

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

Wednesday, March 11<sup>th</sup>, 2009

at Maryland State Highway Administration District 3

9300 Kenilworth Avenue, Greenbelt, MD 20770

Call-in Number: [REDACTED]

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

**Attending:**

<b>Name</b>	<b>Agency</b>	<b>Phone</b>	<b>Email</b>
Crystal Adams	DDOT	[REDACTED]	[REDACTED]
John Contestable	MDOT	[REDACTED]	[REDACTED]
Lt. Jennifer Donald	MTPD	[REDACTED]	[REDACTED]
Ron Edwards	WMATA	[REDACTED] (via teleconference)	[REDACTED]
Brian Glenn	FTA	[REDACTED]	[REDACTED]
Dave Harlan	DRPT	[REDACTED]	[REDACTED]
Sharief Hashim	WMATA	[REDACTED]	[REDACTED]
George Heilman	TSA	[REDACTED]	[REDACTED]
Robert Kogan	TRA	[REDACTED]	[REDACTED]
Dave Kubicek	WMATA	[REDACTED] (Via Teleconference)	[REDACTED]
Tom Luglio	TRA	[REDACTED]	[REDACTED]
Eric Madison	DDOT/MTA	[REDACTED]	[REDACTED]
Paul Mayfield	WMATA	[REDACTED]	[REDACTED]
Darren McCoy	WMATA	[REDACTED]	[REDACTED]
Charles Novick	TSA	[REDACTED]	[REDACTED]
Eloy Recio	DRPT	[REDACTED]	[REDACTED]
Emile Smith	DDOT	[REDACTED]	[REDACTED]
Dennis Womack-Kalla	TRA	[REDACTED] (via teleconference)	[REDACTED]

Meeting convened at 10:15am.

Discussion of the BASE Review – A discussion was held on Tom Luglio's February 24<sup>th</sup> email regarding acceptance of the BASE review. The TOC Chair indicated he had spoken with Tom regarding his recommendations to the TOC. Using the BASE review as part of the set elements 5.1 to 7.3 was acceptable to FTA and the TOC. TOC agreed to accept the internal security audit report and the GM's Security certification. Regarding the certification, TOC doesn't feel that under the rule it should reject the certification.

Courthouse Derailment Investigation – TOC discussed TRA comments regarding the derailment report. TOC discussed the additional questions provided by TRA and the need to bring resolution to this issue. Action Item: The new TOC chair will send the comments to Alexa Dupigny-Samuels of WMATA with the February 27<sup>th</sup> email from Matt Bassett.

1. Open TOC-Only Issues (Finalize Los Angeles attendance) – Attending: Eric Madison, John Contestabile, Matt Bassett, Eloy Recio, Kevin Page (Tentative – looking for funding), Emile Smith (Tentative – looking to get funding)

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

1. Approve February Meeting Minutes – As a result of the BASE review, changes need to be made to the SEPP. We will delay sending the document to FTA until these changes are made. Tell FTA we are holding up the SEPP until the changes are made. **ACTION ITEM:** TOC needs to respond the March 6<sup>th</sup> SEPP comments from TRA and forward them to WMATA. Have completed by early part of next week and forward to Lt. Jenifer Donald. TOC should provide comments by Monday to forward the next day.

- TOC looking for comments from FTA on latest submission of hazardous conditions sent around February 12<sup>th</sup>.

Meeting minutes approved.

2. TOC Overview of RWP Program, Future TRA Tasks – TRA is reviewing the RWP program from WMATA to see what steps have been taken to improve the program. TRA sent a letter to Alexa asking for a designated point of contact to help with this effort. Ron Edwards has been designated as the point of contact. TRA will coordinate a meeting and TOC has been asked to participate.

Cracked rails – The TOC Chair indicated that Tom Luglio said TOC should do more follow up on cracked rail incidents. Eloy indicated the discussion with Dave Kubicek during the work session and the issue of rail burn as a potential cause that wasn't mentioned in the report. Action Item: Review and send to WMATA an issue regarding the cracked rail incident to be sent out next week.

3. Open Accident/Incident Investigations and Approvals
  - a. Review Incident #52, #170 closure requests –
    - #17 – Between Smithsonian/Federal Triangle – Orange Line: Train struck gang box - The incident report has been reviewed and the estimated damage cost was \$15,536 which makes it below the threshold of \$25,000 as a reportable incident. Recommended for closure.
    - #52 - Greenbelt Shop – Green Line Derailment: Also recommended for adoption.
    - #63 – Anacostia – Green Line: Sharif submitted a report on the heavy smoke at the platform due to an overheated brake. TOC requested information on why the brake overheated. At this time, it is not recommended for closing.
    - #69 – New Carrollton Yard – Orange Line Derailment: TOC can approve for closing and CAPS will be included on matrix.
    - #78 – Wheaton – Red Line: Fire outside traction control room - Further information needed on WMATA investigative process.
    - #111 – Fort Totten – Green/Red Line – Person Struck - Police Dept.

ruled probable cause as attempted suicide. TOC agreed to adopt investigation report.

- #133 – Cleveland Park – Red Line - Train struck a trash can. Not for adoption – WMATA needs to investigate whether there's an appropriate rule in place regarding custodial staff and that wasn't indicated.
- #156 - Brentwood Yard Derailment – Red Line – Recommended for adoption and corrective action taken.
- #169 – Stadium Armory Derailment – Orange/Blue Line - TOC agreed to adopt investigation report and monitor CAPs.
- #170 – Ballston – Orange Line Evacuation – An incident report was provided but TOC cannot close. The report did not indicate any underlying causes.
- #176, 177, 178 – Orange/Yellow Line - Derailments in February.

#### 4. Hazard Management Issues

- a. Review TRA HIRM comments for February – TRA will send comments around. Clarification requested by the TOC Chair on some of the comments from TRA. The HIRM should reflect changes from TOC and should be sent to WMATA by the end of next week.

Cracked Rail Letter – TRA to make final changes and sent to Alexa.

#### 5. CAPs Update -

- a. Triennial CAP (#35 submitted for closure by Darren on 2/25) – following CAPS recommended for approval
  - #14 – ROW Training
  - #47 – PMI forms for escalators and elevators
  - #48 – Completed PMI forms
  - #34 & #35 – Comprehensive letter requested from TOC. Not approved.
- b. Master List – No discussion held.
- c. Internal Audit Report – A memo from Tom Luglio dated March 5<sup>th</sup> should be forwarded to WMATA by middle of next week to Alexa. A concern was raised from TOC on the checklist questions and whether the actions on the checklist are being done.

6. Status of Annual FTA Report – A draft of the report was sent to TOC for review. It was by Tom Luglio on March 2<sup>nd</sup>. Tom requested comments from WMATA by tomorrow. Final draft will need to be sent out by March 15<sup>th</sup>.

7. Status of FTA SSO Audit follow up – No response was received from FTA to TRA. TRA will contact FTA staff to check on the status of FTA's response. TRA will send around the five elements required to be reported to TOC and WMATA.

8. TOC Action Item List – Tom sent out a list to all TOC members.

- a. Review of the Safety Audit Reports
- b. Submittal of SEPP from WMATA with forwarding to FTA. To be completed before next TOC meeting.

- c. Approved Program Standard Procedures – TOC to send completed TOC Procedures to WMATA.

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

1. Monthly Safety Initiatives – Tracking of safety performance of employees and supervisors.  
  
Accident Investigation Training – WMATA indicated this program is currently under way.
2. Open Accident/Incident Updates –
  - a. Review of March 10, 2009 Work Session and TOC Approvals/Comments - As a result of the work session, TOC approved for closure or adoption – 17, 52, 69, 111, 156, 169. Discussion was held on item #133 and whether there was an appropriate rule in place regarding the custodial staff.
  - b. Discussion of Recent Incidents - Discussion on Item #53 – A train was allowed to occupy another block at Potomac Avenue due to a possible ATC malfunction. The cars were taken out of service for diagnostic tests. TOC requested a write up of the chronology of incidents. WMATA will send out something by this Friday.
3. Hazard Update
  - a. Discuss HIRM comments – TOC will be sending HIRM comments within the next couple of days.
  - b. Update on cracked rail hazardous conditions – TOC indicated its intent to send the letter to Alexa requesting additional information on the cracked rail incidents.
4. CAP Update - TOC has approved numbers #14, #47, 48. More information is needed on #34 and 35.
5. Discussion on Revised Target Capabilities List for Mass Transit – Not everyone at the meeting had a chance to review the DHS matrix sent out by Matt. TOC gave copies to WMATA to review.
6. TOC Response to WMATA Courthouse Accident Report Responses – No discussion.
7. TOC Response to WMATA Internal Audit & GM Certification Submittals – WMATA will receive something from TOC.
8. Overview of Recent March 3-5 TSA BASE Review – Discussion was held on the BASE reviews and the submittal this Friday to FTA.
9. Discussion on Derailments – Darren indicated the discussion by Mr. Kubicek in the work session held on March 10<sup>th</sup>. WMATA was asked to provide TOC/TRA with a comprehensive update on the wheel/rail interface and derailments by next month.
10. Discuss APTA Hours of Service Standard Implementation Plan – APTA has come out

with a draft of Hours of Service guidelines. TOC would like WMATA to comment on the guidelines and whether they intend to comply.

11. Status of WMATA SEPP & SSPP Submittals – TOC asked about WMATA's schedule for revising the SEPP. They will need to let TOC and TRA know their intention for updating the SEPP.
12. Open Discussion & Adjourn – Plans for the GM Meeting – The General Manager Meeting is to be held March 31<sup>st</sup>. TRA will float a draft agenda. The meeting will consist of a two phase discussion – accomplishments from the previous year and goals/challenges for the next year.
  - a. Dulles Corridor Project – Tom discussed the safety certifiable items list and the certification process.

***Next Meeting 4/8/09 @ DC DOT Mass Transit Administration***

Meeting adjourned at 12:15pm.