

4:00 pm: HMC members and staff begin to arrive Room to confirm responsibilities, set up the information tables, prepare for Forum attendees to arrive

4:15 pm: HMC members and staff arrive Room no later than this time

4:30 pm: doors open for the public

4:30 -4:55 pm: people view/mingle at information tables or wait in the Forum main room

4:55-5:00 pm: HMC and staff herd people into the Forum main room

5:00-5:05 pm: HMC chair welcome, introductions, etc.

5:05-6:15 pm: the five panelists present/speak. Target 10-12 minutes each; 14 minutes max:

Panelist 1 5:05-5:19 pm Con FIRE/CWS

Panelist 2 5:19-5:33 pm

Panelist 3 5:33-5:47 pm

Panelist 4 5:47-6:01 pm

Panelist 5 6:01-6:15 pm

6:15-6:30 pm: moderated Q&A

6:30-7:00 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.

In Room A/B/C (Information Tables room), Staff will log into the Forum's Zoom link so that the panel presentations (activities in the Forum main room) will be shown on screen in Room A/B/C.

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

HMC Information table (2): Maureen, Lou

Greeters (2): Lisa, Fred (?) - 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): Lisa

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

Timekeeper: Jim (Breanna will bring yellow, green, red folders to hold up--- to indicate each panelist's remaining time)

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. 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; Maureen to put items into frames). Few handouts. Forum flyers with QR codes at table for links to HMC and presenters' webpages (likewise have flyers at panelist organizations' tables). OK to have handouts from entities that have been invited presenters at HMC meetings if the entity asks.

- Pharma collection bin photo (Adam got)
- Li ion battery safety flyer (Marielle provided; also request ConFire to have flyer at their table)
- Sea level rise: graphic(s) from living levee presentation (Jamin prepared)
- PFAS (Jamin prepared)
- Brownfields redevelopment: Center for Creative Land Recycling tri-fold brochures (Maureen has one, requested 20 more)
- About the HMC: description, activities list (things noted in prior annual reports), meeting schedule, link to where videos of HMC meetings are posted (Adam obtained)
- HMC intern program application flyer (Breanna has)
- Contact info for the County Haz Mat ombudsperson, description of their role (Breanna getting)
- Invite current & past HMC interns to be at HMC table (Breanna did, thus far just Mylene coming)
- 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)
- 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		
Procure/create hand-out documents for HMC information table that need to be copied and email to ad hoc committee/Marielle	Various		
Provide hand-out documents for HMC information table to County staff (Adam) to make copies, 20 copies max each of items to be in frames at the HMC Information Table	Ad Hoc Committee collect and email in one email to Adam		
Make copies of documents for HMC information table	Adam		

TASKS	WHO	BY WHEN	STATUS
Bring document copies for HMC information table to the Forum	Adam		
Prepare and bring to Forum: flyer QR codes for display at Information Tables (HMC and agencies)	Staff		
Prepare name/affiliation card stock inserts for dais identifier slots for panelists	Adam		
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 former 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		
Review and comment on Forum advert/flyer draft	Operations Committee ad hoc committee (Lou, Maureen and Marielle)		
Confirm/finalize Forum advert/flyer. Are 3 flyers: English w QR codes, English w clickable links, Spanish	Operations Committee		
Provide electronic copy of Forum advert/flyer to HMC commissioners so commissioners can share with their organizations, etc.	Adam		
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	PIO social media push typically done 1 week in advance	
PIO pursue/consider alerting local News media (e.g., East Bay Times, KCBS) of the Forum	PIO		

TASKS	WHO	BY WHEN	STATUS
Assign a timekeeper to track time during the Forum and help keep Forum activities on schedule	HMC		
Ensure means for simultaneous translation (closed captions with translation?) of the Forum (welcome/opening remarks, panelists and Q&A portions) available for Zoom attendees	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		
Have HMC Commissioners sign-up for Forum roles	Adam/staff		
Procure and bring to the Forum: index cards and some pens/pencils for Q&A	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		
Write HMC chair welcome/opening remarks (to be 5 minutes long max)	Jamin & Marielle		
Ensure recording of ConFire presentation re Li ion battery safety made at HMC meeting can be easily found via HMC webpage. Also add NFPA video and webpage link re Li Ion battery safety to HMC webpage, in resources section	Adam/Breanna		
Have requested HMC webpage updates/edits done (as requested by	Adam		

TASKS	WHO	BY WHEN	STATUS
the Operations Committee on August 8)			
Do Zoom dry run: to confirm Forum room cameras function as desired, confirm how to use Q&A function, familiarity with Zoom webinar feature, etc.	Staff		
Procure and bring to the Forum: peel & stick name tags for HMC commissioners, staff, panelists to wear during the Forum	Adam/staff		
Prepare and bring to the Forum: attendee sign-in sheet	Adam/staff		
Prepare webinar slides: Forum title slide, slide with QR codes and links for HMC webpage and agency websites	Staff		
Post Forum recording on HMC webpage	Adam		