

**TRI-STATE OVERSIGHT COMMITTEE  
IN-PERSON MONTHLY MEETING  
Meeting Minutes April 9, 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]
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]
Brian Heanu	WMATA	Transit Police	[REDACTED]	[REDACTED]
Kevin Berry	WMATA	Transit Police	[REDACTED]	[REDACTED]
Amy Phillips	WMATA	Contractor	[REDACTED]	[REDACTED]
Kenneth Korach	TRA	TOC Consultant	[REDACTED]	[REDACTED]
Thomas Luglio	TRA	TOC Consultant	[REDACTED]	[REDACTED]
Robert Kogan	TRa	TOC Consultant	[REDACTED]	[REDACTED]
Dennis Womack-Kalla	TRA	TOC Consultant	[REDACTED]	[REDACTED]

Accomplishments of the Meeting included the following:

**First & 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)**

- **Meeting Minutes Approval**

The draft March Meetings were emailed out for TOC members review. This will be approved within the next month.

- **Virtual Approvals**

None.

Prior to the start of the rest of the meeting TOC members provided clarification to TRA staff regarding the modified task assignment for TRA. TOC members explained that preparation of minutes, agendas, and letters to external recipients would be prepared by TOC members. TOC members recognized that if additional support in these areas were needed by TRA TOC would provide direction as needed.

John Contestabile indicated that going forward Matt Bassett and Sharmila Samarasinghe should address how each of them on the task of preparing letters, agenda, meeting minutes.

John Contestabile also advised Eric Madison and Sharmila Samarasinghe on the delegation of duties pertaining to attending relevant WMATA meetings – FTA with WMATA, Standing Safety Executive Committee (SSEC), Dulles Extension Safety and Security Certification meetings. Eric Madison indicated that he can be the regular attendee at SSEC. SHarmila Samarasinghe indicated that she will attend the Dulles Extension Safety and Security Certification meetings. Matt Bassett indicated that he will attend the FTA/WMATA quarterly meetings.

- **WMATA Progress in Responding to Open Corrective Action Plans**

During the discussion of Correction Action Plans, TOC took action to adopt the following WMATA draft accident incident reports

March 6, 2008 – Suspicious Package Incident

March 7, 2008 - Suspicious Package Incident

March 26, 2008 - Suspicious Package Incident

### **Corrective Action Plans**

TOC approved the On-Site Triennial Review CAP relating to the Safety Security Certification Program Plan (SSCPP) for close out.

- **2007 Triennial On-Site Safety and Security Review**

Sharmila Samarasinghe indicated that there were corrective action plan (CAP) supporting documents that were transmitted to TOC over the past few days for action by TOC to close out the respective On-Site safety and security CAPs.

- **FTA 2007 Audit Findings - Progress Reporting to FTA**

Sharmila Samarasinghe indicated that FTA had not yet responded to the Audit submittal that was due March 3, 2008. TOC needs to compile a progress report and respond back to FTA regarding the Standing Safety Executive Committee (SSEC) related audit finding, as well as the approved SEPP. Sharmila Samarasinghe also indicated that she will address this issue of the audit progress reporting requirements with FTA consultants at the upcoming SSO Spring Workshop in Charlotte, NC April 13 – 17, 2008.

- **Report Back to TOC - GM Meeting, Exec. Safety Comm.**

The TOC annual meeting with WMATA's GM – John Catoe - was conducted on April 1, 2008. All of the TOC members attended this and thus there was not

much discussion on this. The Standing Safety Executive Committee (SSEC) was revived by Ron Keele with the first meeting of this group occurring on April 4, 2008. TOC was on the agenda at this meeting. Ron Keele has made a commitment to include TOC on the agenda at these meetings which he hopes to hold monthly. The SSEC at the April 4, 2008 meeting discussed the Safety Improvement Program as well as goal setting for safety improvements etc.

- **SEPP/SSPP Updates**

Once WMATA provides the SSPP and SEPP final versions to TOC based on the TOC comments provided to WMATA (in February 2008) TOC will provide these versions to FTA as part of a audit progress report.

- **TOC MOU – Discussion of recent version, next steps.**

- **Program Standard/Procedures**

- **Internal TOC Operations Manual (ITOM) Update Progress**

Matt Basset indicated that he had sent out a revised version of the Internal TOC Operations Manual (ITOM) and asked that TOC members and TRA review this and respond back to him with comments as soon as possible.

Ken Korach provided a brief overview of the changes that had been made to the TOC MOU in its latest proposed revisions. The next action will be for this revised draft version of the TOC MOU to be transmitted to the attorney generals offices of the three TOC member jurisdictions.

- **Action Items List**

Tom Luglio continues to update this matrix of action items that are color-coded to indicate urgency of completion and categorized according primary responsible party, i.e. TOC, TRA, WMATA.

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

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

- **Introduction of New Chair – John Contestabile (Maryland)**

TOC chairperson rotation occurs annually at the April TOC meeting. The rotation for 2008-2009 rests upon Maryland. The chairperson of the TOC will be John Contestabile from April 2008 to April 2009.

- **Safety Initiatives – Monthly briefing**

This agenda item is going to be part of the monthly TOC meeting agenda. This will be an opportunity for WMATA staff to provide any update to TOC regarding safety initiatives, safety actions, or new activities relevant to the WMATA safety improvement program. Incidentally, this was a finding in the 2007 FTA audit of TOC. The need for TOC to be fully apprised through the WMATA safety committee structure any ongoing safety initiatives, as ell as participation in the SSEC.

Ron Keele and Ron Edwards provided an overview of the Safety Improvement program goal setting, functional areas related to these goals, explanation of what is meant by “safety conversations”, and the membership in the SSEC. John Contestabile asked the WMATA staff provide to TOC a list of the functional areas that are being addressed through the Safety Improvement program.

- **Status - Accident Investigations, Hazard Mgmt Proc., ISA Proc.**  
**Due 5<sup>th</sup> of each month**
  - **Corrective Action Plans (Proposed), and Implementation Documents**
  - **Hazard Id and Res, Matrix (HIRM)**
  - **Draft Accident Incident Reports**

John Contestabile advised WMATA staff to compile relevant draft accident incident reports, HIRMs, CAPs, over the course of each given month preceding the TOC monthly meeting and to transmit that as a single batch deliverable to TOC a week prior to the TOC monthly meeting. This will ensure that no items that are awaiting TOC consideration/action are inadvertently missed.

John Contestabile also requested that WMATA SSRM staff provide some potential dates to TOC for another TOC/WMATA work session day. This would be similar to the work sessions that TOC/WMATA have conducted over the past six months to address outstanding draft accident/incident reports awaiting TOC adoption and Corrective Action Plans that need to be approved for implementation or closed out based on supporting material demonstrating deployment.

John Contestabile directed TRA (Robert Kogan) to put together a list of accident incidents that might not have been reportable but would have needed to be tracked as a hazardous condition.

The Following Corrective Action Plans were voted by TOC to be closed with no dissention by any TOC members:

2007 On Site Triennial Safety and Security Review

Corrective Action Plan #1 – SSCP

Corrective Action Plan #2 – SSCP

Corrective Action Plan # 15 – R/O/W Training

Corrective Action Plan #19 – 10 Point Check List of Facilities

Corrective Action Plan #20 – SFIP Book Missing

Corrective Action Plan #22 – WMATA should consider preparing a checklist to accompany the emergency shaft inspection report.

Corrective Action Plan #65 – WMATA should complete the mapping of all of the fiber optic assets within the WMATA rail system

TOC will await further documentation on the following CAPs before they are closed

Corrective Action Plan # 4 – Configuration management

Corrective Action Plan # 11 – Annual recertification of OCC support personnel

Corrective Action Plan # 12 - Ride checks of train operators

Corrective Action Plan # 18 – Drug and Alcohol testing for Elevator Escalator Mechanics

Corrective Action Pan # 27 –

Other Corrective Action Plans (Not part of 2007 On-Site Triennial Review) that will remain open:

APTA Internal Safety Audit finding 13.2

- **Status of WMATA deliverables**

Please refer to the same agenda item in the Second Portion of the TOC monthly meeting.

**Next TOC Monthly Meeting: May 14, 2008 at 10:00 AM (NVTC)**

**Adjourn TOC Monthly Meeting**

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

**Wednesday, April 9, 2008, 10:00 AM  
at NVTC 4350 N. Fairfax Drive #720, Arlington VA 22203**

**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/March 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
- Report Back to TOC - GM Meeting, Exec. Safety Comm.
- SEPP/SSPP
- TOC MOU – Discussion of recent version, next steps.
- Program Standard/Procedures
- Internal TOC Operations Manual (ITOM) Update Progress
- Action Items List

**Third Portion (11:15 to 12:30) Including WMATA, FTA, TSA**

3. External TOC (WMATA and other related) Issues (WMATA)
  - Introduction of New Chair – John Contestabile (Maryland)
  - Safety Initiatives – Monthly briefing
  - Status - Accident Investigations, Hazard Mgmt Proc., ISA Proc.
  - Due 5<sup>th</sup> of each month
    - Corrective Action Plans (Proposed), and Implementation Documents
    - Hazard Id and Res, Matrix (HIRM)
    - Draft Accident Incident Reports
  - Status of WMATA Deliverables
    - 2007 Triennial On-Site Safety and Security Review
    - SEPP
    - SSPP
  - Action Items List
  - Regularly Scheduled TOC/WMATA Workshops for Corrective Action Plan and Accident/Incident Report approvals
  - Next TOC Monthly Meeting: May 14, 2008 at 10:00 AM (NVTC)
  - Adjourn TOC Telecon  
(Discussion Leader)