

**TRI-STATE OVERSIGHT COMMITTEE
IN-PERSON MONTHLY MEETING
Meeting Minutes June 11, 2008**

The In-Person Monthly Meeting of the Tri-State Oversight Committee (TOC) was held on Wednesday, June 11, 2008, from 10:00 am to 1:30 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]
Eric Madison	DDOT	TOC Member	[REDACTED]	[REDACTED]
Natalie Jones-Best	DDOT	TOC Member	[REDACTED]	[REDACTED]
Ronald Edwards	WMATA	System Safety	[REDACTED]	[REDACTED]
Doug Durham	WMATA	Transit Police	[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]
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 with the recent WMATA derailment incident added for discussion to agenda item 7.
- Brief discussions were conducted on the current funding levels from the three jurisdictions for financing the TOC consultant contract. All three jurisdictions agreed that going forward a sustained and equal level of funding will be sought every fiscal year to ensure adequate funds for consultant support.

Meeting Action Item 1: August 2008 TOC Meeting Agenda should include time for receiving an update from the three jurisdictions on funding levels, fund availability etc.

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

- **Meeting Minutes Approval**

The draft May 2008 minutes were approved with a motion from Natalie Jones-Best and affirmation from Eloy Recio.

- **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**

Natalie Jones-Best put forth the motion and Eric Madison provided affirmation to approve the latest version of the ITOM.

Meeting Action Item 2: Sharmila Samarasinghe will forward the most recent version of the Internal TOC operations manual (ITOM) to TRA.

Meeting Action Item 3: TRA will prepare a cover memo to accompany TOC's transmittal of the ITOM to WMATA for reference and input.

John Contestabile led discussions on the possibility of conducting some of the TOC monthly meetings at WMATA headquarters building, and conducting the quarterly TOC meetings at NVTC offices.

John Contestabile also led discussions on the issue brought up by Sharmila Samarasinghe and Eloy Recio regards Ron Keele's availability in the past to attend the TOC monthly in-person meetings, which were incidentally a proposal by Ron Keele at the January 2008 TOC quarterly meeting. Since then Ron Keele's position at WMATA has evolved to a "direct report" to the WMATA general manager, and as such Mr. Keele's availability for TOC meetings have been subject to other more pressing commitments that might arise unanticipated (per discussions with WMATA SSRM staff). John Contestabile noted that we should alert WMATA SSRM staff to this concern and also advise WMATA SSRM staff that we will re-evaluate the need/opportunity to conduct these monthly TOC meetings in person in Fall 2008.

TOC members also proposed discussing the status of the recently completed WMATA internal safety audits during the WMATA/TOC/FTA/TSA portion of this meeting.

John Contestabile then started discussions on the outstanding accident investigations and alternative approaches to streamlining the flow of reports and corrective action plans to eliminate the backlog of accident/incident investigations that remain open.

TRA's Tom Luglio emphasized that there are several 2007 Triennial CAPs that were expected to be implemented by June 1, 2008. However, TOC has not received any documentation confirming that these CAPs have been implemented. This will be discussed at today's meeting with WMATA. TOC will recommend that WMATA revise these redundant completion dates and propose more realistic timelines.

TOC members shared updates on the individual jurisdictions' Office of Attorney General's review of the revised draft MOU. The target date to assemble all comments from DC, MD and VA would be July 9, 2008.

Meeting Action Item 4: Revisit draft memo and proposed response to FTA on audit progress report.

The TOC Program Standard and the TOC Program Procedures are due to be updated. In TOC's official letter to FTA on audit progress there should be a brief discussion on TOC's activities related to the update of these two programming tools.

John Contestabile also proposed that TOC's calendar should capture Program Standard and Program Procedures revision on an bi-annual and annual basis, respectively.

Sharmila Samarasinghe sought the direction of the TOC for a standard operating procedure when an incident occurs and TOC members are required by their individual jurisdictions to provide up to date information to the respective agency executives. John Contestabile indicated that his recommendation would be to let WMATA address the incident and recovery of service. TOC members if possible should coordinate with each other to be present at the incident location. The current TOC chair would be the contact point with WMATA SSRM staff immediately following an incident to gather updates. The TOC chair should be also responsible for disseminating this up to date info to the rest of TOC in a timely manner.

Meeting Action Item 5: Request that WMATA consider issuing ASTM compliant safety vests to all TOC members.

Meeting Action Item 6: Request Tanya Husick return the TOC identification badge.

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

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

- **Safety Initiatives – Monthly briefing**
 - **Status - Accident Investigations, Hazard Mgmt Proc., ISA Proc.**

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

Ron Edwards elaborated on the Safety Conversations program that WMATA is piloting at Shady Grove and Royal Street garages. John Contestabile suggested that WMATA incorporate TOC into the safety conversation activity (regular updates on locations, measures, outcomes, etc) once WMATA moves this program into system wide implementation.

TOC members discussed with WMATA the recent door openings incidents. TOC recommended that WMATA craft a response to the official TOC letter sent to WMATA's Deputy GM.

To a question brought up by Sharmila Samarasinghe regarding loss of radio communications that came in as a transit police pager message, Doug Durham provided a synopsis of the old radio system and the new radio system being currently used by WMATA personnel. The radio failure was restricted to the

transit police radios, as the transit police use the newer system, while the transit operations personnel use the older system. The **May 17, 2008** radio system failure incident on the TOC Accident Incident/Open database should be expunged as it is not a reportable incident.

Meeting Action Item 7: Request WMATA to provide an update on the radio system upgrade during TOC quarterly meeting in October 2008.

There were several incidents that were in the Accident/Incident Open Items database that needed to be either removed because these incidents did not meet the “reportable” threshold, or they had adequate incident reports to be adopted as TOC’s own investigative reports. These include the following

June 16, 2005 – Suicide - adopt final report and close out

August 4, 2007 – Person struck by train – adopt final report and close out

December 23, 2007 – Rail car collision with shop door – non reportable - delete

January 4, 2008 - Buggy derailment – adopt final report and close out

October 21, 2007 – Cracked Rail – non reportable - delete

There was a lengthy discussion on the reportability of buggy and train car derailments on the yard trackage. While the SSO rule only requires mainline derailment be reportable, TOC is concerned about not capturing minor incidents on yard track that might mushroom into major incident on mainline track with fully loaded train consists. Sharmila Samarasinghe cited multiple derailments of the 5000 series cars which largely occurred on yard track. However, these multiple derailments on yard tracks led WMATA car engineers to conclude that the 5000 series railcars suffered from a wheel rail interface issues, which led to further investigations and studies. Thus it is important to capture these minor deficiencies that might point to a larger systematic failure.

TOC and WMATA SSRM staff also discussed how the incident reporting mechanism can be streamlined to move the approval and implementation of Corrective action plans faster. John Contestabile proposed that the Accident Incident Reports be modified to reflect “recommended corrective actions” that concur with mitigating the probable cause. Mr. Contestabile indicate that 95% of the time it is likely that TOC will not have issue with the proposed “recommended corrective action” which will ultimately manifest in a more detailed corrective action plan with timelines for deployments and responsible WMATA staff assigned. For the less complex incidents the preliminary and final report and corrective action plan can be compressed further (i.e. suicides, suspicious packages..).

TOC members requested updated info on the derailment that occurred on June 9, 2008. Ron Edwards is the investigation committee chair for the incident. John Contestabile asked that TOC be included in the investigative process. Ron Edwards indicated that the initial meeting of this committee will be June 12, 2008. Sharmila Samarasinghe indicated that she will be available to attend this potential investigative committee meeting. Sharmila Samarasinghe also has asked Ron Edwards, previously, about the nature of the car rehabilitation that the incident train car had undergone since it was a “rehabbed” car. Ron Edwards

offered to provide further information regard this at the July TOC/WMATA meeting.

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