

**TRI-STATE OVERSIGHT COMMITTEE  
IN-PERSON MONTHLY MEETING  
Meeting Minutes March 12, 2008**

The In-Person Monthly Meeting of the Tri-State Oversight Committee (TOC) was held on Wednesday, March 12, 2008, from 10:00 am to 12:30 pm at the Northern Virginia Transportation Commission Offices in Arlington, VA. The first portion and second portions (10:00 to 11:15) consisted of a TOC only and TOC/TRA-only meeting, after which WMATA representatives joined the meeting. The following were in attendance:

Name	Agency/Firm	Position	Phone	E-mail
Sharmila Samarasinghe	VA DRPT	TOC Chair	[REDACTED]	[REDACTED]
Eloy Recio	VA DRPT	TOC Vice Chair	[REDACTED]	[REDACTED]
Eric Madison	DDOT	TOC Staff Support Member	[REDACTED]	[REDACTED]
Natalie Jones-Best	DDOT	TOC Member	[REDACTED]	[REDACTED]
Matt Bassett	MDOT	TOC Staff Support	[REDACTED]	[REDACTED]
John Contestabile	MDOT	TOC Member	[REDACTED]	[REDACTED]
Ronald Edwards	WMATA	System Safety	[REDACTED]	[REDACTED]
Ron Keele	WMATA	Chief Safety Officer	[REDACTED]	[REDACTED]
Amy Phillips	WMATA	Contractor	[REDACTED]	[REDACTED]
D.J. Proctor	WMATA-MTPD	Metro Police	[REDACTED]	[REDACTED]
Thomas Luglio	TRA	TOC Consultant	[REDACTED]	[REDACTED]
Dennis Womack-Kalla	TRA	TOC Consultant	[REDACTED]	[REDACTED]

Accomplishments of the Meeting included the following:

**Second Portion (10:00 to 11:15) TOC and TRA Only**

**1. Review/Approve Agenda (Chair)**

- The agenda was approved.

**2. Internal TOC-related Issues (TOC/TRA)**

• **Virtual Approvals Process**

- Discussions ensued regards any virtual approvals that occurred during the interim period between last month's meeting and today. Recommendation from TOC members as well as TRA was for the chair to track the approvals that are received on various documents and actions which then will be communicated to TRA to include and update TOC archived records.
- This recommended approach would be also incorporated into the program procedures/Internal TOC operations manual (ITOM) as well

• **2007 Triennial On-Site Review – Status**

- Sharmila Samarasinghe indicated that the TOC comments on proposed corrective action plans on the 2007 triennial on site review were transmitted to WMATA in February 2008. There were 66 findings of which 59 remain in various stages of implementation. WMATA needs to respond to TOC and provide final list of corrective action plans for TOC approval and WMATA implementation.
- **WMATA Progress in Responding to Open Corrective Action Plans**
  - WMATA needs to incorporate the prioritization that was done on the latest list of Corrective Action Plans to include the entire corrective action plan master database. Furthermore, starting with this month WMATA will be asked to submit updates to the corrective action plan master database only on a monthly basis instead of on an ongoing basis. When WMATA submits completed corrective action plans for close-out by TOC WMATA would need to highlight these changed to the status.
  - Corrective Action Plan Approval – TOC approved for close-out the MOW Peer review CAP “Radio Coverage Mapping 95% of coverage 95% CAP. As additional information WMATA did confirm that the new radios on the 6000 series rail cars were not being used currently.
- **FTA 2007 Audit Findings - Progress Reporting to FTA**
  - Sharmila Samarasinghe provided an overview of the progress letter that was sent to FTA to meet the reporting deadline on March 3, 2008. TOC’s annual report, to meet FTA’s annual reporting requirement, will be dispatched on March 14, 2008.
- **WMATA GM Meeting - April 1, 2008**
  - Overview of the currently proposed GM meeting agenda was discussed. John Contestabile suggested we consider preparing a one pager to the GM that would illustrate the deliverables that WMATA is required to submit to TOC within the next 12 months. (Upon review of the material it was concluded after the meeting that this would be essentially the TOC Action Items list which was provided to WMATA after the meeting).
- **SEPP/SSPP Updates**

WMATA’s SEPP and SSPP updates were reviewed by TOC. Comments on revisions to both these documents were provided back to WMATA in February 2008. WMATA needs to provide back the latest versions incorporating the comments provided by TOC or provide TOC rational to not incorporating said modifications.
- **TOC MOU Update**
  - TOC Members and Ken Korach (TRA) conducted a conference call in February 2008 to review the latest version of the proposed changes to the TOC MOU. Once consensus is reached on these recent revisions the draft MOU will be transmitted to the respective general counsel for each jurisdiction by TOC members. General counsel will be asked to comment and respond back or a meeting will be called to receive comments.
- **TOC Program Procedures/Internal TOC Operations Manual – Updates**

Matt Basset is leading the effort to review and revise both of these program documents to reflect current TOC practice.

- **TOC Action Item List**

- Tom Luglio (TRA) reviewed the current version of the action items list. Tom Luglio also brought to the attention of the TOC members that we need to provide a response to FTA and comments to WMATA on the critical items list in the Safety and Security Certification Plan for the Dulles Corridor Metrorail Project.

### **Third Portion (11:15 to Noon) Including WMATA and FTA**

#### **3. External TOC (WMATA and other related) Issues (WMATA)**

- **Safety Committee Structure – Upcoming Meetings, Past Meeting**
  - **Ron Keele** provided an agenda for the upcoming standing Executive Safety Committee meeting (April 4, 2008). The agenda includes TOC presentation of program and current status. Ron Keele indicated that he intends on including TOC at these monthly meetings in future. (May meeting – May 16, 2008). Ron Keele also provided the meeting minutes of the October 2007 meeting. This was the last time the standing Safety Executive Committee (SSEC) met. Both these documents – past meeting minutes and the agenda for the next meeting need to be provided back to FTA during TOC's next progress report on the audit.
- **Progress on Open Findings/CAPs**
  - TOC members voted to approve and close out Corrective Action Plan – **APTA CAP #25 – Program Guarded Rail Installation.**
  - TOC reinforced the need to receive updates to the Master CAP database on the 5<sup>th</sup> of each month, instead on an ongoing basis.
- **Status of Accident Investigations**
  - Suspicious Package incident draft reports that were received by TOC for **March 6, 2008 & March 7, 2008 incidents were adopted by TOC.**
  - Ron Edwards requested the meeting minutes for the TOC quarterly meeting held on January 9, 2008.
  - The new Fact Report that will be used by WMATA in place of the current incident reporting template (24 hour report) will be forwarded to TOC in a final version. This will also have to be incorporated into TOC's program procedures document.
- **Status of WMATA deliverables**

#### **Internal Safety Audit/Procedures**

- TOC received the latest version of the internal safety audit procedure for review and adoption. This procedure mirrors the procedure that the transit police uses.
- Internal safety audit that was conducted during March 3-7, 2008 included extensive review of SSPP implementation of the audit elements. WMATA

will provide report on this audit to TOC along with proposed CAPs for any deficiencies observed during audit. This would be the incremental report which is required to be provided to TOC within a 30-day window of time of conducting an internal safety audit.

- **2007 Triennial On-Site Safety and Security Review – TOC Resp.to CAPs**
  - TOC alerted WMATA to the comments that were sent regards the proposed corrective action plans arising from this activity. WMATA will either need to incorporate TOC comments in preparing any further CAPs, or provide justification to TOC on why these comments are not being accepted.
- **Hazard Management - FTA Finding**
  - TOC provided an update into this 2007 FTA finding of TOC . TOC and WMATA will have to collaborate to get this aspect of the safety oversight program up to speed.
  - The latest version of the Hazard Identification and Resolution Procedures will be provided to TOC by WMATA, for review and approval by TOC.
  - The Hazard Identification and Resolution Matrix (HIRM) will be submitted to TOC on a regular monthly schedule, on the 5<sup>th</sup> of each month.
- **Other Business**
  - Ron Keele informed TOC regards a table top exercise that was ongoing the day of the TOC meeting on Incident Management.
  - With regards to the corrective action plans on the Woodley Park accident WMATA was asked by TOC to consider sending a letter to TOC indicating the current status – which is that WMATA has considered the roll back protection on the 1000 series and will assume the inherent risk of not incorporating “crashworthiness” given that it would be cost prohibitive. The letter needs to also state that a letter to this effect was sent to NTSB and no response was received.

**7. Next Meeting: April 9, 2008 at 10:00 AM**

**8. Adjourn TOC Meeting (Chair)**

**TRI-STATE OVERSIGHT COMMITTEE MONTHLY IN-PERSON MEETING  
AGENDA**

**Wednesday, March 12, 2008, 10:00 AM  
at NVTC 4350 N. Fairfax Drive #720, Arlington VA 22203  
Call-in Number: [REDACTED]**

**First Portion (10:00 to 10:15) TOC Only**

1. Review/Approve Agenda (Chair)
2. Internal TOC- Related Issues (TOC)

**Second Portion (10:15 to 11:15) TOC and TRA Only**

- February Meeting Minutes – Approval
- List of Virtual Approvals Over the Past Month
- 2007 Triennial On-Site Safety and Security Review
- Progress by WMATA in Addressing Open Findings/CAPs
- Progress by TOC in Addressing FTA SSO Audit Open Findings – Recent TOC Letter to FTA
- GM Meeting – April 1, 2008
- SEPP/SSPP
- TOC MOU
- Program Standard/Procedures
- Internal TOC Operations Manual (ITOM) Update Progress
- Action Items List

**Third Portion (11:15 to 12:00) Including WMATA, FTA, TSA**

3. External TOC (WMATA and other related) Issues (WMATA)
  - Safety Committee Structure – Upcoming Meeting (agenda), Past Mtg minutes, FTA Audit request
  - WMATA Progress on Open Findings/CAPs
    - CAP Status Log
    - FTA Required Prioritization of CAPs
  - Status of Accident Investigations – Draft Reports to TOC
  - New Accidents and Incidents – Draft Reports to TOC/Action/Adoption
  - Status of WMATA Deliverables
    - Internal Safety Audit Procedures – Update
    - Internal Safety Audit Completed – March 3-7, 2008
  - 2007 Triennial On-Site Safety and Security Review – TOC Resp.to CAPs
  - Action Items List
  - Hazard Management – FTA Finding

- **Other Business – GM Meeting April 1, 2008, Safety Initiative Meeting**
- **Next TOC Quarterly Meeting: April 9, 2008 at 10:00 AM (NVTC)**
- **Adjourn TOC Telecon**  
**(Discussion Leader)**

