

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—PIO to determine]

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 (or one QR code with all the 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

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 staff and read to panelists.

On Zoom webinar questions submitted via webinar Q&A feature, organized by staff and staff read to panelist(s).

Won'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):

Note: Commissioners could do multiple roles and roles can be adjusted as needed during the Forum. Commissioner(s) may also assist staff with organizing/reading questions submitted during the Q&A.

County staff roles at the Forum: coordinate the presenters, Zoom host/moderator/manager, 2-3 people categorize/combine/summarize questions submitted during Q&A in room and via Zoom.

Rev. 01/07-16-2025

Forum main room: BOS Chambers

Information tables: in separate room (Room A/B/C), located near the BOS Chambers.

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

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)
- Sea level rise: graphic(s) from living levee presentation (Jamin to get)
- PFAS (Jamin to work on)
- Brownfields redevelopment: Center for Creative Land Recycling brochures (Maureen to ask); staff ask Alyson Greenlee if she has something
- About the HMC: description, activities list (things noted in prior annual reports), meeting schedule, link to where videos of HMC meetings are posted
- HMC intern program application flyer
- Contact info for the County Haz Mat ombudsperson, description of their role
- Invite current & past HMC interns to be at HMC table
- Invite the County Haz Mat ombudsperson to be at County Haz Mat program table

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)	Adam/staff	Next Operations Committee meeting (August 8, 2025)	
Procure/create hand-out documents for HMC information table that need to be copied			
Give hand-out documents for HMC information table to County staff (Adam) to make copies, 20 copies max each	Various		
Make copies of documents for HMC information table	Adam		
Bring document copies for HMC information table to the Forum	Adam		
Invite County Haz Mat ombudsperson to join County Haz Mat program information table...also invite them to attend a HMC meeting so that HMC can meet them	Adam		
Invite current and forum HMC interns to attend Forum and join HMC information table	Breanna		
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	
Review and comment on Forum advert/flyer draft	Operations Committee ad hoc committee (Jamin, Maureen, Marielle)	Before August 1, 2025 –so can finalize at August 8, 2025 Operations Committee meeting	
Confirm/finalize Forum advert/flyer	Operations Committee	Do at August 8, 2025 meeting	
Provide electronic copy of Forum advert/flyer to HMC commissioners so			

TASKS	WHO	BY WHEN	STATUS
commissioners can share with their organizations, etc.			
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	
Have HMC Commissioners sign-up for Forum roles	Adam/staff	Do at July 24, 2025 HMC meeting; confirm at August 28, 2025 HMC meeting	
Procure index cards and some pens/pencils for Q&A and bring to Forum	Adam/staff		
Assign/confirm Zoom webinar host	Adam/Breanna		
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 July 18 (so can review at July 24, 2025 HMC meeting) OR by August 1 (so can review at August 8, 2025 Operations Committee meeting)	
Ensure recording of ConFire presentation re Li ion battery safety made at HMC	Adam/Breanna		

TASKS	WHO	BY WHEN	STATUS
meeting can be easily found via HMC webpage			
Procure and bring to the Forum: peel & stick name tags for HMC commissioners, staff, panelists to wear during the Forum	Adam/staff	Have by Sept 1, bring to Forum on Sept 11	
Post Forum recording on HMC webpage	Adam		