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

**Wednesday, November 12th , 10:00AM**
**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] |
| Emile Smith | DDOT | Emergency Homeland Security Coordinator | [redacted] | [redacted] |
| Matt Bassett | MDOT | TOC Member | [redacted] | [redacted] |
| Darren McCoy | WMATA | System Safety | [redacted] | [redacted] |
| Ron Keele | WMATA | System Safety | [redacted] | [redacted] |
| Ron Edwards | WMATA | System Safety | [redacted] | [redacted] |
| Tomika M. Holmes | WMATA MTPD | | | |
| Robert Kogan | TRA | TOC Consultant | [redacted] | [redacted] |
| **Via Conference Call** | | | | |
| Tom Luglio | TRA | TOC Consultant | [redacted] | [redacted] |
| Ken Korach | TRA | TOC Consultant | [redacted] | [redacted] |
| Dennis Womack-Kalla | TRA | TOC Consultant | [redacted] | [redacted] |

## <u>First Portion (10:00 to 10:15) TOC Only</u>

1. **Review/Approve Draft Agenda** – Meeting Agenda approved.

2. **TRA Contract Amendment -** Correspondence was requested from TRA to COG to make sure a contract amendment is done. Tom spoke with Karl Kalish at COG on 11/7; Tom indicated Karl thought the TOC needed to provide funding to TRA. TOC indicated funding has been provided for the 2008 and projections are being made for 2009. Matt will follow up with Karl on what's holding up the contract amendment.

3. **TOC Jurisdictional Contributions** – All jurisdictions are current for FY'08. Eloy Recio has agreed to request an invoice from COG for FY'09 funding for

each jurisdiction. He also asked whether each jurisdiction has a line item for TRA funding. Each jurisdiction stated they had secure sources of funding.

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

**I.** **October Meeting Minutes** – Meeting minutes will be approved pending additional changes and edits.

**II.** **Virtual Approvals since 10/8** – There have been no virtual approvals since 10/8.

Mount Vernon Investigation #39 – WMATA confirmed verbally at the last TOC meeting that it adopted the NTSB report as its own. Matt stated the confirmation should be in writing.

**III.** **Overview of Dulles Corridor Project** – Matt and Tom attended the last meeting where discussion focused on the Dulles SSPP. Tom sent out a summary of the Dulles project and the SSPP. Matt gave a brief overview of the project and its organizational structure. Tom also provided background on the project and some of the staff working on the expansion. Eloy asked if funds for the project can be dedicated to the TOC and whether it will support the SSO program. Ken agreed to draft a letter on this subject pending clarification of 49 CFR Part 659.

**IV.** **Review & Approval of Final Court House Comments** – Discussion was held on the draft memo and comments to send to Alexa Dupigny-Samuels. The TOC was asked whether or not to send the memo and no objections were voiced.

**V.** **Progress on TOC MOU Update & Signatures** – Maryland has signed and Virginia submitted the MOU for signature two weeks ago. Signatures are sought within the next week or so from the District. Pending final approval, a scanned copy will be sent to TRA and originals will be kept at each jurisdiction. Each jurisdiction will also send signed copies to the other jurisdictions to receive Director's signatures.

a. Matt requested an updated FTA Audit Matrix from TRA. John Contestible indicated he would like to send an updated matrix and a copy of the MOU to the FTA.

**VI.** **HIRM** – WMATA sent a letter on 10/31 about a series of track and broken rail incidents. TRA indicated WMATA should provide regular updates on this issue.

a. Open Hazard entries – WMATA should indicate which hazard items are complete and the date of the most recent status update.

b. The TOC Chair asked whether it's worth scheduling a meeting specifically on the HIRM. Discussion was to follow later in the meeting and a work session was proposed. If a meeting cannot be scheduled, a proposed letter is to be sent to John Catoe expressing TOC's desire to close out HIRM 2005 and 2006 items. A work session meeting date around November 24th or December 1st is proposed.

**VII. ITOM Updates Final Review & Approval -** ITOM has received final approval. The TOC Chair suggested submitting the document to FTA along with the MOU and matrix.

**VIII. The TOC Program Standards and Procedures** will be discussed at the next meeting. The TOC will review TRA's draft update submitted to TOC in August 2008 and provide comments within the next two weeks and have a final draft by 12/10 to share with WMATA and approve by January.

**IX. Begin Scheduling Next TOC Venues –** December 10th is the last scheduled meeting at NVTC offices. DDOT has been proposed as the location for the January meeting while the February meeting will be hosted by VRPT.

**<u>THIRD PORTION (11:15 to 12:00) Including WMATA, FTA, TSA</u>**

a. **Monthly Safety Initiatives –** Investigation procedures being developed and Ron Edwards will send a draft to the TOC for review and approval.

b. **Deliverables Updates/Open CAP Updates –** The TOC suggested receiving the WMATA deliverables two weeks after the monthly TOC Meetings. This allows two weeks for WMATA to send the information and two weeks for the TOC to review before the next monthly meeting. As such, the next batch of monthly deliverables will be due on Wednesday, November 26.

**c. WMATA Organizational Update –** Discussion was held on the effects of the organizational changes resulting from the departure of Ron Keele. The TOC stressed the importance of open communication between the committee and WMATA. It was suggested that a meeting be scheduled with WMATA's CAO to reiterate the need to adhere to Part 659 and the importance of including TOC on communications related to safety and security.

d. **Review of Recent Incidents –**

i. October 10th – #159 Person struck at Suitland – This is still under investigation and the TOC is awaiting a one-page incident report from Ron Edwards.

ii. October 21st, #160Yard Derailment at West Falls Church Yard – A report is needed from WMATA indicating any corrective actions, causes, etc.

iii. October 18th - #159a White Powder Incident – Matt asked what the standard procedure is for white powder on a rail car. Tomika Holmes indicated the current policy is to offload the train, deadhead to the next station and have HAZMAT deem it safe or unsafe.

iv. October 27th – #161 Braddock Road – A train made contact with an accordion-style escalator barricade however damage was minimal and the cost was less than $25,000. Wind blew the barricade onto the trackbed as a result of a maintenance crew's failure to remove the barricade when they finished their work.

v. Fire on October 28th – #162 Smoke reported in the tunnel between Cleveland Park and Woodley Park.

vi. November 4th – #163 2:45am – Train 506 made contact with a bumping post at the Branch Avenue yard. No damage to the railcars was reported.

vii. October 2nd, 2006 - #29 – Adopted and closed out.

e. **Discussion and Overview of MTPD Bag Search Program –** Matt asked for a status on the bag search. WMATA indicated the program hasn't been implemented yet. There has been negative feedback so the program is being considered for implementation only during a heightened security stage. The TOC indicated its interest in notification of the program so that the committee may observe. The program is planned to be set up prior to entry to the fare gates. A random number of people (every fifth person or tenth person for example) will be selected. The SSPP will be revised pending approval and implementation of the program.

f. **Discussion of Proposed Metro TTX –** Arlington is planning a proposed table-top exercise with the Metrorail system and TOC Members can participate as observers, participants or evaluators.

g. **Transmission of TOC Input on Report re: 6/9/08 Court House Derailment –** A hard copy of the comments were submitted to WMATA with an electronic copy to follow.

h. **Open Discussion & Adjourn, Next Meeting 12/10/2008 @ NVTC**

The TOC was informed that Charlie Biro is replacing Chuck Novick for the Right-of-Way training. His number is 301-618-1158 or 1159.