

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			