

ADVANCE PLANNING COMMITTEE MEETING
MINUTES

An Advance Planning Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, July 30, 2024, at the District office at 155 Mason Circle Concord, CA 94520.

TRUSTEES PRESENT Jen Hogan, Chair, Pleasant Hill
Richard Ainsley, Pittsburg
Chris Dupin, Richmond
Eric Hinzl, Clayton
Vinoy Mereddy, Brentwood
Peter Pay, San Ramon

TRUSTEES ABSENT None

OTHERS PRESENT Paula Macedo, General Manager

1. CALL TO ORDER - Advance Planning Committee Chair Hogan called the meeting to order at 6:03 pm.
Roll Call - A roll call indicated that six Trustees were present, and none were absent.
Pledge of Allegiance

2. PUBLIC INPUT ON NON-AGENDA ITEMS – None

3. APPROVAL OF MINUTES FROM ADVANCE PLANNING COMMITTEE MEETING HELD ON JULY 17, 2023

** Motion was made by Trustee Ainsley and seconded by Trustee Pay to approve the minutes from the Advance Planning Committee meeting held on July 17, 2023. *Motion passed unanimously.*

4. PROGRESS REPORT ON THE GOALS FROM THE FIVE-YEAR PLAN – General Manager Macedo presented the progress on each goal included in the plan, and proposed adjustments to the timelines on goals a.2 (Trustee Manual), b.iv.2 (Certificate of Achievement), b.v.7 (Website), d.3 (Skunks), e.1 (Emergency Planning), and e.3 (NPDES).

5. EMERGENCY PLANNING DISCUSSION – General Manager Macedo explained to the new members of the committee how the idea of emergency planning started a few years ago, and listed all the documents the District currently has that would be included in the plan, namely the designation of public employees as Disaster Service Workers, the District's Injury and Illness Prevention Plan (IIPP), COVID Prevention Plan (CPP), Fire Prevention Plan, Emergency Action Plan/AB2185, Crisis Management Team and Crisis

Notification Procedures. General Manager Macedo will prepare an Emergency Preparedness Policy using the template from CSDA for the next meeting.

6. BOARD AND GENERAL MANAGER ANNOUNCEMENTS - None

7. ADJOURNMENT – 7:26 pm

I certify the above minutes were approved as read or corrected at a meeting of the Advance Planning Committee held on December 9, 2024.

Jen Hogan, 2024 Chair, Advance Planning Committee