

**CONTRA COSTA COUNTY
HAZARDOUS MATERIALS COMMISSION**

OPERATIONS COMMITTEE MEETING

Friday, September 13, 2019

10:00 a.m. – 12:00 noon

North Richmond Center for Health

1501 Fred Jackson Way

Richmond CA 94801

The Contra Costa County Hazardous Materials Commission will provide reasonable accommodations for persons with disabilities planning to attend the Hazardous Materials Commission meetings who contact Michael Kent, Hazardous Materials Commission Executive Assistant, at least 24 hours before the meetings, at (925) 313-6587

AGENDA

- 1. CALL TO ORDER, ANNOUNCEMENTS AND INTRODUCTIONS**
- 2. APPROVAL OF MINUTES: JULY 12, 2019**
- 3. PUBLIC COMMENT**
- 4. OLD BUSINESS:**
 - a) Review revised proposal for a Student Seat on the Commission
- 5. NEW BUSINESS:**
 - a) Conduct interviews for the open General Public Seat and the vacant Environmental Seat alternate.
- 6. REPORTS FROM COMMISSIONERS ON MATTERS OF COMMISSION INTEREST Members**
- 7. PLAN NEXT AGENDA**
- 8. ADJOURNMENT**

Attachments

Questions: Call Michael Kent (925) 313-6587

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by Contra Costa Health Services to a majority of members of the Hazardous Materials Commission less than 72 hours prior to that meeting are available for public inspection at 597 Center Avenue in Martinez

**Contra Costa County Hazardous Materials Commission
597 Center Avenue, Suite 200, Martinez CA 94553 (925) 313-6712 Fax (925) 313-6721**

Hazardous Materials Commission

Draft Minutes Operations Committee

July 12, 2019

Members and Alternates

Present: Fred Glueck, Leslie Stewart, Steve Linsley, Gabe Quinto, Lisa Park (alternate),

Absent Rick Alcaraz, Ralph Sattler (represented by alternate)

Staff: Michael Kent

Members of the Public: None

- 1) Call to order, announcements:** Commissioner Glueck called the meeting to order at 10:05 am.

Michael Kent announced:

- The Commission's annual meeting with Supervisor Andersen will be on July 26 and with Supervisor Gioia on August 13.
- The Commission's recommendations concerning Pipeline Safety will go to the Board's Transportation, Water and Infrastructure committee on September 9th.
- Flyers have been sent out about the open General Public Seat and Environmental seat alternate. The application period will close on August 30th and the interviews will take place at the September 13th Operations committee meeting.

Commissioner Glueck announced that he attended the AB 617 air monitoring meeting for Richmond on July 10th. They worked on developing an air monitoring plan for Richmond. He also attended a public meeting on AB 673 in Richmond on July 8th to review DTSC's plans for addressing cumulative impacts in TSD permitting. His impression was that DTSC is still uncertain about what path they are going to take.

2) Approval of Minutes:

The minutes for the May10, 2019 meeting were moved by Commissioner Stewart, seconded by Commissioner Quinto and approved by a vote of 5 – 0.

The minutes for the June 14, 2019 meeting were moved by Commissioner Stewart, seconded by Commissioner Quinto and approved by a vote of 4 – 0 – 1 with Commissioner Linsley abstaining.

3) Public Comments: None

4) Old Business:

a) Review distribution plan for cybersecurity workshop

The committee reviewed the list of organizations and ways that staff has compiled to promote the September 17th workshop, and offered some additional avenues.

b) Review a proposal for having a Youth Seat on the Commission

The committee reviewed a proposed memo from the Commission to Shannon Ladner-Beasley who implements internship programs for the Health Department. The memo described the parameters of the internship and how her program would support the recruitment of students for this seat. The committee provided input on the content of the memo and directed staff to forward it to Ms. Ladner-Beasley for review.

5) New Business

a) Discuss Potential Commission Retreat for the fall.

The committee reviewed the results of the last retreat that was held in October of 2016 and discussed the need for another retreat this fall. They decided to recommend to the full Commission that because they still foresee continuing to work on a number of the issues they are currently addressing, a full retreat is not needed. Rather, they recommend devoting a meeting this fall to focus on upcoming and emerging issues.

6) Plan Next Agenda: The committee will interview candidates for the General Public and Environmental Alternate seats.

7) Adjournment: The meeting was adjourned at 11:30.

Attachment

Item 1

draft

July 2, 2019

MEMO

To: Shannon Ladner-Beasley, Contra Costa Health Services Health Career Pathways

From: Michael Kent, Executive Assistant to the Hazardous Materials Commission

Re: Creation of a Student Seat for the Hazardous Materials Commission

The Hazardous Materials Commission considered the recommendation by their Operations committee to create a Student Seat for the Commission at their June 27, 2019 meeting. This recommendation was based on discussions with you at the June 14, 2019 Operations committee concerning your work with students in the Health Career Pathways program and other internship opportunities for students at Community Colleges, State School and Universities in Contra Costa County. The Commission voted unanimously to work with your office to fill a Student Seat for the Commission.

The parameters of this Student Seat internship will be that it should ideally ~~be require~~ a minimum commitment of 40 hours worked for over a term of 9 months from September to June of each school year. The recruitment of the candidate for the seat would occur in the previous spring of each year, and would include an interview by the Operations committee of the Commission and approval by the full Commission. The Student representative will be expected to attend and participate in committee and Commission meetings, and would ideally research and give a presentation on a hazardous materials topic either they or the Commission comes up with for the Commission to consider. However, the Student representative would not be an official voting member of the Commission.

The role of your office would be to recruit candidates to apply for this Seat, and once selected, help the student track their hours and secure -appropriate practicum/internship credit for this community-based project opportunity with the Commission. -The Executive Assistant to the Commission will provide the intern with an orientation and orientation materials, administrative support, and support for their research.

Attachment

Item 2

draft

July 2, 2019

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To: Shannon Ladner-Beasley, Contra Costa Health Services Health Career Pathways

From: Michael Kent, Executive Assistant to the Hazardous Materials Commission

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