

**TRI-STATE OVERSIGHT COMMITTEE  
IN-PERSON MONTHLY MEETING  
Meeting Minutes May 14, 2008**

The In-Person Monthly Meeting of the Tri-State Oversight Committee (TOC) was held on Wednesday, May 14, 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
John Contestabile	MDOT	TOC Chair	[REDACTED]	[REDACTED]
Sharmila Samarasinghe	VA DRPT	TOC member	[REDACTED]	[REDACTED]
Eloy Recio	VA DRPT	TOC member	[REDACTED]	[REDACTED]
Freddie Fuller	DDOT	TOC Member	[REDACTED]	[REDACTED]
Ronald Edwards	WMATA	System Safety	[REDACTED]	[REDACTED]
Hubert King	WMATA	Transit Police	[REDACTED]	[REDACTED]
Darren McCoy	WMATA	System Safety	[REDACTED]	[REDACTED]
Thomas Luglio	TRA	TOC Consultant	[REDACTED]	[REDACTED]
Robert Kogan	TRA	TOC Consultant	[REDACTED]	[REDACTED]
Dennis Womack-Kalla	TRA	TOC Consultant	[REDACTED]	[REDACTED]
Brian Glenn	USDOT-FTA	Meeting Party	[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 2008 and April 2008 meeting minutes were approved.

Eloy Recio submitted the motion, with affirmation by Freddie Fuller.

- **Virtual Approvals**

None.

- **Progress by TOC in Addressing FTA SSO Audit Open Findings – Recent TOC Letter to FTA**
- **SEPP/SSPP**
- **TOC MOU – Discussion of recent version, next steps.**
- **Program Standard/Procedures**

- **Internal TOC Operations Manual (ITOM) Update Progress**
- **Action Items List**

Prior to continuing with the rest of the agenda, John Contestabile lead a discussion regards the alternative raised by Eloy Recio pertaining to combining the Program Standard, Program procedures and internal TOC operations manual (ITOM) into one document.

John Contestabile suggested we provide WMATA with the latest version of the ITOM as reference. John Contestabile also suggested that the in revising the program procedures, TOC should send the draft version once finalized in a draft to WMATA for input.

The Internal TOC Operations Manual (ITOM) was discussed.

John Contestabile will ask WMATA SSRM staff to submit a cover memo along with the monthly batch deliverables for action by TOC along with a “**respond by**” date.

The TOC memorandum of understanding (MOU) has been circulated to the respective jurisdictional attorney general’s offices (AG). Once review is complete, John Contestabile suggested that Ken Korach (TRA) prepare a memo incorporating all comments/modifications received from the AG offices, and then conduct a conference call meeting or in-person meeting to address further comment before finalizing the new version MOU.

TOC discussed the “involuntary door openings on metrorail trains”. TOC members agreed that there needed to be further discussion about these incidents, root cause for these incidents, corrective actions being taken. A letter was prepared and sent to Gerald Francis (WMATA Deputy AGM) highlighting TOC’s concern regards these incidents. TOC members suggested that Dennis Womack-Kalla (TRA) take an active part in this investigation upon learning of WMATA’s response to the letter.

**Meeting Action Item 1: Matt Bassett will send out latest version of ITOM.**

**Meeting Action Item 2: Incorporate TRA input on SSPP latest version submitted by WMATA and send TOC response to WMATA.**

**Meeting Action Item 3: TRA will prepare a draft letter (for TOC review) to FTA as a response on progress by TOC on addressing open audit findings.**

**Meeting Action Item 4: Virginia needs to submit the draft MOU for comment/review by the Commonwealth attorney’s office.**

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

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

- **Safety Initiatives – Monthly briefing**
  - **Rail Car Rehabilitation – New Floors Proposed**
  - **Mystery Rider Program**
  - **FTA’s recent request for details on track inspection and wayside worker protection programs from RTAs**
  - **Press release regarding urgently needed capital projects that were recommended by safety oversight agencies**
- **Status - Accident Investigations, Hazard Mmgt Proc., ISA Proc.**

- **Unacceptable Hazardous Conditions – 4 door openings in 100 days, current manual door operations**
- **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**

Ron Edwards provided information on safety initiatives, organizational construct of the local safety committee, and ongoing activity of updating the metrorail safety rules and procedures handbook (MSRPH). WMATA anticipates that the rule book will be revised by the end of the fiscal year. This is the estimated completion time that WMATA's rules book committee is working with. Ron Edwards also mentioned that the rules book revision activity will also focus on the "roll out process" for the new version, including training of operations staff on the new/modified procedures.

John Contestabile recommended that WMATA prepare a "cheat sheet" that provides an overview of the local safety committee structure at WMATA, the 5 "process improvement teams", respective membership etc to be maintained by TOC as a reference document.

Ron Edwards also proceeded to update TOC regarding the accident incident investigation procedures that are being revised at WMATA. TOC members emphasized the need for TOC to be an integral part of the flow chart of actions that occur as an investigation is launched following an incident on WMATA's metrorail.

TOC members also asked that WMATA to consider an alternative unique identifier/numbering scheme for accident tracking. Maybe incorporate a prefix that can be deciphered to indicate month, date, year, time, whether it is a accident/incident or unacceptable hazardous condition and so forth. This would be especially useful in tracking multiple incidents in a single day.

WMATA staff and TOC members discussed the new flooring that is being incorporated into the 6000 series railcars, especially any potential hazards from the rubberized flooring combusting and creating an inhalation hazard during a fire event on board the one these train cars. Furthermore, TOC members also questioned if the rubberized flooring will provide further strengthening of the rail car for crash protection.

TOC members discussed the WMATA mystery rider program and FTA's request for information on rail transit agency track worker protection programs being implemented. The mystery rider program is largely focused on service delivery on the metrorail system. Eloy Recio raised the question of documentation of observed operations by these mystery riders. Ron Edwards offered to follow-up on this with Dave Kubichek.

**Meeting Action Item 5: In future email distributions to WMATA, TOC should consider incorporating the media relations staff at WMATA as well. This will allow for the media relations staff to become more fluent with TOC activities and will enable media relations staff to depict TOC/WMATA engagement accurately.**

John Contestabile indicated that he envisions TOC/WMATA meetings as the forum to get actions successfully passed on accident incident investigation reports, corrective action plan implementation.

TOC and WMATA discussed the upcoming work session to review, approve and adopt CAPs, accident and incident draft reports. Ron Edwards indicated that he is having difficulty in obtaining WMATA operations support to gather documentation for this work session as well as participation at the work session.

Ron Edwards was alerted to the letter sent to Gerald Francis regarding the involuntary door opening over the past six weeks on metrorail. Ron Edwards talked about the various "work around" measures being deployed to inform train operators on what number consist they are operating (i.e. putting a placard with either "6" or "8" on the operator console of each train cab). Another measure being explored was the asking all train operators to stop at the 8 car train platform marker at stations, regardless of whether it is a 4, 6 or 8 car train that is being operated by them. Ron Edwards said that all 8-car trains are being operated on manual mode, all day. All 6 car trains are operated on manual mode during off-peak hours, and automatic train operations during peak hours.

**Next TOC Monthly Meeting: June 9 2008 at 10:00 AM (NVTC)**  
**Adjourn TOC Monthly Meeting**