link to where videos of HMC meetings are posted (Adam obtained)
- HMC intern program application flyer (Breanna has)
- Contact info for the County Haz Mat ombudsperson, description of their role (Breanna getting)
- Invite current & past HMC interns to be at HMC table (Breanna did, thus far just Mylene coming)
- Invite the County Haz Mat ombudsperson to be at the HMC table (done; will attend)

Forum Welcome and Introduction talking points:

- Welcome
- What HMC is, report to the BOS, our priorities (inspirational, how important the HMC is)
- Thank BOS for sponsoring us
- Point out any elected officials/their staff present (get info from Forum sign-in sheet)
- Room safety, emergency exits
- Meeting logistics (agenda and time frames, include how will do Q&A: in room and Zoom, indicate if you want your question directed to a specific panelist)
- Note the meeting being recorded on Zoom and recording will be posted on HMC webpage

Forum To Do's Checklist (indicate who is responsible for having what done by when)

TASKS	WHO	BY WHEN	STATUS
Secure panelists: explain our expectations for their panelist talk (time limit, what we want them to cover), tell them they each will have an information table for their organization, relay any requests we have re their information table (eg, ConFire: Lithium ion battery safety handout, CWS: handout/means for people to sign-up for CWS, BAAD: what is flaring flyer, Central San: info/flyers re household HW drop-off locations in neighboring jurisdictions in the County)	Adam/staff	Next Operations Committee meeting (August 8, 2025)	Complete
Procure/create hand-out documents for HMC information table that need to be copied and email to ad hoc committee/Marielle	Various	Sept. 2	Complete
Provide hand-out documents for HMC information table to County staff (Adam) to make copies, 20 copies max each of items to be in frames at the HMC Information Table	Ad Hoc Committee collect and email in one email to Adam	Sept. 5	Complete
Make copies of documents for HMC information table	Adam	Sept. 10	Complete except for ConFire Li Ion Battery safety flyer Ombudsperson info

TASKS	WHO	BY WHEN	STATUS
Bring document copies for HMC information table to the Forum	Adam	Sept. 11	
Prepare and bring to Forum: flyer QR codes for display at Information Tables (HMC and agencies)	Staff	Sept. 11	
Prepare name/affiliation card stock inserts for dais identifier slots for panelists	Adam	Sept. 10	
Invite County Haz Mat ombudsperson to join HMC information table...also invite them to attend a HMC meeting (August 2025) so that HMC can meet them	Adam		Complete
Invite current and forum HMC interns to attend Forum and join HMC information table	Breanna	August 28	Complete
Get Forum info to County PIO so they can create Forum advert/flyer and advertise on social media, etc.	Breanna	Right after July 11, 2025 Operations Committee meeting	Complete
Review and comment on Forum advert/flyer draft	Operations Committee ad hoc committee (Lou, Maureen and Marielle)	Before August 1, 2025 –so can finalize at August 8, 2025 Operations Committee meeting	Complete
Confirm/finalize Forum advert/flyer. Are 3 flyers: English w QR codes, English w clickable links, Spanish	Operations Committee	Do at August 8, 2025 meeting	Complete
Provide electronic copy of Forum advert/flyer to HMC commissioners so commissioners can share with their organizations, etc.	Adam	Early August	Complete-English versions
County staffs (PIO, Haz Mat program) to disseminate Forum/advert flyer per their standard distribution lists and means. Distribution to include: public libraries, BOS offices, HMC interested parties, MACs, City Halls	Staff	PIO social media push typically done 1 week in advance	In progress
PIO pursue/consider alerting local News media (e.g., East Bay Times, KCBS) of the Forum	PIO		In progress—looking into doing a press release

TASKS	WHO	BY WHEN	STATUS
Assign a timekeeper to track time during the Forum and help keep Forum activities on schedule	HMC		Complete
Ensure means for simultaneous translation (closed captions with translation?) of the Forum (welcome/opening remarks, panelists and Q&A portions) available for Zoom attendees	Staff	Sept. 10	
Confirm/assign who organizes the Q&A questions (in room and on Zoom) and who reads questions to panelist(s)	Adam/staff		
Determine room layout for information tables, how many people could fit at HMC table, other logistics info (e.g., the rooms' safety info to state in Forum welcome, ask building security how to keep the entrance line moving—HMC greeters can help?).	Operations Committee	Do at August 8, 2025 Operations Committee meeting	Complete
Have HMC Commissioners sign-up for Forum roles	Adam/staff	Confirm at August 28, 2025 HMC meeting	Nearly complete-finalize on Sept 11
Procure and bring to the Forum: index cards and some pens/pencils for Q&A	Adam/staff	Sept. 11	Delivery ordered
Assign/confirm Zoom webinar host	Adam/Breanna		Complete
Set up information tables and chairs in Room A/B/C per prepared room layout	HMC and staff	Do on September 11, 2025	
Write HMC chair welcome/opening remarks (to be 5 minutes long max)	Jamin & Marielle	Draft by August 8, 2025 Operations Committee meeting. Finalize before Sept. 11	Complete
Ensure recording of ConFire presentation re Li ion battery safety made at HMC meeting can be easily found via HMC webpage. Also add NFPA video and webpage link re Li Ion battery safety to HMC webpage, in resources section	Adam/Breanna	Sept. 5	Complete
Have requested HMC webpage updates/edits done (as requested by	Adam	Sept. 5	Complete

TASKS	WHO	BY WHEN	STATUS
the Operations Committee on August 8)			
Do Zoom dry run: to confirm Forum room cameras function as desired, confirm how to use Q&A function, familiarity with Zoom webinar feature, etc.	Staff	During week of Sept. 1	
Procure and bring to the Forum: peel & stick name tags for HMC commissioners, staff, panelists to wear during the Forum	Adam/staff	Sept. 11	Name tags ordered
Prepare and bring to the Forum: attendee sign-in sheet	Adam/staff	Sept. 11	
Prepare webinar slides: Forum title slide, slide with QR codes and links for HMC webpage and agency websites	Staff	Zoom dry run date	
Post Forum recording on HMC webpage	Adam	After Sept. 11	



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-2540

Agenda Date: 6/12/2026

Agenda #: 7.

Advisory Board: Hazardous Materials Commission Operations Committee

Subject: Public Forum Advertising

Presenter: Committee Chair

Information:

Attached to this agenda item is the public forum flyer that was used to advertise last year.

Recommendation(s)/Next Step(s):

REVIEW the flyer from last year's public forum and CONSIDER revising and approving a new flyer to share as a "save the date".

THE CONTRA COSTA COUNTY HAZARDOUS MATERIALS
COMMISSION PRESENTS A PUBLIC FORUM



Hazardous Materials Safety for Residents



Thursday, September 11, 2025 | 4 p.m. - 6 p.m.

LEARN ABOUT

- Household hazardous waste and pharmaceutical disposal
- Rechargeable batteries safety
- Hazardous Materials Incident Prevention and Response
- Community Warning System
- Reporting odors and air pollution

PANELISTS AND INFORMATION TABLES FROM

- Contra Costa County Hazardous Materials Program
- Contra Costa Fire Protection District
- Central Contra Costa Sanitary District
- Community Warning System
- Bay Area Air District



In-person at the Contra Costa County, Administration Building,
1025 Escobar Street, Martinez

Doors open at 3:30 p.m. Please arrive early; you will need to pass through a security checkpoint to enter the building.



Via Zoom at this link cchealth.zoom.us/j/99537244542

Pre-registration not required



The forum will be recorded and the recording posted on the Contra Costa County Hazardous Materials Commission's webpage

cchealth.org/about-contra-costa-health/leadership/commissions-advisory-groups/hazardous-materials-commission

