



# CONTRA COSTA COUNTY

## AGENDA

### Hazardous Materials Commission

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Thursday, August 28, 2025

4:00 PM

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

Zoom: <https://zoom.us/j/93502466349>

Phone: 1 (669) 900-6833

Meeting ID: 935 0246 6349

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**Chair: Mark Hughes**

**Vice Chair: Fred Glueck**

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 July 24, 2025 Hazardous Materials Commission meeting minutes. [25-3441](#)  
  
**Attachments:** [July 24 2025 HMC Draft 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 a report from the Operations Committee.
5. RECEIVE a report from the Hazardous Materials Programs.
6. RECEIVE a presentation from Deputy Health Officer and Hazardous Materials Ombudsperson, Lisa Rodelo. [25-3442](#)

**Attachments:** [HMC Ombudsperson](#)

### OLD BUSINESS

7. REVIEW the September 11, 2025 Hazardous Materials Commission Public Forum planning draft documents and PROVIDE direction to staff as needed. [25-3443](#)

<https://www.nfpa.org/education-and-research/home-fire-safety/lithium-ion-batteries>

**Attachments:** [HMC Public Forum Sept 11 2025 Planning rev 2](#)  
[Information Tables Room Layout Sept 11 2025 Forum](#)  
[Sept 11 Forum Main Room Layout](#)

8. DISCUSS the meeting schedule and potential agenda items for the remainder of the year.
9. Announcements from commissioners on items of commission interest
10. Plan next meeting agenda.

The next meeting is currently scheduled for September 25, 2025 at 4:00 PM.

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 #:** 25-3441

**Agenda Date:** 8/28/2025

**Agenda #:** 2.

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Advisory Board: Hazardous Materials Commission

Subject: July 24, 2025 Meeting Minutes

Presenter: Commission Chair

Information: Attached to this agenda item is the draft meeting minutes for the July 24, 2025 Hazardous Materials Commission.

Recommendation(s)/Next Step(s):

CONSIDER approval of the July 24, 2025 Hazardous Materials Commission meeting minutes.



## Meeting Minutes - Draft

### CONTRA COSTA COUNTY Hazardous Materials Commission

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Thursday, July 24, 2025

4:00 PM

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

Zoom: <https://zoom.us/j/93502466349>

Phone: 1 (669) 900-6833

Meeting ID: 935 0246 6349

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**Chair: Mark Hughes**

**Vice Chair: Fred Glueck**

The meeting was called to order at 4:05 PM.

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, Mark Hughes, Marisol Rubio, Maureen Brennan, Jamin Pursell, Lisa Martell, Jim Payne, Marielle Boortz

Commissioners Present Online: Madeline Kronenberg, Eduardo Martinez

Staff Present: Nicole Heath, Adam Springer, Breanna Lingenfelter

Public Present: Carol Mescali, Jan Warren, Ryan Dominguez

2. CONSIDER approval of the June 26, 2025 Hazardous Materials Commission meeting minutes.

The commissioners present voted to approve the June 26, 2025 Hazardous Materials Commission meeting minutes with minor revisions.

Motion: Jim Payne

Second: Marielle Boortz

\*The commissioners present discussed the level of detail included in the meeting minutes with some expressing concern that the minutes do not capture all discussions. Some commissioners expressed that the minutes should act as a brief summary as all meetings are recorded and published online. The commission requested staff to note at the end of all meeting minutes that "Full meeting recording can be found here: <https://contra-costa.legistar.com/Calendar.aspx>"

\*It was announced at the previous meeting that the Hazardous Materials Programs and Con Fire will merge together - staff is working on having a presentation from relevant stakeholders so that the commissioners can ask questions about how this will proceed, the implementation process, and structural changes.

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 report from the Operations Committee.

The Operations Committee reviewed and edited their September 11th forum planning document - this topic was discussed further as agenda item #7. The committee reviewed and suggested edits to the Hazardous Materials Commission webpage since it will be advertised at the forum. Minor edits will be made by staff and the committee will review the webpage again at their next meeting. The committee also discussed the student intern presentations and considered making a recommendation to the Board of Supervisors but ultimately decided not to. There was some discussion around the expectations for student interns and ensuring that the expectations are clear for future interns.

The July Planning and Policy Committee meeting was cancelled on short notice due to a lack of quorum and therefore there is no meeting report to share. Their next meeting will be on September 17th.

5. RECEIVE a report from the Hazardous Materials Programs.

The 45-day public comment period for the February 1, 2025 Martinez Refining Company (PBF) fire will end on July 25th at midnight. The internal incident report has been received and can be found online at: <https://www.cchealth.org/health-and-safety-information/hazmat-programs/martinez-refining-company-oversight/mrc-2025-fire>

Regarding the 2023 Marathon Martinez Renewable Fuels fire, a public notice period was opened on July 7th for the safety culture management systems evaluation and will close on August 21st. A meeting was held for the public on July 21st and the recording and all available information about the public notice can be found online at:

<https://together.cchealth.org/marathon-hazmat>

We are in the early planning stages of the transition of Hazardous Materials Division from Health Services to Con Fire. Director Nicole Heath can work with staff and commissioners to plan the best time during this planning phase for a presentation from the relevant stakeholders to give the commission a better insight on the details.

### **NEW BUSINESS**

6. RECEIVE a general overview of the Draft Hazardous Waste Management Plan from Ryan Dominguez of the Department of Toxic Substances Control (DTSC).  
<https://dtsc.ca.gov/hazardous-waste-management-plans/>  
<https://dtsc.ca.gov/hwplan-workshops/>
7. REVIEW the September 11, 2025 Hazardous Materials Commission Public Forum planning draft document and PROVIDE direction to staff as needed.

The commissioners present reviewed the forum planning document created by the Operations Committee. The document details the schedule for the forum, the roles and responsibilities that have been assigned, the topics that will be covered, the documents and informational materials that will be available, and a list of tasks to be completed with deadlines stated. The Operations Committee will hold their August meeting at the County Administrative building to review the reserved rooms, finalize forum plans, and decide the layout for panelist and resources. Staff will continue working with PIO to finalize the flyer for the forum. The commission discussed what information they feel the public would most want to learn about regarding "a day in the life of a county hazardous materials program employee" - they would like staff to focus on responding to and preventing emergencies versus discussing code compliance/policy. The Operations Committee will create a new draft of the forum planning document and will bring it to the full commission for a final review and discussion during the August meeting.

8. CONSIDER drafting a letter of recommendation to the Board of Supervisors regarding the Hazardous Materials Commission student intern research presentations.

The Operations Committee discussed this agenda item during their July meeting and decided to not recommend drafting a letter to the Board of Supervisors. The full commission agreed that they did not want to make any recommendations based on the student intern presentations. The commission also discussed making the expectations clear for all future interns to ensure compliance with meeting attendance, responsiveness, and informational interviews.

9. Announcements from Commissioners on items of Commission interest.

Commissioner Brennan suggested items of discussion for future agenda items: SB643 (incentives for biomass energy with carbon capture) & Assembly Bill 1243 and Senate Bill 684 (in support of Polluter's Pay Superfund Act of 2025)

Commissioner Boortz shared there will be a webinar on July 31st from 10 AM to 11:30 AM titled Planning for Refinery Closures that Benefit Workers, Communities, and the Environment

10. Plan next meeting agenda.

The next meeting is currently scheduled for August 28, 2025.

Adjourn

The meeting was adjourned at 6:02 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>*



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-3442

**Agenda Date:** 8/28/2025

**Agenda #:** 6.

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Advisory Board: Hazardous Materials Commission

Subject: Ombudsperson Presentation

Presenter: Lisa Rodelo

### Information:

Attached to this agenda item is a PowerPoint presentation overview of the Hazardous Materials Commission Ombudsperson role.

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

RECEIVE a presentation from Deputy Health Officer and Hazardous Materials Ombudsperson, Lisa Rodelo.





[cchealth.org](http://cchealth.org)

# Hazardous Materials Commission

Contra Costa Health  
HazMat Ombudsperson  
Presentation

August 28, 2025

## Role of Hazardous Materials Ombudsperson



Single point of contact for people who live or work in Contra Costa County regarding environmental health concerns, questions, and or complaints about hazardous materials programs



They are empowered to identify issues, make recommendations, and resolve problems.



The role includes investigating concerns, facilitating resolutions, and providing information about programs and procedures.

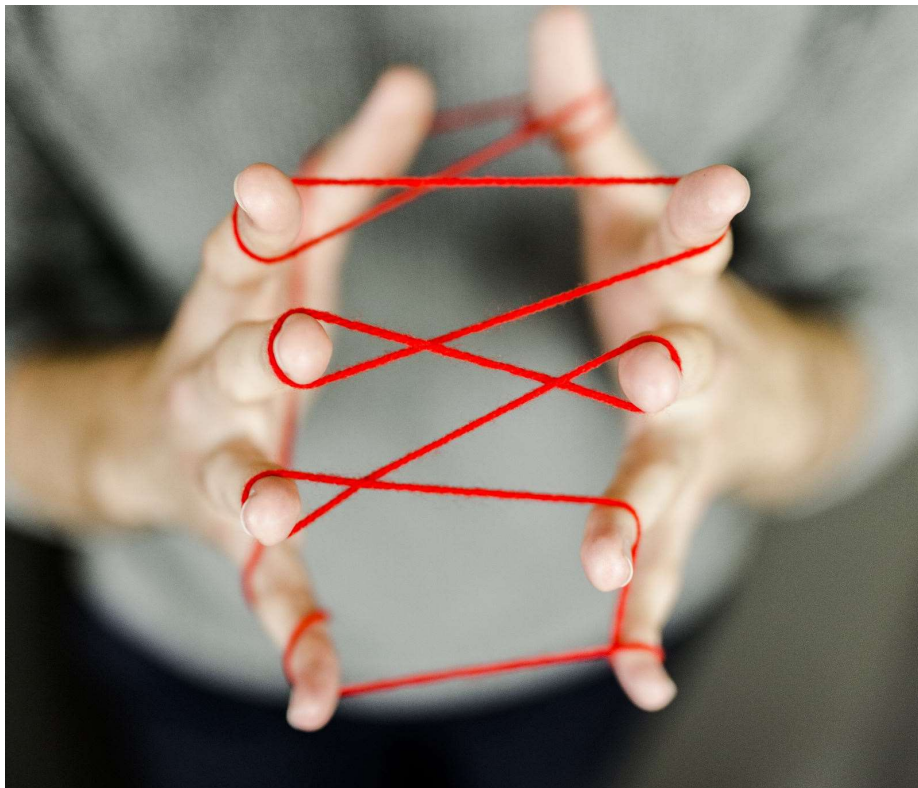


## Industrial Safety Ordinance Code Chapter 450-8



- Established the role of the Ombudsperson and defined its funding structure
- Activities of the ISO and the Ombudsperson are included in an annual performance summary report for the Board of Supervisors

Ordinance NO. 2024-14



## How the Ombudsman Helps

- Independent advocate for the public
- Promotes transparency & accountability
- Liaison between the public and agencies
- Position is housed in the Office of the Director within the Health Department

## Contact Information

Toll-Free: 1-877-662-8376 (1-877-Ombudsman)

Email: [hazmat.ombudsman@cchealth.org](mailto:hazmat.ombudsman@cchealth.org)





[cchealth.org](http://cchealth.org)



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-3443

**Agenda Date:** 8/28/2025

**Agenda #:** 7.

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Advisory Board: Hazardous Materials Commission  
Subject: September 11, 2025 Public Forum Planning  
Presenter: Operations Committee Chair

### Information:

Attached to this agenda item is the revised version of the public forum planning document, diagrams of the proposed room layouts/table setups, and a link with useful information regarding lithium ion battery safety.

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

REVIEW the September 11, 2025 Hazardous Materials Commission Public Forum planning draft documents and PROVIDE direction to staff as needed.

### Proposed Forum agenda and some logistics

3:15 pm: HMC members and staff arrive Room C to confirm responsibilities, set up the information tables room, prepare for Forum attendees to arrive

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.

Question: During the Forum panel presentations, can the panel/panels' slides be shown on-screen in Room A/B/C (the information tables room)?

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

HMC Information table (2): Maureen, Lou

Greeters (2): Lisa, - 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):

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

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. Timekeeper. 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). Few handouts. Images marked with dates the HMC discussed the issue. Have QR codes at table for link to HMC webpage (likewise at panelist organizations' tables have QR codes for their websites). OK to have handouts from entities that have been invited presenters at HMC meetings if the entity asks.

- Pharma collection bin photo (staff to get)
- Li ion fire image and Li ion battery safety flyer (also request ConFire to have at their table) (ad hoc committee has flyer, need fire image—from ConFire?)
- Sea level rise: graphic(s) from living levee presentation (Jamin working on)
- PFAS (Jamin working on)
- Brownfields redevelopment: Center for Creative Land Recycling brochures (Maureen will receive 20); staff ask Alyson Greenlee/her staff if they have something (Adam pursuing)
- About the HMC: description, activities list (things noted in prior annual reports), meeting schedule, link to where videos of HMC meetings are posted (Adam will send document he has to the ad hoc committee for review)
- HMC intern program application flyer (Adam to get)
- Contact info for the County Haz Mat ombudsperson, description of their role (who has/can get?)
- Invite current & past HMC interns to be at HMC table
- 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)

Rev. 02/08-12-2025

- 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

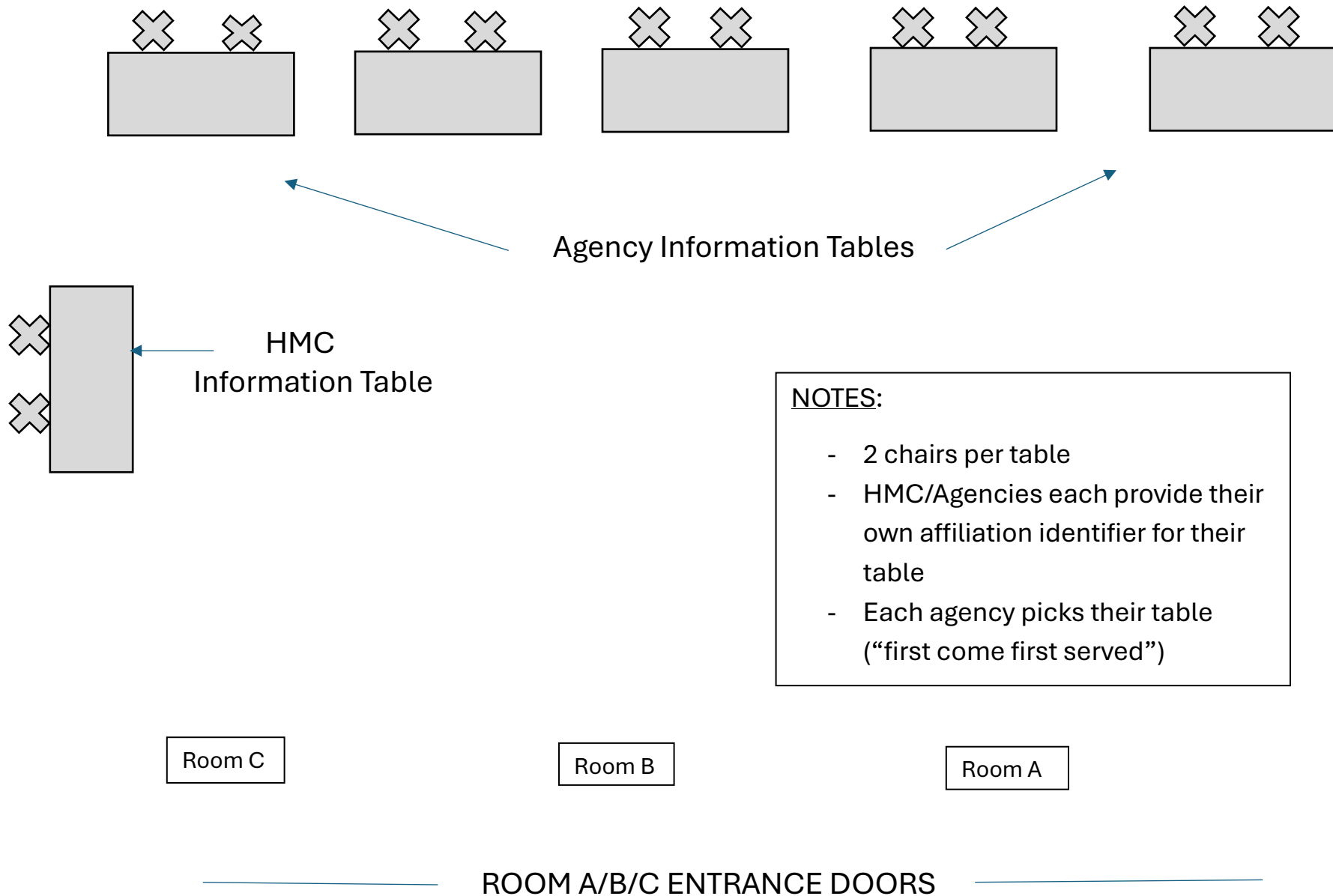
Forum To Do's Checklist (indicate who is responsible for having what done by when)

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 except for new request: Household HW drop-off locations flyer/info
Procure/create hand-out documents for HMC information table that need to be copied and email to ad hoc committee/Marielle	Various	Sept. 2	
Provide hand-out documents for HMC information table to County staff (Adam) to make copies, 20 copies max each	Ad Hoc Committee collect and email in one email to Adam	Sept. 5	
Make copies of documents for HMC information table	Adam	Sept. 10	
Bring document copies for HMC information table to the Forum	Adam	Sept. 11	
Prepare and bring to Forum: QR codes for display at Information Tables (HMC and agencies)		Sept. 11	
Prepare name/affiliation 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		Invite to Forum: complete as of August 8

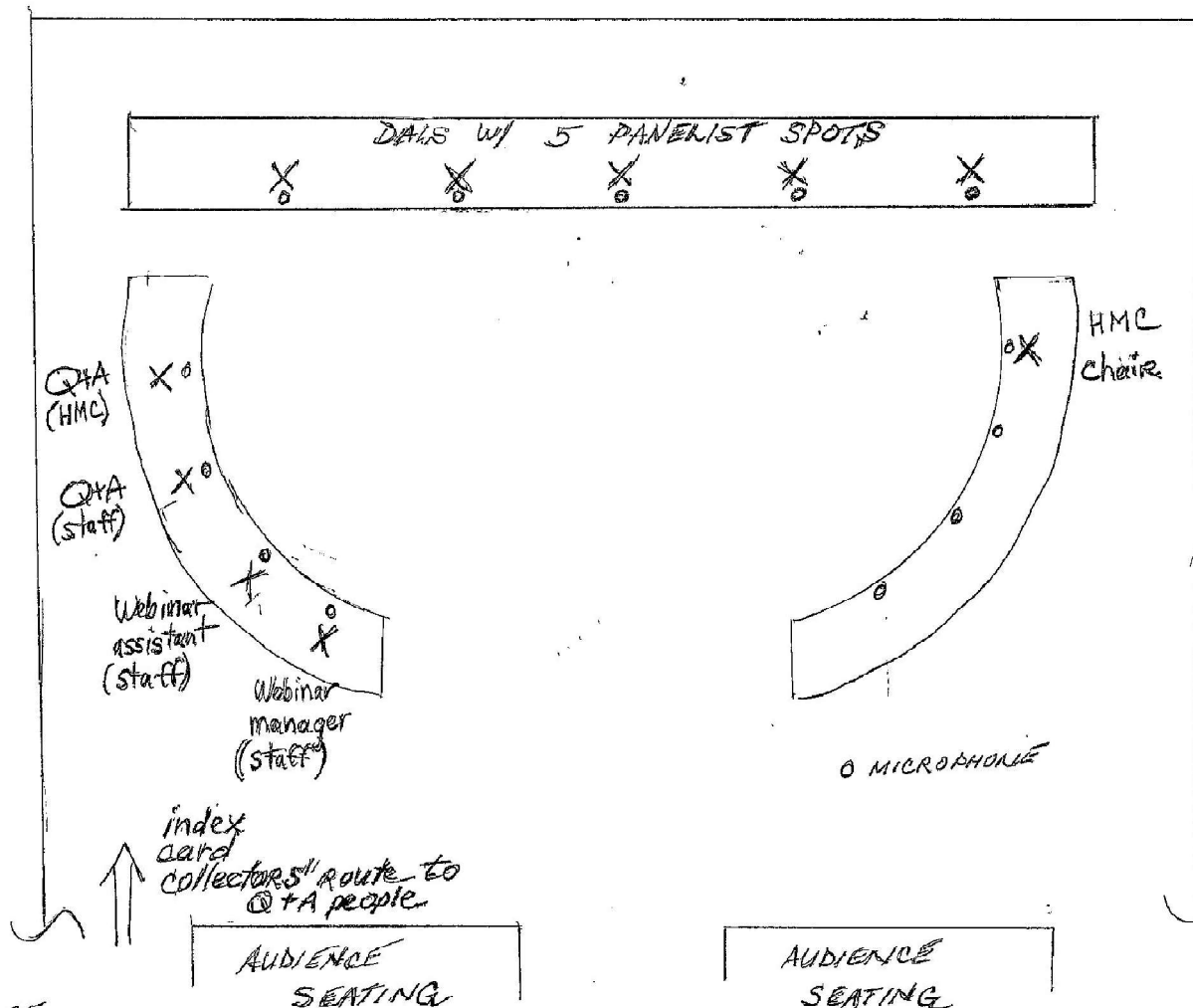
TASKS	WHO	BY WHEN	STATUS
Invite current and forum HMC interns to attend Forum and join HMC information table	Breanna	August 28	
Get Forum info to County PIO so they can create Forum advert/flyer and advertise on social media, etc.	Breanna	Right after July 11, 2025 Operations Committee meeting	Complete
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	Operations Committee	Do at August 8, 2025 meeting	English version complete; PIO staff working on Spanish version
Provide electronic copy of Forum advert/flyer to HMC commissioners so commissioners can share with their organizations, etc.	Adam	Early August	Complete
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		
Assign a timekeeper to track time during the Forum and help keep Forum activities on schedule	Adam/staff		
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

TASKS	WHO	BY WHEN	STATUS
Have HMC Commissioners sign-up for Forum roles	Adam/staff	Confirm at August 28, 2025 HMC meeting	
Procure and bring to the Forum: index cards and some pens/pencils for Q&A	Adam/staff	Sept. 11	
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	
Ensure recording of ConFire presentation re Li ion battery safety made at HMC meeting can be easily found via HMC webpage	Adam/Breanna	Sept. 5	
Have requested HMC webpage updates/edits done (as requested by the Operations Committee on August 8)	Adam	Sept. 5	
Procure and bring to the Forum: peel & stick name tags for HMC commissioners, staff, panelists to wear during the Forum	Adam/staff	Sept. 11	
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		Webinar dry run date	
Post Forum recording on HMC webpage	Adam		

## SEPT 11 FORUM INFORMATION TABLES ROOM LAYOUT



MAIN FORUM ROOM



Rev 0/8-11-25

