

TRI-STATE OVERSIGHT COMMITTEE MONTHLY MEETING
Wednesday, April 8th, 2009
at the DC Department of Transportation Mass Transit Administration (MTA)
2217 14th Street NW, Washington, DC 2009

Call-in Number: [REDACTED]

Attendees:

Name	Agency	Phone	Email
Matt Bassett	MDOT	[REDACTED]	[REDACTED]
Henry Budhram	TSA	[REDACTED]	[REDACTED]
John Contestabile	MDOT	[REDACTED]	[REDACTED]
Chuck Novick	TSA	[REDACTED]	[REDACTED]
Lt. Jennifer Donald	MTPD	[REDACTED]	[REDACTED]
Crystal Adams	DDOT/MTA	[REDACTED]	[REDACTED]
Ron Edwards	WMATA	[REDACTED]	[REDACTED]
Brian Glenn	FTA	(Via Teleconference)	[REDACTED]
Ken Korach	TRA	(Via Teleconference)	[REDACTED]
Dave Harlan	DRPT	[REDACTED]	[REDACTED]
Tom Luglio	TRA	(Via Teleconference)	[REDACTED]
Eric Madison	DDOT/MTA	[REDACTED]	[REDACTED]
Darren McCoy	WMATA	[REDACTED]	[REDACTED]
Eloy Recio	DRPT	[REDACTED] (via teleconference)	[REDACTED]
Emile Smith	DDOT	[REDACTED]	[REDACTED]

First Segment (10:00 to 10:15) TOC & TRA

- 1) Began by discussing plan for TOC desk at WMATA as mentioned during the 3/31 meeting with the WMATA GM. Dave Harlan suggested establishing a schedule for when TOC personnel would be available in the work space, and Eloy mentioned that being on-site was an effective practice both in Puerto Rico and at the Norfolk SSO program. **Action Item: Establish TOC workspace schedule. (Matt Bassett)**
- 2) TOC accepted the March 11th TOC minutes with the following corrections: Correct spelling of Lt. Donald's first name in Second Segment, Section 1, paragraph 1. Replace "issue" with "letter" in Second Segment, Section 2, paragraph 2, last sentence.
- 3) Rob Kogan suggested that TOC add WMATA's headquarters to its rotation of monthly meeting venues, to allow additional participation of key WMATA staff who might not be able to make an out-of-building meeting as easily. The TOC concurred. **Action item: Contact WMATA to schedule the June TOC meeting at their location (Matt Bassett.)**
- 4) Tom Luglio asked about the status of the internal security audit report. Matt and Eloy provided an overview of their BASE participation. TSA has agreed to frame findings from the BASE in the form of corrective actions that the TOC can track; however, we will not see the final audit report until April 21st, when TSA and MTPD have their closeout meeting. However, George Heilmann did make an offer to meet with Eloy and/or TOC members to help frame the findings in a 659-compliant manner. **Action Item: Contact TSA to follow up on this offer. (Matt Bassett, email sent 4/10/09, additional followup may be needed.)**
- 5) John asked Tom to draft an email outlining the above issue (regarding BASE substitutions for the internal security audit program, the applicability of CAPs for audit findings and the

SSO/TSA interaction) for him to present in Los Angeles at the upcoming May program managers conference. **Action Item: (Tom completed later that day.)**

Second Segment (10:15-10:35) TOC Only

- 6) With all TOC personnel present, began discussion of TRA funding and contract management. TOC agreed that in the future, all TRA meeting participation, whether in person or via teleconference, should be confirmed in advance with either the TOC Chair or his designee. **Resolved:** TOC will make the determination about which TRA personnel are necessary for each meeting. Standing approvals (such as Rob's presence at monthly meetings or Tom's presence at the monthly DCMP working group meeting) can be issued.
- 7) **Resolved:** Any TRA-proposed meetings with WMATA, MWAA or external agencies need to be approved by the TOC Chair in advance, regardless of whether or not the TOC has already budgeted for TRA participation.
- 8) WMATA has requested clarification on the paths of communication between themselves, TRA and TOC. **Resolved:** All work products or formal communications with WMATA and other agencies will be transmitted through a TOC member, either the Chair or a designee.
- 9) Dave Harlan recommended the TOC re-examine the contract between TOC and TRA to assess parameters through which the TOC might better define its preferred level of consultant involvement. **Action Item: TOC members will review the contract prior to the May 13th TOC meeting.**

Third Segment (10:35 to 11:15) TOC & TRA Only

- 10) TRA returned to the call and the conference room. Matt circulated the draft TOC Review & Comment form, provided originally by Dave Harlan. TOC & TRA will run it by WMATA and test the format out on the next work products requiring review and comment before formal adoption or integration into the ITOM. **Action Item: TRA will use the new form to provide comments on the 2009 Courthouse vacuum-truck derailment.**
- 11) The RWP kickoff meeting took place March 31st, with Ken, Rob, Matt & Kevin in attendance as well as significant WMATA participation. Rob followed up prior to this meeting via email, sending out minutes and requesting information from WMATA. No response yet and no firm dates scheduled for the onsite assessment. TOC members will be participating in all aspects of the review. Ken mentioned that TRA is currently on track and on budget for this task.
- 12) Rob reviewed the submitted incident reports.
 - a) 120 needs spelling corrections.
 - b) 142 needs technical clarifications on certain terms like Y-tray and is in the old format.
 - c) 160, yard derailment of a rail buggy, has spelling errors and Dennis had questions about why the restraining rail did not prevent this derailment, or why a wheel broke off (which was not mentioned.)
 - d) 165 needs time frames for CAPs, Dennis asked a question about the use of terminology (trucks vs. axles or wheels.)
 - e) 175 can be closed.
 - f) 180 is nonreportable, should be added to the HIRM.
 - g) 183 and 184 can both be closed, person struck, report indicates suicide attempt.
 - h) 176 needs further TOC evaluation but is not ready for adoption. Some recommendations are well-written CAPs and just need to be called CAPs, but others are vague without accountability measures. Appendices need to be added to the report before it can be adopted. **TRA will use the new form for their comments.**
- 13) Rob provided a CAP update.
 - a) Triennial 21 recommended for closure.
 - b) Triennial 35 not recommended as doesn't address the action.
 - c) Triennial 42 recommended for closure. TOC moved to approve 21 & 42.
- 14) Eric and Matt provided comments on the draft letter to Alexa addressing the ATP failure, which Paul Mayfield had mentioned at the previous meeting. Eric expressed his concerns that while the problem have been linked to six earlier incidents which are also on the accident matrix, making such a correlation might delay the response on the present issue. **Action Item: Rob K will revise the ATP letter to reflect that.**

Fourth Segment (11:15 to 1:00pm) TOC, TRA, WMATA, FTA & TSA

- 15) Ron discussed monthly safety initiatives. Incident investigations and safety conversations database are moving forward. Ron brought a copy of the Policy & Instruction(PI) on incident investigations, which gives direct instructions to all departments regarding investigations, references the TOC and guides the Accident Investigation Procedures. "Alarm levels" are comparable to TOC reporting thresholds. **Action Item: Ron will send the PI electronically for TOC's review.**
- 16) The March 19th fire was a smoking cable and it is under investigation, per Ron. Both March 27th derailments are classified under one incident report, as the second derailment occurred during the rescue train's attempt to move the original vehicle which was transmitting a BIE (Brakes In Emergency) signal, not a derailment.
- 17) Rob Kogan referenced the TOC's previous transmission of comments on incidents 120, 142, 160, 165, 180, 183, 184 and 176.
 - a) 175 & 180 were not reportable but should be migrated to the HIRM.
 - b) 183 & 184 can be closed due to suicide reports received.
 - c) 176 will have comments transmitted TOC's new comment form. John discussed concerns about the recommendations and how they are presented in the AIB report. TOC also needs the appendices for this report before it can be adopted.
- 18) Ron mentioned the MSRPH revision. It is being performed by WMATA section. All special orders will be integrated into the new handbook, which will be configured to allow one page to be replaced without requiring a full rulebook revision. Tentative projection that this will be available in May.
- 19) Ron Edwards is presently working on a response to TOC's comments on the 2008 Courthouse derailment accident report.
- 20) Ron outlined some concerns about the TOC's recent letter regarding derailments. CAP closures are a priority for WMATA, and Ron proposed the establishment of a system to allow the tracking of long-term CAPs (many of which are dependent upon capital projects or funding) to be separated from more immediate concerns. The TOC agreed to work with WMATA SSRM to develop a long-term CAP tracking matrix and to jointly define which CAPs warranted such treatment. The TOC emphasized, upon question from Brian Glenn of FTA, that they could not rubber-stamp some CAPs as long term, such as taking ten years to replace tattered documents, but expected to concur on most long-term recommendations.
- 21) WMATA has cleared out second-floor workspace for the TOC. It is ready for use.
- 22) WMATA is attempting to recreate the ATP failure referenced in TOC's letter but has been unable to do so. A meeting is scheduled with Alstom for April 14th to attempt this. All affected hardware has been replaced but WMATA is bringing in external resources to assess the hazard. **There were conflicting CAP spreadsheet versions which WMATA and TRA agreed to resolve offline from the meeting.**
- 23) Lt. Donald noted that currently MTPD does not receive CAP or accident/incident spreadsheets prior to most meetings. **Action Item: Ensure addition of MTPD liaison to all spreadsheet distribution lists. (TOC/SSRM)**
- 24) **Action Item: Rob Kogan will distribute GM Meeting minutes to WMATA for comment.**
- 25) Darren followed up on his provision of SSEC meeting minutes. The SSEC meets the 4th Tuesday of every month in JGB Room 2G-02 (Deputy GM's conference room.) **Action Item: Matt will begin attending these meetings.**
- 26) 11) Brian Glenn asked about what the Safety Certification Review Committee meeting schedule will be. Tom briefly went over the 3/31 DCMP meeting. These happen the 3rd Tuesday of every month at DTP in Tysons'. Ron noted the redundancy of some TOC/WMATA reviews. Matt and John pointed out that MWAA needs TOC as the oversight entity and WMATA is the final system operator, so we both have an interest in participation.
- 27) Eric confirmed that he transmitted the TOC funding letter to MWAA on Monday 4/6/09.
- 28) Brian Glenn requested WMATA's description of the Red Line rehab and plans for safety and security certification. TOC must determine their level of oversight involvement. Brian Glenn's office is beginning their oversight of that project now. **Action Items: TOC should request the Red Line rehab description in writing ASAP. TOC should resume attending FTA Quarterlies. Next FTA quarterly is May 6th at 1:30pm at WMATA's JGB. WMATA will direct Dave Couch to contact the TOC Chair regarding Red Line certification.**

- 29) The rehab for the Halon/FM-200 system was briefly discussed. SSRM will attend a fire chief's meeting at COG on 4/14. **Action Item: Ron will provide more details on the 4/14 meeting.**
- 30) Alexa requested, via Ron, that SSRM be informed and apprised of all TOC correspondence to WMATA, to include "heads-up" on arriving correspondence and being CC'd on letters to leadership to ensure Safety is not blindsided. TOC concurred with this sentiment and will make this a priority in future correspondence.
- 31) Lt. Donald requested an update on the status of TOC SEPP comments. Matt gave an overview of the process thus far and committed to providing final comments to MTPD by COB Thursday. **Action Item: TOC to transmit SEPP comments ASAP. (Completed Thursday.)**
- 32) Darren transmitted the draft final report for incident #178 in hard copy.
- 33) The TOC discussed FTA's request for a formal update on the status of all rules compliance activities at WMATA. It was determined that the FTA's request was worded in such a manner as to be impracticably broad. **Action Item: Matt will transmit a request for clarification to FTA for the next submittal.**
- 34) The TOC determined that no action needed to be taken in advance of MWAA's possible response to the funding letter. However, DRPT will check with Kevin Page on whether a prepackaged MOU might be available to speed the process. **Action Item: Matt will check with Kevin regarding MOU templates that might be useful between MWAA and TOC. (Ongoing)**