

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

Wednesday, October 21, 2009

**Washington Metropolitan Area Transit Authority
Jackson Graham Building, 600 5th St. NW, Washington, DC**



Attendees:

Name	Agency	Phone	Email
Eric Madison	TOC/DDOT/MTA	[REDACTED]	[REDACTED]
Matt Bassett	TOC/DRPT	[REDACTED]	[REDACTED]
Eloy Recio (via teleconference)	TOC/DRPT	[REDACTED]	[REDACTED]
Emile Smith	TOC/DDOT	[REDACTED]	[REDACTED]
Bernadette Bridges (via teleconference)	TOC/MTA	[REDACTED]	[REDACTED]
David Harlan	TOC/DRPT	[REDACTED]	[REDACTED]
Alexa Dupigny-Samuels	WMATA – SAFE	[REDACTED]	[REDACTED]
Ann Murtha	WMATA – SAFE	[REDACTED]	[REDACTED]
Darren McCoy	WMATA – SAFE	[REDACTED]	[REDACTED]
Dorsey Adams	WMATA – SAFE	[REDACTED]	[REDACTED]
Chad Krakowski	WMATA – SAFE		
Sgt. Nopadon McKee	WMATA – MTPD	[REDACTED]	[REDACTED]
Lt. Jennifer Donald	WMATA -MTPD	[REDACTED]	[REDACTED]
Peter LaPorte	WMATA-EM		
Robert Kogan	TRA/TOC	[REDACTED]	[REDACTED]
Kenneth Korach	TRA/TOC	[REDACTED]	[REDACTED]
Tom Luglio (via teleconference)	TRA/TOC	[REDACTED]	[REDACTED]
Dennis Womack-Kalla (via teleconference)	TRA/TOC	[REDACTED]	[REDACTED]
Mike Flanigon (via teleconference)	FTA	[REDACTED]	[REDACTED]
Brian Glenn (via teleconference)	FTA	[REDACTED]	[REDACTED]
Annabelle Boyd (via teleconference)	BCG/FTA	[REDACTED]	[REDACTED]
Jim Caton (via	BCG/FTA	[REDACTED]	[REDACTED]

teleconference)			
Ed Dobranetski	NTSB		
Jim Remines	NTSB		

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

1. Open TOC-Only Issues (2010 RFP Revision, Funding Status)
 - a. TOC members have reviewed the RFP for consultant services and COG is now finalizing. The procurement process is on-track to be completed before 12/31/09. DC is working towards securing their \$150,000 for TOC support; more info to be provided by Eric.
2. Planning for next TOC consultant procurement
 - a. See above.

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

1. Approve September Meeting Minutes.
 - a. TOC approved the minutes from the September meeting. A finalized version of those minutes was transmitted to TOC and WMATA (10/22/09).
2. Review TRA October HIRM Comments.
 - a. The group discussed TRA's comments on the WMATA HIRM submission. TOC discussed the possibility of holding regular meetings with WMATA to discuss hazard management. The group will discuss with WMATA during the third segment of this meeting.
3. Policy-Level Update and Progress (MOU, Other Initiatives)
 - a. The group discussed the draft TOC-WMATA MOU, and the process of developing it. TOC and WMATA will continue to be held to the requirements in the TOC Program Standard & Procedures.
4. Status re: TOC Website (discussion of updates)
 - a. The group discussed potential updates to the existing TOC website.
5. Development of Action Program for FTA Audit Response
 - a. The group discussed the latest FTA Audit Findings Tracking Matrix, which is due to FTA by November 23rd.



6. Update on RWP Discussions with WMATA.
 - a. (discussed in Third Segment of this meeting)

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

1. Monthly Safety Initiatives.

- a. Ann Murtha presented monthly safety initiatives, which included discussion of the workman's comp program, and the review of risk management and incident investigation policies. Also discussed were the development of an incident management system, and WMATA Safety Conversations.
2. Presentation by Peter LaPorte re: Metro Emergency Management.
 - a. Mr. LaPorte discussed various Emergency Management initiatives underway at WMATA.
3. Review September Meeting Minutes.
 - a. The group discussed the September meeting minutes. **Action Item: TOC members will seek guidance from their respective counsel in moving forward with meeting minutes.**
4. Discussion of 6/22/09 Red Line Collision Investigation/Updates
 - a. Ed Dobranetski from NTSB indicated that the investigation is ongoing and that no additional information is available at this time.
5. Update on TOC Access to WMATA Right-of-Way.
 - a. TOC has received a FOIA request from the Washington Post regarding TOC access to the WMATA ROW.
 - b. The group discussed the issue of TOC access to the ROW. TOC will continue to work with WMATA to resolve this outstanding issue. It was suggested that TOC draft ROW access procedure and submit to WMATA for review. **Action Item: TOC will draft a procedure for ROW access, and will provide to attendees.**
 - c. **Action Item: TOC will schedule a meeting with WMATA to discuss the draft ROW access procedure once completed. TOC will also schedule a meeting to discuss hazard management and open correspondence with WMATA.**
6. Status of MSRPH Revisions.
 - a. WMATA SAFE described the current status of the MSRPH update process. According to WMATA, SAFE is awaiting signoffs on various sections. **Action Item: WMATA will provide TOC with an estimated date of completion of the rulebook prior to November 16th (such that TOC can report its status to FTA).**

[REDACTED]
7. WMATA Response to APTA/AASHTO Survey of 10/16/09.
 - a. **Action Item: TOC will forward the APTA/FTA survey to WMATA (Alexa Dupigny-Samuels), FTA (Mike Flanigon), and TRA. The Survey is due Oct. 30th, and WMATA has not yet provided this. Eric will follow up with Alexa.**
8. Update Regarding Program Document Deliverables & FTA Audit Correspondence

[REDACTED]

 - a. SSPP Update. Alexa described the current status and progress of the SSPP update.

[REDACTED]
 - b. 4/20 to 4/24/09 Internal Safety Audit Incremental Report. According to WMATA this audit did not take place during that time. WMATA is working toward completing all seven elements for this calendar year. **Action Item: WMATA will provide its Internal Safety Audit schedule to TOC. Matt will send email to Dorsey & Darren**
 - c. Revised Accident Investigation Procedures/TOC Comments on Procedure/Instructions. The group discussed progress in revising accident investigation procedures.
9. Recent Incidents since 9/8/09
 - a. The group discussed recent accidents and incidents.

- b. TOC held an informal “work session” with WMATA SAFE 10/6, and provided information, including old preliminary reports, to WMATA to assist in facilitating the completion of outstanding investigations.
10. Hazard Management Update
- a. TOC discussed its comments on the HIRM submission. TOC asked for additional information regarding two entries on the HIRM: 090811 and 090815. **Action Item: WMATA will provide detailed information to the TOC regarding the investigations of H-090811 and H-090815.**
 - b. The group discussed the possibility of holding regular informal meetings between TOC and WMATA to go over hazard management. TOC and WMATA will hold further discussions on such meetings.
 - c. Discussion of 8-18-08 incident. According to WMATA, there was no loss of shunt in this incident, and was attributed to operator error.

Next General Meeting: 11/13/09, Location: DC DOT (Reeves Building, 14th and U Sts., NW)

Next TOC Internal Meeting: 10/28/09

Meeting Adjourned.