



## Household Hazardous Waste (HHW) Steering Committee

Thursday, November 29, 2012, 3:00 p.m.  
Thomas O. Price Service Center Large Conference Room  
4004 S. Park, Building 1  
Tucson, AZ 85714

### Meeting Summary

#### 1. Call to Order

Meeting called to order by Seth Ruskin at 3:00 p.m. Those present and absent were:

##### Present:

|                 |                              |
|-----------------|------------------------------|
| Seth Ruskin     | Community Representative     |
| Ann Marie Wolf  | SERI                         |
| Erin Gibson     | Pima County Sheriff's Office |
| Brandy Kadous   | City of Tucson / CSS         |
| Paul Kramkowski | Raytheon                     |
| Mike Jones      | Tucson Fire Department       |
| Ursula Kramer   | Pima County DEQ              |

##### Guests:

None

##### Absent:

None

##### Staff Members Present:

|                |                          |
|----------------|--------------------------|
| Nancy Petersen | ES/Deputy Director       |
| Frank Bonillas | ES/HHW Superintendent    |
| Fran LaSala    | ES Environmental Manager |

#### 2. Legal Action Document – October 18, 2012 Meeting

No action taken.

#### 3. Action Items – Nominations and Elections

- Ursula Kramer nominated for Chair by Ann Marie Wolf, second by Mike Jones
- Brandy Kadous nominated for Vice-Chair by Ann Marie Wolf, second by Paul Kramkowski
- Ann Marie Wolf moved to approve, second by Paul Kramkowski, with unanimous approval

#### **4. IGA Section 8 – AZ Open Meeting Law Requirements**

- Per Blake Ashley, City Attorney, the HHW Steering Committee is not subject to Open Meeting Laws since it is not a Mayor and Council (or a committee appointed by an elected body) appointed committee.
- Meeting minutes are not required. Currently, Legal Action Report (LAR) is developed and recordings posted on the website.

#### **5. Coordinator's & Financial Report**

##### Non-Standard HHW Collection

- Nancy Petersen suggested this program be advertised to generate interest.
- Steering Committee recommended advertising on the website emphasizing limited availability. Website may contain pictures of the Ventana Medical Systems Collection and testimonials if available. Will be developed by the January meeting.
- Letters will be mailed to Home Depot, Wal-Mart, etc. announcing the program.

##### HHW Budget

- The Fiscal Year 2014 budget draft will be distributed to the Steering Committee when completed by Environmental Services Finance Department for discussion at the January meeting.
- ES will establish program needs for expenditures of the available \$89,000 fund balance and provide details to the Steering Committee. Current projects include a data automation system, resurfacing the HHW facility floor, and replacing 1 or 2 of the facility can crushers. A listing with quoted pricing will be provided for the January meeting.

##### HHW Facility IH Baseline Personnel Monitoring

- Brandy Kadous, Central Safety Services (CSS), announced that CSS may have enough funding this fiscal year to accomplish the required monitoring, which is currently estimated at \$24,000.

##### HHW Home Pickup Pilot – Environmental Services

- The home pickup pilot started in October in the Wednesday trash collection schedule. Eight homes have been serviced through November. ES is currently considering expanding this program to another area within the City. Steering Committee members requested print materials to assist in advertising this program, as they have opportunities to promote the program. Currently, mail notices to residents are being phased in monthly increments.

##### HHW Operations

- The Program is scheduled to assume full control, on December 31, of the Los Reales (LR) Landfill HHW drop off area, commonly known as the CABOP. LR will fund 1.5 employees to assist the Program in the management of the

CABOP. LR will also provide fencing around the CABOP for additional security.

- The Program is currently filling its two vacant positions for full staffing.
- Two temporary part time workers were hired from COPE to assist in the processing and mixing of latex paint.

## **6. Volunteer Training Proposal**

- ETC will develop the manual and training materials based on OSHA requirements, current training manual, draft document provided by Ann Wolf, and best management practices. The Notice to Proceed will be issued in December, which will establish an early January deadline for a draft document. A draft of the training manual will be provided to the Steering Committee for review by the January meeting. The document is to be finalized in January.
- The Training Committee will develop separately and incorporate into the manual additional text to identify program policies such as volunteer age limits, volunteer commitment requirements, and other details applicable to volunteers.
- The Training Committee will address/develop an online refresher with the assistance of Fred Leahy, Tucson Fire.
- The Training Committee will meet December 20, 2012 to discuss the refresher and review the draft materials prepared by Ann Wolf.
- ES will follow up on the issue of ownership of the manual ETC will develop. The City must retain ownership.

## **7. New Business**

### Drop & Swap

- ES is working on revising the policy for redistribution of HHW materials to the public and volunteers. The gifting clause is being reviewed for potential impacts on items generating revenue. Limits on total items allowed for redistribution per participant/volunteer will be added.

## **8. Call to Audience**

No audience

## **9. Next Meeting Date, Time and Location**

Thursday, January 17, 2013 at 3:00pm at the Thomas O. Price Service Center, 4004 S. Park Ave., Bldg. 1, ES Conference Room.

## **10. Adjournment**

Meeting was adjourned at 4:15 p.m.