

# Meeting Minutes MRC Oversight Committee Independent Investigation

 **Date:** 2/16/23

 **Start:** 1:00  
PM

 **End:** 2:12 PM

## I. CALL TO ORDER

## II. INTRODUCTIONS

### Attendance

Community Members: Cheryll Grover, Benjamin Therriault, Pedro Babiak, Tony Semenza, Deirdre Castillo

City of Martinez: Lauren Sugayan

City of Benicia: None

Contra Costa Health Hazmat: Nicole Heath, Adam Springer, Michael Dossey, Sam Calvert, David

### LeCount

MRC: Ken Axe

MRC USW Rep: Nick Plurkowski

## III. APPROVAL OF MINUTES FROM LAST MEETING

### a. N/A

## IV. OPEN ISSUES

### a. Discussion on Root Cause Analysis

- i. Root cause analysis (RCA) is a structured approach used to identify the underlying causes of an incident. Unlike other types of investigations that focus on identifying immediate causes, an RCA aims to identify the fundamental causes of an event, such as equipment failures or process design flaws. The RCA process involves collecting and analyzing data, identifying the factors that contributed to the incident, and developing recommendations to prevent similar incidents from occurring in the future. By addressing the underlying causes of an incident, an RCA can help organizations improve their processes and prevent future incidents, rather than simply addressing symptoms or superficial causes.

### ii. Committee was made aware of the publicly available MRC Root Cause Analysis report

## V. NEW BUSINESS

### a. Review committee goals and priorities

- i. Chair reviewed goal of the Independent Investigation is to identify the root causes of the November 24-25, 2022 incident. The committee has as its highest priority selecting the 3<sup>rd</sup> party consultant to conduct the Root Cause Analysis.

### b. Review Request for Proposal (RFP)

#### i. Chair asked committee if there were any comments

1. Community member suggested adding a rating system to individual components of the RFP
  - a. Discussion was held of rating system traditionally used being evenly split and was not incorporated into the RFP.
2. Discussed conflicts of interest concerns when selecting a contractor
3. RFP identifies that the methodology used must be an approved methodology
4. Community member stressed that the speed with which the investigation happens is important
5. Concern was discussed regarding the implementation of the action plan, specifically the wording "The successful candidate will work with MRC to develop an action plan..."  
Committee edited language.

