

**TRI-STATE OVERSIGHT COMMITTEE MONTHLY MEETING**

**Wednesday, February 11<sup>th</sup>, 2009**

**at the Northern Virginia Transit Commission (NVTC)**

**4350 N. Fairfax Drive, Suite 720, Arlington, VA.**

**Call-in Number: [REDACTED]**

Attendees:

<b>Name</b>	<b>Agency</b>	<b>Phone</b>	<b>Email</b>
Matt Bassett	MDOT	[REDACTED]	[REDACTED]
Timothy Braxton	FTA	[REDACTED]	[REDACTED]
John Contestable	MDOT	[REDACTED]	[REDACTED]
Waverly Cousin	TSA	[REDACTED]	[REDACTED]
Lt. Jennifer Donald	MTPD	[REDACTED]	[REDACTED]
Alexa Dupigny-Samuels	WMATA	[REDACTED]	[REDACTED]
Ron Edwards	WMATA	[REDACTED]	[REDACTED]
Brian Glenn	FTA	[REDACTED] (Via Teleconference)	[REDACTED]
Ken Korach	TRA	[REDACTED] (Via Teleconference)	[REDACTED]
Dave Kubicek	WMATA	[REDACTED] (Via Teleconference)	[REDACTED]
Tom Luglio	TRA	[REDACTED] (Via Teleconference)	[REDACTED]
Eric Madison	DDOT/MTA	[REDACTED]	[REDACTED]
Darren McCoy	WMATA	[REDACTED]	[REDACTED]
Eloy Recio	DRPT	[REDACTED]	[REDACTED]
Emile Smith	DDOT	[REDACTED]	[REDACTED]
Dennis Womack-Kalla	TRA	[REDACTED]	[REDACTED]

**First Segment (10:00 to 10:15) TOC Only**

Meeting commenced at 10:15am

1. Open TOC-Only Issues

FTA Audit Findings Tracking Matrix – Discussion was held on the status of the matrix.

Action items:

- TOC needs to resolve standards and procedures on security and reporting and send a final draft to FTA.
- TOC needs to review and approve the SEPP that was recently received.

- WMATA needs to submit the SSPP to TOC for approval. (**Ask Darren to clarify that the SSPP was sent to TOC back in October and that we approved it which is why it's being sent around for signatures**).
- WMATA needs to submit Internal Security Audit Annual Report.
- WMATA needs to submit the annual certification letter that they are in compliance with the System Security Plan from the General Manager.
- TOC needs to approve the internal safety audit annual report and 2009 schedule.

Other items are still outstanding but they cannot be resolved until the submission of internal security audits from WMATA.

FTA wants TOC to issue a letter to WMATA defining clear notification of hazard conditions. John wants to task TRA to put together a cover memo regarding finding 7 and 8 that will provide information to close these out.

Finding 4: John tasked Matt with developing a draft letter to WMATA with a cc to FTA defining the hazard notification thresholds.

John suggested adding a standing heading on the meeting agenda to discuss internal safety audits and security audits.

### **Second Segment (10:15 to 11:15) TOC & TRA Only**

1. Approve January Meeting Minutes – Minutes approved
2. Discuss NTP for RWP Task, TRA Payment (incl. proposed MWCOG letter) – The Notice to Proceed was given and a letter is being drafted to go to TOC members which will be forwarded to WMATA (Alexa) saying TRA wants to meet with WMATA to develop a work plan.
3. Review of Remaining FTA Open Audit Items for Tomorrow's Submittal - See above TOC only items
4. Open Accident/Incident Investigations and Approvals

8 accidents to close out:

#4 – Branch Avenue – 4/23/2005 – Green Line – Darren McCoy submitted a memo dated 2/9/09 indicating the incident was not deemed a suicide and that the patron leaned into the ROW.

#57 – Brentwood Yard – 5/15/2007 – TOC requested WMATA revise the investigation report. Darren included information stating that training was provided.

#67 – Multiple Stations/Lines – 7/29/2007 – TOC requested that the action plans address the recommendations. TOC concurs with recommendations.

#107- Pentagon Station – 11/16/207 – Blue/Yellow: Meets recommendations and corrective action plans. TOC requests clarification of what Amber-Amber term

means.

#126- Greenbelt – 3/10/2008 – Green: Document was re-worded after TOC reviewed the document and the new report and concurs.

#156 – Brentwood Yard – 9/11/2008 – Red: TOC requested all available information. The report indicated track geometry problems and excessive speed. . Darren indicated he would need to get back to TOC with more info. **Not closing out at this time.**

#157 – McPherson Square 9/25/2008 – Blue/Orange: TOC requested and reviewed the police report and recommended it for closure.

#158 – Rosslyn – 10/4/2008 – Blue/Orange: TOC requested final report that was submitted.

#162 – Woodley Park/Zoo – 11/20/2008 – Red: Established probable cause.

#165 – National Airport – 11/20/2008 – Blue/Yellow: TOC needs additional technical documents that will be forwarded to TRA for review. Clarification is needed on the probable cause and Darren indicated he would need to get back to TOC with more information. **Not being closed out at this time.**

#169 – Stadium-Armory – 12/1/2008 – Orange/Blue: Darren gave more info to TOC in hard copy format which will need to be reviewed by TOC and TRA. **Not being closed out at this time.**

a. Review of TOC Response, to WMATA Response, on Waterfront Railcar Fire – No discussion held on this topic

5. Hazard Management Issues

a. Review TRA HIRM comments – No review of HIRMs

6. CAPs Update

a. Triennial CAPs

#23 – Emergency exit signage – WMATA provided a memo and a schedule specifying that by June 30, 2010, all signage will be replaced.

#26 – Late inspections – WMATA submitted a maintenance schedule and expected completion date.

#39 – Marking of vertical clearance on Addison Road Pedestrian Bridge– WMATA installed better signage. TOC/TRA reviewed improvements made.

#41 – WMATA bridges over local roads – WMATA provided information indicating they met the required AASHTO specifications. TRA recommends closure.

#42 – AASHTO Rocker Bearings – Information provided to TRA (Dennis Womack) who needs to do further review. **Not recommended for closure at this time.**

b. WMATA CAP Master List

WR1 – Wheel Rail interface – More information was provided to Dennis Womack.

WR4 – TOC needs to know when WMATA will revise its procedures. Some clarification on dates is required from WMATA.

Derail 9 –More information was forwarded to Dennis Womack. Additional revision is required from WMATA.

7. TOC Program Standard and Procedures update

a. Review of Deputy Chief's security notification comments

John discussed comments from Lt. Jennifer Donald regarding internal safety and security reviews. According to the Code of Federal Regulations, WMATA is required to conduct a security audit on a continuous basis.

Issue: TOC shall receive copies of all safety and security reports – TOC indicated it has members who have security clearances if WMATA has issues with sending reports out. WMATA has also sent security documents (SEPP) to members in the past in both password-protected and Word format.

Issue: Notification procedure of security incidents – Some consideration was asked from MTPD for incidents of aggravated assaults and other crimes that occur daily. Sending notification for these types of incidents would create a burden on MTPD and potentially on TOC members because of being over-notified. Matt will revise the security notification procedures for the TOC Program Standard and Procedures (page 29) wording that all TOC members and TRA consultants will be notified regarding safety and security incidents.

Lt. Donald indicated she spoke with the Chief Taborn and WMATA will comply with the program standard.

b. Status of Senior Leadership Approvals re: MWAA Letter - All agency heads have commented and the letter will go out to MWAA in the next couple of days. Clarification is needed in the letter on the \$60,000 amount and the \$200,000 amount as well as who is going to be the accounting manager. Eloy indicated the accounting would be conducted by COG. The letter will be sent once these issues are verified.

8. Status of Annual FTA Report

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

1. Monthly Safety Initiatives –

- Ron Edwards reported a brief safety contact on the need for maintaining three points of contact when climbing stairs.
- Superintendent incident investigation training started in January. Training will include all attendees learn basic fact finding techniques when conducting an investigation. Supervisors will also be required to attend an interview skills building course. Other training includes asking the “five why” questions to get down to the root cause of the incident. The training policy is still being finalized and will be sent out. WMATA extended an invitation to TOC members to attend some of the training sessions.
- Return to Duty Program – A pilot program is being instituted at the Bladensburg facility for returning employees to perform transitional duties until they are well enough to resume their normal duties.

2. Open Accident/Incident Updates

- a. Review of 2-10-09 Work Session and TOC Approvals/Comments – **See comments in Second Segment, #4.** A motion was made to approve 57, 67,107, 126, 157, 158, 162. Motion passes.

b. Discussion of Recent Incidents

- i. 2/2/09 – A cable caused smoke between McPherson Square and Metro Center. DCFD was notified and power was able to be put back up in time for the afternoon rush hour. Dave Kubicek indicated a combination of the age of the cables as well as water migration was probable causes.
- ii. 1/20/09 – Inauguration Day Injury at Gallery Place – A woman was injured while trying to be pulled up from the track bed, not as a result of the initial fall or any other contact with the system.

3. Hazard Update

- a. Discuss HIRM comments – Darren McCoy submitted information on the 2005 HIRMs. Issues were discussed at the HIRM meeting on rail car doors, wheel/rail interface study and precision stopping software.
- b. Update on cracked rail hazardous conditions – Darren McCoy gave a letter to TOC indicating WMATA's actions to mitigate cracked rail conditions. The investigations were grouped and categorized into three categories of cracked/broken rails. John asked for an email from Ron Edwards (WMATA) itemizing the eleven incidents so that TOC can close out these items.
- c. Lateral load test – Dave Kubicek indicated a lateral load configuration test was done on the entire system prior to the inauguration to detect how rails react under fully loaded conditions to determine potential infrastructure improvements (replacing rails or ties).

4. CAP Update

2007 Triennial – **See comments in Second Segment, Section #6.**

5. Review of MTPD Comments on TOC Program Standard & Procedures – **See comments in Second Segment, Section #7.**

6. Status of WMATA SEPP & SSPP Submittals – WMATA indicated the SSPP is being walked around for signatures.

7. Open Discussion & Adjourn, Next Meeting 3/11/09 @ SHA Greenbelt

Discussion was held regarding TOC/TRA's role in the Dulles Corridor Project. Alexa indicated her need to have comments or issues that may come from MWAA to ultimately go to WMATA since they are responsible for the project. It was agreed that TOC and WMATA would be copied on issues or comments that may arise from MWAA and the project.

Meeting adjourned at 12:45pm.