



CONTRA COSTA COUNTY

Committee Meeting Minutes

Internal Operations Committee

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Tuesday, February 17, 2026

10:00 AM 3361 Walnut Blvd, Suite 140, Brentwood
1516 Kamole Street, Honolulu, HI
<https://cccouny-us.zoom.us/j/84414606381>
Call in: (855) 758-1310 , Conference code: 844
1460 6381

1. Call to Order

Chair Burgis called the meeting to order at 10:05am. In attendance were District 3 Brentwood Office, Alicia Nuchols, Jill Ray, Aaron McAlister, Adam Springer, Julie Enea, Chrystine Robbins, Tuere Anderson, Diana Oyler.

Present: District II Supervisor Candace Andersen and District III Supervisor Diane Burgis

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two (2) minutes).

No one requested to speak during the public comment period.

3. RECEIVE and APPROVE the Record of Action for the November 24, 2025 Internal Operations Committee meeting. (Diana Oyler, County Administrator's Office)

Attachments: [DRAFT IOC ROA_11-24-25](#)

Aye: Vice Chair Candace Andersen and Chair Diane Burgis

Result: Passed

4. CONSIDER approving the proposed 2026 Committee meeting schedule, meeting format, and work plan, or PROVIDE direction to staff regarding any changes thereto. (Diana Oyler, County Administrator's Office)

Attachments: [Attachment A: IOC Annual Report](#)
[Attachment B 2026 Discussion Schedule](#)

Aye: Vice Chair Candace Andersen and Chair Diane Burgis

Result: Passed

5. CONSIDER approving the proposed recruitment plan and schedules to fill public member or At Large seat vacancies on certain Board advisory bodies, commissions and committees. (Diana Oyler, County Administrator's Office)

Attachments: [ATTACHMENT A: IOC AB Interview Responsibilities 2025](#)

Aye: Vice Chair Candace Andersen and Chair Diane Burgis

Result: Passed

6. CONSIDER recommending to the Board of Supervisors the appointment of Maile Chin to the Environmental Engineering Alternate #1 seat on the Hazardous Materials Commission to complete the current term ending December 31, 2029. (Adam Springer, Health Services Department)

Attachments: [Chinn, Maile \(HMC\) 10-04-25 \[D2\] redacted](#)
[Seat Nomination - 2026 Env Eng Alt](#)
[Hazardous Materials Roster Feb 2026](#)

Adam Springer presented the staff report. The committee instructed staff to bring a consent item to the full Board of Supervisors for consideration on March 3, 2026.

Aye: Vice Chair Candace Andersen and Chair Diane Burgis

Result: Passed

7. CONSIDER recommending to the Board of Supervisors establishing a Measure O Committee, adopting the attached proposed Bylaws, proposed Ethics Policy, and five seated positions for the Committee as recommended by the Fire Chief. (Aaron McAlister, Deputy Fire Chief, Contra Costa County Fire Protection District)

Attachments: [Attachment A RHFPD Ordinance 2016-1](#)
[Attachment B Measure O Bylaws](#)
[Attachment C Measure O Committee Ethics Policy](#)

The IO committee agreed to take responsibility for screening nominations to the Measure O Committee. However, the IO chose to delegate the recruitment and screening of applicants to the Fire District, which is instructed to send their nominations to the IO for consideration.

IO committee encourages Fire District to seek input and assistance from the Advisory Fire Commission and the District 5 Supervisor in recruiting and vetting applicants to fill vacancies.

Aye: Vice Chair Candace Andersen and Chair Diane Burgis

Result: Passed

The next meeting is currently scheduled for March 23, 2026.

Adjourn

Meeting adjourned at 10:18am.

For Additional Information Contact: Diana Oyler, Senior Deputy County Administrator, (925) 655-2057, Diana.Oyler@cao.cccounty.us