

# HIT Team Meeting

10/27/2004

10:00 AM to 12:00 PM

State Lands Commission Building  
750 Alfred Nobel Drive, Suite 201  
Hercules, CA 94547

**Meeting called by:** Melissa J. Hagen,  
CCHS Haz Mat Programs, HIT Team Chair

**Type of meeting:**  
Regular, Start-up

**Attendees:**

BAAQMD, Mike Racette  
California Highway Patrol, Reggie Chappelle (alt), John Falat  
Contra Costa Health Services, Melissa Hagen, HIT Team Chair  
Contra Costa Health Services, Neal Price, HIT Team Co-Chair  
Contra Costa District Attorney's Office, Mr. Lewis Pascalli,  
Contra Costa Health Services, Mr. Randall Sawyer, Director  
EPA, Robert Mandel  
FIRE - Moraga/Orinda, Captain Glen Lewis  
FIRE - Richmond, Ronald Y. Wiley  
FIRE - Rodeo/Hercules, Capt. Boyles  
FIRE - San Ramon Valley, Ken Schwartz  
PUC - RR, Ernie von Ibsch  
Sanitary District: MT VIEW, Leslie Engler  
State Lands Commission, Ken Leverich, Chris Beckwith and Bob Chedsey  
United States Coast Guard, Chief John Klobuchar  
US REP George Miller's Office, Kathy Hoffman  
95<sup>th</sup> Civil Support Team, Capt. Michael (Zeke) Sather

## Agenda

Welcome and Opening Remarks	Melissa J. Hagen	10:05
Introductions	All	10:15
History of HIT	Lew Pascalli	10:30
Matrix Update	Melissa/All	10:45
HIT Team Roster	Melissa/All	10:55
Future Meetings	All	11:00
Speaker Presentation: 95th CST	Capt. Michael "Zeke" Sather	11:25
Adjournment to Dec. 9, 2004	Melissa	12:00

## Additional Information

This was the first meeting in nearly two year for the HIT Team. CCHS has a new Director, Randy Sawyer and the HIT Team has a new Chair, Melissa Hagen. Work has begun to reconvened appropriate members from their respective agencies. Once this work is complete the team can move forward with specific projects and activities.

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## Welcome and Opening Remarks

**Melissa J. Hagen**

**10**

Discussion: Melissa Hagen, Hazardous Materials Specialist with CCHS HazMat Program is the HIT Team new Chair. Ms Hagen joined CCHS in August 2003. Prior to that she worked as an Environmental Coordinator for power plants in San Francisco and Oakland. She graduated in 1988 from UC Berkeley with a BS in Conservation and Resource Studies.

Mr. Neal Price, CCHS is currently the HIT Team Co-Chair.

This was the first meeting in nearly two year for the HIT Team. Work has begun to reconvened appropriate members from their respective agencies. Once this work is complete the team can move forward with specific projects and activities.

Conclusions: Informational item

Action items: Informational only – no action needed

Person responsible:

Deadline:

## Introductions

**All**

**20**

Discussion: All members present introduced themselves including if they were new to the HIT Team or returning; their agency; their position and if they are currently involved with another “Task Force” and if so, which one(s).

Conclusions: Approximately one quarter of the group were returning HIT team members, the others are new to the HIT Team. A number of other individuals on the roster could not make this meeting, but will attend next meeting.

Action items: Informational only – no action needed

Person responsible:

Deadline:

## History of HIT

**Lew Pascalli**

**20**

Discussion: Mr. Lew Pascalli, with the Contra Costa County DA’s office gave an overview of the history of the HIT Team. He showed a short video recapping news events of the July 1993 General Chemical oleum release in Richmond

Conclusions: Informational item

Action items: Informational item – no action needed

Person responsible:

Deadline:

<b>Matrix Update</b>	<b>Melissa/All</b>	<b>10</b>
<p>Discussion: Ms Hagen distributed to members the 1996 HIT Team Matrix document and requested that each agency representative review and update their section. Return envelopes were provided to mail marked up sections back to Ms Hagen at CCHS, 4333 Pacheco Blvd, Martinez CA 94553. Draft Matrix is available on the CCHS HIT team website: <a href="http://www.cchealth.org/groups/hazmat/">http://www.cchealth.org/groups/hazmat/</a></p>		
<p>Conclusions: Ms Hagen will continue pass out (via USPS mail) matrix to individual agencies for updating. Goal is to update entire document by January 2005.</p>		
<p>Action items: Distribute Matrix to all agencies</p>	<p>Person responsible: Melissa Hagen</p>	<p>Deadline: Nov 12</p>
<p>Action items: Update Matrix document Distribute Matrix to all agencies</p>	<p>Person responsible: Melissa Hagen/Input from all</p>	<p>Deadline: Jan 2005</p>

<b>HIT Team Roster</b>	<b>Melissa/All</b>	<b>15</b>
<p>Discussion: Ms Hagen reiterated the need to have at least one representative from each agency listed in the HIT Team matrix clearly identified. Development of the HIT Team Roster, including names, titles, mailing addresses and e-mail addresses is ongoing. A draft Roster is available on the CCHS HIT team website: <a href="http://www.cchealth.org/groups/hazmat/">http://www.cchealth.org/groups/hazmat/</a> (e-mail addresses have been REMOVED to avoid junk e-mail ☺)</p>		
<p>Conclusions: Ms Hagen will continue to obtain input from appropriate agencies on member participation and contact information.</p>		
<p>Action items: Develop HIT Team Roster. Forward updates to roster to Melissa Hagen.</p>	<p>Person responsible: Melissa Hagen</p>	<p>Deadline: Ongoing</p>

<b>Future Meetings</b>	<b>All</b>	<b>25</b>
Discussion: Ms. Hagen proposed the following for future HIT Team meetings: Start time 10:00 AM; Duration – 2 hours; Frequency: Every other month; Day: Second Thursday of the month; Location: State Lands Commission (SLC) Conference Room		
The group concurred.		
HIT Team meeting “regular features” to include: legislative updates, enforcement cases, guest speakers, roundtable discussion of new response equipment/resources; security updates and roundtable discussion of recent haz mat incidents. Multi-agency inspections may be planned in the future.		
Ms Hagen asked the group for guest speaker ideas. Please continue to provide the Chair with guest speaker names and pertinent topics.		
Conclusions: HIT Team Meetings will be from 10:AM – 12:00PM, every other month on the second Thursday of the month in the SLC conference room, 750 Alfred Nobel Drive, Ste 201, Hercules, CA		
Guest speaker for December 9, 2004: TBD.		
Next agenda will be available on the CCHS HIT team website: <a href="http://www.cchealth.org/groups/hazmat/">http://www.cchealth.org/groups/hazmat/</a>		
Action item: Next meeting – December 9, 2004	Person responsible: Melissa Hagen	Deadline: 12/9/04

<b>Speaker Presentation: 95th CST</b>	<b>Capt. Michael "Zeke" Sather</b>	<b>30</b>
Discussion: Capt. Sather gave a comprehensive PowerPoint presentation of the 95 <sup>th</sup> CST’s WMD response capabilities. The presentation is available on CCHS’s website set up for the HIT Team: <a href="http://www.cchealth.org/groups/hazmat/">http://www.cchealth.org/groups/hazmat/</a>		
Thank you Capt. Sather.		
Conclusions: Informational item.		
Action items: Informational item– no action needed.	Person responsible:	Deadline:

<b>Adjournment to Dec. 9, 2004</b>	<b>Melissa</b>	<b>10</b>
Discussion: Mark your calendars: Next meeting: Thursday, December 9, 2004. 10:00 – 12:00PM. Doors open at 9:45AM with coffee and refreshments.		
Conclusions: Next meeting December 9, 2004		
Action items: Distribute 12/9/04 agenda	Person responsible: Melissa Hagen	Deadline: 12/1/04