



# CONTRA COSTA COUNTY

## AGENDA

### Hazardous Materials Commission

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Friday, July 11, 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

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#### 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 June 13, 2025 Hazardous Materials Commission Operations Committee meeting minutes. [25-2803](#)  
**Attachments:** [HMC OPS June 13 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. RECEIVE an update from the Operations Ad Hoc Committee regarding forum planning. [25-2804](#)  
**Attachments:** [HMC Public Forum Sept 11 2025 Planning](#)

#### OLD BUSINESS

5. DISCUSS the logistics of holding a public forum and continue developing a plan of action
6. 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>

#### NEW BUSINESS

7. CONSIDER recommendations to the Board of Supervisors concerning Student Interns' presentations to the Hazardous Materials Commission on June 26, 2025.
8. Announcements from commissioners on items of commission interest.
9. Plan next meeting agenda.

The next meeting is currently scheduled for August 8, 2025 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](http://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

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**File #:** 25-2803

**Agenda Date:** 7/11/2025

**Agenda #:** 2.

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Advisory Board: Hazardous Materials Commission Operations Committee

Subject: Approval of June 13, 2025 Meeting Minutes

Presenter:

**Information:**

Attached to this agenda item is the draft meeting minutes for the June 13, 2025 Hazardous Materials Commission meeting minutes.

**Recommendation(s)/Next Step(s):**

CONSIDER approval of the June 13, 2025 Hazardous Materials Commission Operations Committee meeting minutes.



## Meeting Minutes - Draft

### CONTRA COSTA COUNTY Hazardous Materials Commission

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Friday, June 13, 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

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#### Operations Committee

*Chair: Marielle Boortz*

*Vice Chair: Jamin Pursell*

The meeting was called to order at 10:05 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: Fred Glueck, Marielle Boortz, Terry Baldwin, Maureen Brennan, Lou Flores

Commissioners Present Online: Madeline Kronenberg

Guests Present: Joe Neugebauer (WCWD), Andrew Clough (WCWD), Tim Mollette-Parks (WCWD)

Guests Present Online: Jody London (County Sustainability Coordinator), Allison Greenly (Economic Development Manager)

Staff Present: Adam Springer

2. CONSIDER approval of the May 9, 2025 Hazardous Materials Commission Operations Committee meeting minutes.

The Commissioners present voted to approve the May 9, 2025 Hazardous Materials Commission Operations Committee meeting minutes with minor revisions.

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.

4. RECEIVE a presentation on sea level rise and wetland management programs from Aaron Winer of West County Wastewater.

**OLD BUSINESS**

5. DISCUSS the Hazardous Materials Commission 2025 Priorities assigned to the Operations Committee and DISCUSS potential guest speakers.

Chair Boortz proposed to move this agenda item to the end of the agenda for the sake of time and prioritizing items 6 & 7.

Chair Boortz suggested revisiting this item in the next Operations Committee as it has been discussed extensively and there are currently no new updates on this topic.

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

Adam announced that 9 commissioners committed to attending the September 11th HMC Public Forum and he has started contacting the selected organizations to act as panelists - Contra Costa Sanitary District has confirmed their ability to attend.

Staff from county PIO group can assist with creating one-page resource handouts (provided at event for attendees to find more information for each panelists ex: Hazardous Materials Commission webpage) and flyers to advertise the forum.

The commission and the county Hazardous Materials Programs will each have their own table.

The committee members discussed delegating roles for the forum: Tables (2);, Greeters (2);, Speaker/facilitator: chairs, Q&A index card collectors/distributors(2);, Index card reader (1):

The committee members brainstormed potential ideas for re-naming the public forum to finalize flyer details, will need to decide during the July Operations Committee meeting.

All deliverables must be finalized by the August Operations Committee meeting.

The notice for the forum will be sent out 30 days before the event - utilize PIO group to advertise (info graphic) on social media, staff and commissioners can share with Board of Supervisors and other relevant organizations, can put flyers in schools, libraries, community centers, etc.

Will have sign-in sheet available for those attending in person, can collect online participant information through Zoom details if needed.

The committee members decided to develop a temporary Operations Committee Ad Hoc Committee (Brennan, Boortz, Flores) to work on the forum and ensure all preparations are completed in time.

The August Operations Committee will be scheduled at the County Administrative building to look over the forum space and plan table arrangements/final details.

**NEW BUSINESS**

7. DEVELOP an introduction speech for the September 11, 2025 public forum to bring to the full commission for approval.

The Operations Committee Ad Hoc meeting will work on this item.

8. Announcements from commissioners on items of commission interest.

There were not any announcements from commissioners.

9. Plan next meeting agenda

The next meeting is currently scheduled for July 11, 2025 at 10:00 AM.

Adjourn

The meeting was adjourned at 12:07 PM.

DRAFT



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-2804

**Agenda Date:** 7/11/2025

**Agenda #:** 4.

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Advisory Board: Hazardous Materials Commission Operations Committee

Subject: September 11, 2025 Public Forum Planning

Presenter: Operations Committee Chair

**Information:**

Attached to this agenda item is a summary of the discussion regarding the September 11, 2025 Hazardous Materials Commission Public Forum from the July 2, 2025 Operations Ad Hoc Committee.

**Recommendation(s)/Next Step(s):**

RECEIVE an update from the Operations Ad Hoc Committee regarding forum planning.

# DRAFT CONTENTS OF FORUM ADVERT/FLYER

The Contra Costa County Hazardous Materials Commission Presents a Public Forum:

Thursday, September 11, 2025, 4:00-6:00 p.m.

[insert catchy/attention-grabbing title]

Hazardous Materials Safety for Residents

Learn about:

- Household hazardous waste and pharmaceuticals disposal
- Rechargeable batteries safety
- County hazardous materials incidents emergency response
- The 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 of Contra Costa County
- Bay Area Air District

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

Via Zoom at this link [insert link]

Pre-registration not required

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

Include on flyer backside: QR codes and/or website links for each presenter's organization and link for the Hazardous Materials Commission's webpage



### Proposed Forum agenda and some logistics

3:30 -4:00 pm: doors open, people view/mingle at information tables

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

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

No attendee sign-in sheet

In-room questions written on index cards, collected and then organized by HMC volunteers, given to HMC chair(?) to read to panelist(s)

On Zoom webinar questions submitted via Q&A webinar feature, organized by Zoom moderator and moderator reads to panelist(s) -----need to confirm this is how it works/will work

Don't use Zoom chat feature; is too distracting

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

HMC Information table (2): Maureen,

Greeters (2):

HMC Chair (1): Mark

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

Floater (1):

County staff roles at the Forum: coordinate the presenters, Zoom host/moderator/manager

Forum main room: BOS Chambers

Information tables: in separate room, near the BOS Chambers (room number?)

Note: Breanna has reserved the two rooms for 9/11/2025 and requested max. tech/IT support

Have at the HMC information table:

- Brochures/handouts: to include handouts on 10-12 topics the HMC has studied/is studying (max 20 copies of each document, staff to have copies made)
  - o What is flaring flyer (Maureen)
  - o Something on sea level rise
  - o HMC intern program application flyer
  - o Any historic/past HMC flyers (Breanna to search)
  - o Center for Creative Land Recycling (Maureen)
  - o Brownfields development (Alyson Greenlee has something?)
  - o Our activities list (things noted in prior annual reports)—- copies for us to discuss with people---not a handout for people to take?
  - o Brochures/handouts from speakers the HMC/HMC committees have had (Maureen)
  - o Contact info for the County Haz Mat ombudsperson, description of their role
  - o HMC and HMC committees' meeting schedule, about the HMC
- Invite current & past HMC interns to be at our info table
- Invite the County Haz Mat ombudsperson to be at our table

Forum Welcome and Introduction talking points:

- Welcome
- Who HMC is, our priorities (inspirational, how important the HMC is)
- Thank BOS for sponsoring us
- Point out any elected officials/their staff present
- Room safety, emergency exits
- Meeting logistics (agenda and time frames, include how will do Q&A: in room and Zoom)
- Note the meeting being recorded on Zoom and 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)	Adam/County staff		
Procure brochure, fact sheets, etc. documents for HMC information table (so that document copies can be made)			
Give documents for HMC information table to County staff (who?) to make copies, about 20 copies each			
Make copies of documents for HMC information table			
Bring brochures, etc. copies for HMC information table to the Forum			
Invite County Haz Mat ombudsperson to join HMC information table...also invite them to attend a HMC meeting so that we can meet them			
Invite current and forum HMC interns to join HMC information table			
Get Forum info to County PIO so they can create Forum advert/flyer and advertise on social media, etc.			
Provide electronic copy of Forum advert/flyer to HMC commissioners so commissioners can share with their organizations, etc.			
Assign a timekeeper to track time (during the Forum) and help keep Forum activities on schedule			
Confirm/assign who organizes the Q&A questions (in room and on Zoom) and who reads questions to panelist(s)			

TASKS	WHO	BY WHEN	STATUS
Determine room layout for information tables	Operations Committee	Do at August 8, 2025 Operations Committee meeting	
Prepare HMC Commissioner Forum roles sign-up sheet and get sign-ups			
Procure index cards and some pens/pencils for Q&A and bring to Forum			
Assign/confirm Zoom webinar host			
Set up information tables and chairs in room per prepared room layout			
Write HMC chair welcome/opening remarks (to be 5 minutes long max)	Marielle & Jamin?		
Ensure ConFire rechargeable battery video (recording of that HMC meeting where shown) can be easily found via HMC webpage			
Post Forum recording on HMC webpage			