

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

**Wednesday, August 13th, 10:00 AM
at NVTC, 4350 N. Fairfax Drive #720, Arlington VA 22203
Call-in Number: [REDACTED]**

Attendees:

Name	Agency/Firm	Position	Phone	E-mail
John Contestabile	MDOT	TOC Chair	[REDACTED]	[REDACTED]
Eloy Recio	VA DRPT	TOC Member	[REDACTED]	[REDACTED]
Eric Madison	DDOT	TOC Vice Chair	[REDACTED]	[REDACTED]
Natalie Jones-Best	DDOT	TOC Member	[REDACTED]	[REDACTED]
Tanya Husick	VA DRPT	TOC Member	[REDACTED]	[REDACTED]
Harold Vereene	DDOT	Student Intern	[REDACTED]	[REDACTED]
Ronald Edwards	WMATA	System Safety	[REDACTED]	[REDACTED]
Darren McCoy	WMATA	System Safety	[REDACTED]	[REDACTED]
Ron Keele	WMATA	System Safety	[REDACTED]	[REDACTED]
Lt. Jennifer Donald	WMATA MTPD	Research & Planning	[REDACTED]	[REDACTED]
Thomas Luglio	TRA	TOC Consultant (via phone)	[REDACTED]	[REDACTED]
Robert Kogan	TRA	TOC Consultant	[REDACTED]	[REDACTED]

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

Meeting convened at 10:15

Review/Approve Draft Agenda (Chair)

TOC approves draft agenda.

Internal TOC- Related Issues (TOC)

Status of Funding (Chair, Vice Chair)

- John Contestabile indicated MWCOG's receipt of \$60K from Maryland DOT. These funds should cover TRA costs through July 2009.
- John Contestabile recommends increasing spending ceilings for TRA and increasing line item budgets. A six-month projection was requested from TRA and a proposal should be coming for upcoming costs.

Discuss Next TOC Meeting Date

- The next meeting date conflicts with the Annual SSO Meeting in Atlanta. A new date has been suggested for September 15th, 16th or 18th.

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

I. July Meeting Minutes – Approval

- Natalie Jones-Best suggests approval of minutes. Tanya Husick seconds. Meeting minutes approved.

II. List of Virtual Approvals Over the Past Month

- None

III. Status of TOC Program Standard/Procedures Update

- The meeting convened with a discussion of action items, the ITOM and the TOC MOU. TOC needs to review the procedures manual and provide comments. Comments to the document are due by COB, August 27th and should be sent to Matt Bassett. Is this referring to the TOC Program Procedures or the ITOM?
- Robert Kogan indicated his initial review of the document. He has combined the prior two documents based on other program standard and procedures manuals. Substantial modifications were made to Chapter 8 to clarify the requirements from WMATA. Now it's accident/incident investigation. Chapter 10 is now the Hazard Management Program.
- Starting with Section 9.1, a section was added for Final Accident/Incident Report Content
- Additional modifications were made to sections 9.2/9.3.
- Tanya Husick raised the issue regarding Section 9.6 and the length of having two sets of procedures and which procedures govern. This becomes an issue during joint investigations and which set of procedures should TOC and WMATA follow. John Contestabile indicates his desire to have some flexibility with the procedures. Tanya Husick indicated that TOC does not have procedures for conducting accident investigations. Procedures should be consistent with TOC, APTA, and WMATA. *

*** At the September 19th monthly meeting a discussion was held to clarify whether TOC has in its procedures information on conducting accident investigations. While TOC does not have procedures outlining specific steps to conduct an investigation, it does contain information detailing how accident investigations should be conducted and how the committee can participate.**

- Other modifications to Chapters 9 (9.2) and 11 (Section 1, Para. B – Accident Investigations)

- Section 9.2 - A change to the required documentation from WMATA for minor incidents, a discussion ensued on what type of information and supporting documents should be provided to the TOC and whether there should be different types of reporting for the different types of incidents. TOC requests a fact sheet along with supporting documentation.

IV. Progress by WMATA on Open Findings/CAPs

- TRA recommends closing Items 144 and 147 on the TOC Reportable Incidents Database. John Contestabile makes a motion to close the item, Natalie J-B seconds and the motion passes.
- TRA raised the issue of cracked rails and asks if WMATA is doing anything to identify potential causes. WMATA agreed to provide an update on what it's doing to address how the cracks are discovered. Did they provide a date?

V. Progress by TOC on FTA SSO Audit Open Findings

VI. TOC MOU Status Updates

- Tom L. discussed status of DC, VA, MD. He suggested a face to face meeting to discuss the confidentiality issue.
- Natalie addressed the status of the DC version. Eric M. provided additional information on the status and indicated tentative approval of the MD, VA version.
- John C. requested TRA schedule a meeting with the General Counsels for MD, VA, DC. Tentative dates September 8, 10, 12 or 16th, 17th, 19th.

VII. Opportunity for Further Discussion re: ITOM Update

- None

VIII. TRA Procurement of TOC Safety Vests

- Robert Kogan provided an example of a proposed safety vest for TOC members and indicated he will order ten vests for TOC and TRA.

IX. Assign Subcommittee Members and Tasks

- 12 subcommittees were suggested from Tom L. The TOC consensus is that it may be too many. John C. recommends TOC establish ad hoc committees as needed. Critical issues – Accident Incident and Closing out CAPs. Tanya H. suggests identifying core tasks/meetings that need to be attended and assigning members. Eloy R. – attending FTA quarterly meetings, Natalie – attending SSEC meetings. Tanya – attending WMATA board meetings. Eric/Matt – Accident-Incidents/CAPS. Tom Luglio – attending Dulles Meetings

X. Action Items List

- Follow up on TOC Letter to Gerald Francis – Discussion on the response letter regarding door openings for eight-car trains.
- Additional clarification required from TOC on steps to mitigate the safety hazard.
- TOC needs to review and approve the most recent version of the WMATA ISA.
- WMATA will provide a schedule of the next three-year audit cycle.
- TOC needs to review and comment on the WMATA SSPP that was sent by Tom L.
- WMATA/TOC Action Item – Check on the status of the Safety Officer pilot program for next month's TOC meeting.
- Action Item – WMATA to provide follow up on status of software implementation (long-term) solution and immediate procedures to reduce open doors on eight car trains.

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

Safety Initiatives – Monthly briefing

- Ron Edwards discussed the initiation of a pilot program to combine and standardize the accident reporting investigation process starting at Shady Grove called III - Injury, Incident Investigations.
- Safety Officer training pilot training is set to begin on August 14th for employees and customers.
- Ron Keele discussed the safety conversations and observations on improving safety among WMATA employees based on DuPont findings to empower employees and change the safety culture within WMATA.

Introduction of Lt. Jennifer Donald, MTPD Research & Planning

- Lt. Donald will be assuming the position of Doug Durham and Hubert King.
- TOC members informed Lt. Donald of their other responsibilities in addition to serving on TOC.

WMATA Deliverables:

Discussion of APTA 17, WR 2, WR 4, and APTA 28

- APTA 17 – Corrective action to support established WMATA technical specs for the 5000/6000 series rail cars as they are adequately detailed to achieve crashworthiness. John C. indicated TOC was not able to approve at this time pending more information from WMATA.

- WR2 – Wheel rail reprofiling procedures – to control wheel flange height and thickness. TRA has not had a chance to review and comment on these.
- WR4 – Rail Grinding Practices – TOC might like to make some comments on the specifications. TOC seeks clarification on how the scope of work will meet the finding.
- APTA 28 – Recertify track walker training. – TOC is inclined to approve however all deliverables will wait until the September meeting to approve.
- APTA 37/42 – Bridge inspections and conditions.
- APTA 24 – Again, more information is needed from WMATA on how the documentation provided will address the findings. All WMATA deliverables will be reviewed next month for approval for the TOC monthly meeting.

Recent Incidents

- 6/9 – Orange Line Derailment – Committee still investigating. Information sent to 3rd party for expert opinion.
- 7/23 – Takoma Rail Break – Rail section sent out to check for defects. Rail crack started at rail bolt hole.
 - Both incident reports are still open and awaiting final reports from WMATA. Anticipate closing by September.

Update on WMATA Scene Access Control Procedures

- Lt. Donald and Ron Edwards are developing a policy of who's approved to access scenes. John C. recommends TOC being included in approved access and plan needs to be NIMS compliant and TWIC (Transportation Worker Identification Credential) card that allows access to scenes and verifies required training/skills.

Update on OCC Procedures for Track Circuit Failures

- Ron Edwards provided an update on the procedures for train operation during a track circuit failure. In the event of a track break, trains won't receive any speed commands indicating they can move forward in ATC or manual mode.

Status of WMATA ISA Updates and TOC Comments

- Internal Safety Audits – Ron Edwards indicated last submittal was in June. TRA provided recommendations to TOC on the latest version.

Update on WMATA Organizational Changes and Reporting Relationships

- Effective September 2nd, Emeka Moneme will start as the new Chief Administrative Officer. His position is on same level as Gerald Francis and both will report to John Catoe.
- John C. indicated safety should be a direct report to General Manager. TOC requests TRA draft a letter to John Catoe indicating its desire to

keep safety as a direct report to the General Manager and provide supporting rationale for this suggestion.

- John C. suggests Matt B. and Eric M. have a discussion with Catoe at the SSO Meeting in Atlanta to discuss the logic behind this organizational change.

Open Discussion

- John C. requests TRA and WMATA to send documents requiring TOC action or review by the 5th of each month in anticipation of the TOC monthly meeting.
- TRA indicates it would not be able to meet the deadline due to other obligations and projects.
- TOC requests an update on the status of correcting the situation of open doors on eight-car trains. Ron Edwards indicates WMATA is working on implementing software for improving precision stops for eight-car trains. At this time, no date has been identified for implementation. JC asks if anything is being done on the training side to improve precision stopping. Ron Keele indicates that nothing is being done in the way of training. WMATA indicated that it is reminding operators about stopping in manual mode.

Adjourn 1:00pm - next TOC Monthly Meeting: Friday, September 19, 2008