

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

**Wednesday, July 8, 2009**

**Maryland State Highway Administration, District 3 Headquarters**

**9300 Kenilworth Avenue, Greenbelt, Maryland**

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

**Attendees:**

<b>Name</b>	<b>Agency</b>	<b>Phone</b>	<b>Email</b>
Ron Edwards	WMATA-SAFE	[REDACTED]	[REDACTED]
Ken Korach	TRA/TOC	[REDACTED] (via teleconference)	[REDACTED]
Tom Luglio	TRA/TOC	[REDACTED] (via teleconference)	[REDACTED]
Eric Madison	TOC/DDOT/MTA	[REDACTED]	[REDACTED]
Darren McCoy	WMATA-SAFE	[REDACTED]	[REDACTED]
Eloy Recio	TOC/DRPT	[REDACTED] (via teleconference)	[REDACTED]
Emile Smith	TOC/DDOT	[REDACTED]	[REDACTED]
George Good	TOC/MDOT	[REDACTED]	[REDACTED]
Robert Kogan	TRA/TOC	[REDACTED]	[REDACTED]
Kevin Page	TOC/DRPT	[REDACTED]	[REDACTED]
David Harlan	TOC/DRPT	[REDACTED]	[REDACTED]
Lt. Jennifer Donald	WMATA -MTPD	[REDACTED]	[REDACTED]
Jim Remines	NTSB	[REDACTED]	[REDACTED]
Dorsey Adams	WMATA – SAFE	??	??
Brian Glenn	FTA	[REDACTED]	[REDACTED]

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

1. Open TOC-Only Issues (Funding Status)
  - a. The TOC discussed obtaining additional funding in response to the June 22, 2009 WMATA accident.

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

1. Status of Additional Funding of TRA's Contract
  - a. The group discussed funding. It is the beginning of the FY for MD and VA. VA will ask for new invoices from COG. The group discussed additional funding in response to June 22<sup>nd</sup> accident, to be determined based on LOE required.
  - b. The group discussed how COG must issue a contract amendment for TRA.
  - c. TRA added a separate task for the June 22<sup>nd</sup> accident for billing purposes.
2. Review May and June Meeting Minutes

- a. The group discussed the minutes, and with minor changes will approve the May minutes during this meeting.
- b. Discussed issue of whether TOC ever sent WMATA Internal Security Audit comments. **Action Item: TOC will transmit these comments to WMATA ASAP.** [TRA provided additional input to TOC on this topic on 7/8/09 after the TOC meeting.]
3. Open Accident/Incident Investigations and Approvals
  - a. **Action Item: TOC adopted the MTPD report for Accident/Incident #186, bomb threat at U St. Cardozo.**
  - b. Matt requested that TOC review a report related to a bomb threat at Potomac Avenue that occurred in Mid-June. There is already an MTPD report associated with this incident. TOC should be able to adopt upon review. **Action Item: TOC will review and vote to adopt this incident report.**
4. Hazard Management/ WMATA HIRMs
  - a. The group discussed the incidents and hazards that WMATA may wish to track through the hazard management process.
  - b. The group also discussed the letter sent to WMATA regarding improper door opening incidents on 7/2. TOC is awaiting a response from WMATA.
  - c. **Action Item: TOC will transmit Hazard Management comments to WMATA by COB today.** [This was completed on 7/8/09.]
5. CAPs Update (7/7/09 CAPTURE Update)
  - a. Matt discussed a meeting yesterday with WMATA. Dennis Womack-Kalla was in attendance. The goal for the meeting was to clear a high number of open CAPs on a monthly basis. Matt discussed progress on CAPs.
    - i. Derail 8 was closed as it duplicates WR1.
    - ii. T28 was closed based on a CD of the required emergency maps.
    - iii. It was desired to consolidate several CAPs concerning the rule book: MOW2, MOW6, MOW7, MOW8, MOW9, and MOW10. Thus, MOW6 will remain open and the others are closed.
    - iv. Joe Krempasky will provide documentation to close several vehicle-related CAPs.
    - v. Matt B. will verify T32 (signs in Rosslyn Station) and provide documentation for Woodley6 (first responder implementation of technological advancements).
6. Assess Alexa Dupigny-Samuels' 6/30/09 Response to TOC's 6/27/09 Letter
  - a. TOC discussed the need for more detail from WMATA based on their explanation of the agency's actions to help ensure system safety since the June 22<sup>nd</sup> accident.
7. Assess Correspondence Progress Since 7/1
  - a. July 6<sup>th</sup> – TOC sent a letter to WMATA regarding improper door openings. This letter was originally meant to be sent before the June 22<sup>nd</sup> accident. This issue was originally raised by TOC in August 2008 (see Action Item W-33). TOC is awaiting a response from WMATA.
8. Review Proposed 7/14/09 Congressional Testimony – Coordination meeting with WMATA as appropriate
  - a. TOC and TRA have been revising the draft testimony. Matt Bassett will transmit a revised draft to TOC and TRA. Must submit 50 copies and submit to the Congressional committee 48 hours before the hearings. The deadline is 2pm on Friday. **Action Item: TOC will coordinate comments and transmission to Congress this afternoon.** [Final testimony was delivered to Congress on 7/10/09.]

- b. Present at the hearing shall be WMATA and TOC. NTSB was not invited to the 7/14/09 hearing. [Update: NTSB member D. Hersman was present at the 7/14 hearing].
    - c. The group discussed strategy for testimony.
  9. Progress on Addressing Open FTA Audit Items; Review Audit Tracking Matrix; Response to FTA
    - a. The group discussed next steps in providing required input to FTA. TOC will work with TRA to assemble this.
  10. Address 6/3/09 Letter from WMATA Employee received on 6/24/09 from FTA
    - a. The group discussed the letter, where an employee claimed that the ATP system was unreliable.
    - b. The group discussed drafting a letter back to the employee stating TOC will take concerns under advisement. **Action Item: TOC will draft a letter response.**
  11. Update on RWP Activities (6/8/09 Meeting, ROW Access)
    - a. (not discussed)
  12. Progress Update on 6/22/09 Collision Investigation
    - a. The group discussed the latest available information from the ongoing investigation.
  13. Review TOC Action Item List
    - a. Eric Madison will review the list and take appropriate actions.

### **Third Segment (11:15 to 12:00) Including WMATA, FTA, NTSB**

1. Review and Approve May and June Meeting Minutes. **Action Item: Meeting Minutes were approved for both May and June 2009.**
2. Monthly Safety Initiatives. Ron Edwards discussed monthly safety initiatives.
  - a. Discussed P/I. **Action Item: WMATA requires TOC's comments on the accident investigation policy/instruction ASAP.** [Comments were sent by TOC on 7/10/09.]
  - b. Ron noted that the SSRM acronym is no longer in use at WMATA; hereafter, the safety department is known as "SAFE."
  - c. Eloy and Ron discussed process Safety uses to record "Safety Conversations" with operators and station managers.
  - d. MSRPH is 75% complete. SOPs are still in progress. The goal for completion is to have sections 1-4 (essentially, the "rulebook") complete by the end of July. They will be effective immediately upon distribution. The operating rules will be sections 1-4; the SOPs will encompass the remaining sections. The MSRPH will be a looseleaf binder with replaceable pages – this way, WMATA can revise and replace individual sections, rather than having to publish special orders until an all new MSRPH is published when rules and procedures are revised.
3. Discussion of 6/22/09 Red Line Collision Investigation/Updates
  - a. Ron Edwards discussed the investigative process and the different activities by the various teams of NTSB investigators, joined by other parties (WMATA, TOC, etc.). All media communications regarding the investigation will be handled through the NTSB. NTSB is looking into signal circuit failure causes, and continues to work at night in the area of the incident. WMATA operates in absolute block (with several supervisors) in the area of the accident. **Action Item: WMATA will clarify the absolute block procedure to the TOC ASAP.**
4. Recent Incidents (other than 6/22) since 6/10/09
  - a. Two 'purple purples' - suicides – Stadium Armory, and Forest Glen; also a bomb threat at Suitland.

- b. Train ran into a door at Alexandria Rail Yard. **Action Item: Ron Edwards will provide reports on all reportable accidents to TOC ASAP.**
- c. Operator discovered texting – incident occurred several weeks ago, operator was also already disciplined for occurrence. The incident occurred on June 18, 2009. Operator was suspended. [TOC sent a letter to Alexa on 7/9/09 and received a response on 7/15/09.]
- 5. Hazard Update
  - a. Discussed issue of elevator entrapments. Safety department does receive OCC logs. TOC and WMATA discussed what steps WMATA should take to mitigate any potential safety issues that could arise from elevator entrapments.
  - b. **Action Item: It was decided that a WMATA Emergency Management representative should be present at next TOC meeting.**
  - c. Door openings. WMATA received TOC's letter dated 7/6/09. WMATA will be providing response. Ron discussed the actions that WMATA is taking to ensure that SSRM is notified of the door incidents. Long term – WMATA is working on the software. **Action Item: WMATA will provide a written response to the TOC, including status updates on the longer-term software issue.**
- 6. Discuss TOC HIRM comments– see no. 5 above
- 7. Overview of 7/7/09 CAPTURE Progress, Recommendations
  - a. Matt discussed CAPTURE meeting progress. Refer to Second Segment, No. 5 for detailed progress. The goal at this time is to close out 5 CAPs per month. TOC reiterated to WMATA the suggestion to have Matt B., to work with them on-site to help reduce the backlog of open CAPs. Dennis Womack-Kalla is also available to assist in technical review of CAP inputs.
- 8. Discuss WMATA Response to TOC Correspondence:
  - a. WMATA has brought on Alstom to help with investigation of signal relays.
  - b. 4/29/09 Letter on ATP incident
    - i. TOC is awaiting a response from WMATA.
  - c. 6/27/09 Letter on 6/22/09 Accident – Eric discussed additional information requested from WMATA. **Action Item: Eric will call Alexa to discuss additional information required by TOC regarding WMATA actions since the 6/22 accident.**
  - d. 7/6/09 Letter on Door Opening Issue. TOC is awaiting WMATA's response. See discussion above in No. 5(c).
- 9. Discuss Upcoming Congressional Hearing & Testimony
  - a. TOC and WMATA are scheduled to appear before the House Committee on Oversight and Government Reform, Subcommittee on the Federal Workforce, Post Office, and the District of Columbia on Tuesday July 14<sup>th</sup> at 2:00pm.
  - b. WMATA has put together list of NTSB recommendations, closed, acceptable, unacceptable, etc. WMATA GM met this morning with Congressional staffers, unbeknownst to TOC. **Action item: WMATA will provide TOC with list of NTSB status items so TOC can track CAPs**
  - c. Milestones from WMATA on 6/22 – **Ron will discuss with Alexa milestones and report back to TOC.**
  - d. WMATA testimony is being coordinated by Sarah Wilson – Assistant GM for Communications – **Action Item: Eric will use his legislative affairs office to get in touch with Sarah Wilson.**
  - e. **Action Item: Eric will call Alexa to discuss TOC's and WMATA's congressional testimony prior to the 7/14 hearing.**
  - f. **TOC shall formally request FTA's testimony prior to hearing.**
- 10. Discussion of WMATA / TOC Public Information Practices

- a. **Action Item: Ron will bring TOC's concerns regarding its appearance in WMATA public materials to the appropriate WMATA management.**
  - b. The group discussed how the testimony shall not make any conclusions about the cause(s) of the 6/22 accident and refer questions to NTSB, as the investigation is ongoing.
11. Review of WMATA Items from TOC Action Item List
  - a. **Action Item: TOC will provide its Action Items list to WMATA following this meeting, including all Action Items in these minutes.**
12. MTPD requested that TOC provide an example of an ID card. TOC is currently in the process of having ID cards made for its members and consultant staff. **Action Item: TRA will provide a proof of the new ID cards to TOC, who will forward to MTPD.**
  - a. MTPD is in process of developing a memo regarding TOC scene access (per Lt. Donald).
  - b. TOC badges – **Action Item: WMATA requests an accurate count of who on TOC has old WMATA badges.**
13. MTPD provided an updated SEPP. **Action Item: TOC will give to security subject matter expert (Jimmy Hill) for review and comment.**
14. BASE Review – Emergency Management will have meeting with MTPD – Jennifer will set up, so Matt B. can participate to address CAPs included in that review. **Action Item: WMATA will provide TOC with a letter explaining how they are using the BASE review as a proxy for an Internal Security Audit program.**
15. SSPP update – due to the recent 6/22 accident, SAFE has not been able to devote much resources to SSPP development.
16. NTSB asked for the one-pager press release. **Action Item: Put “one pager” on TOC letterhead for Emile Smith, who will forward to Jim Remines from NTSB.** [This was done on 7/8/09.]
17. NTSB will have a public hearing involving TOC, probably in 30 to 90 days. TOC should expect formal notification of this hearing soon.
18. Next General Meeting 8/12/09 @ DDOT Mass Transit Administration Offices; next TOC-only meeting 7/29/09 @ Location TBD