

TRI-STATE OVERSIGHT COMMITTEE MONTHLY MEETING

FINAL Minutes

Wednesday, December 9, 2009

at the WMATA Jackson Graham Building
600 5th Street NW, Washington, DC 20001

Call-in Number: [REDACTED]

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]
George Good (via teleconference)	TOC/MDOT	[REDACTED]	[REDACTED]
David Harlan	TOC/DRPT	[REDACTED]	[REDACTED]
Ann Murtha	WMATA – SAFE	[REDACTED]	[REDACTED]
Darren McCoy	WMATA – SAFE	[REDACTED]	[REDACTED]
Dorsey Adams	WMATA – SAFE	[REDACTED]	[REDACTED]
Chad Krakowski	WMATA – SAFE	[REDACTED]	[REDACTED]
Melvyn Henry	WMATA – SAFE	[REDACTED]	[REDACTED]
Michael Taborn	WMATA – MTPD/SAFE	[REDACTED]	[REDACTED]
Sgt. Nopadon McKee	WMATA – MTPD	[REDACTED]	[REDACTED]
Lt. Jennifer Donald	WMATA -MTPD	[REDACTED]	[REDACTED]
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]
Brian Glenn (via teleconference)	FTA	[REDACTED]	[REDACTED]

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

1. Open TOC-Only Issues (Proposal Review Process, DC Funding) [to be completed by TOC]

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

2. Review November Meeting Minutes
 - a. Matt added the TOC only section to the Nov. minutes and sent a draft. Dave Harlan mentioned his comment that TOC put not just minutes but all FOIA documents on the TOC website. The group discussed the logistics of doing this, as well as potentially issuing press releases and the general purpose of the website.
3. Review TRA December HIRM Comments
 - a. Rob Kogan discussed HIRM comments, which are still under internal review and will be released to TOC for comment soon.
 - b. Matt discussed documentation provided by WMATA at the CAPTURE regarding ongoing issues with the 1000 series cars.
4. Update on the TOC MOU
 - a. Ken Korach gave an update on the TOC MOU. The original idea was for an MOU between WMATA and TOC that restated principle expectations between the two parties as already spelled out in TOC's Program Standard & Procedures. It became an addendum to the existing TOC MOU specifying WMATA's obligations to the TOC, outlining key requirements. The document is currently with WMATA for review.
5. Update on TOC/WMATA CAP Resolution Efforts
 - a. Matt Bassett discussed the recent accelerated efforts by WMATA to provide supporting documentation from department heads in order to close open corrective action plans. TOC and TRA met with WMATA Thursday 12/3 and Tuesday 12/8 and about 31 CAPs will be recommended for formal TOC approval and/or closure at this meeting. More detailed information on individual CAPs is available in the Master CAP Spreadsheet and the 2007 Triennial CAP Spreadsheet as well as a forthcoming TOC meeting summary.
 - b. Matt described WMATA's efforts to implement the APTA Standard for HOS, and TOC's potential involvement in this issue.
6. Discussion of Correspondence from ProTran
 - a. Eric Madison discussed how TOC was approached by ProTran to intervene in a dispute between ProTran and WMATA. TOC will not intervene in a matter between WMATA and its vendors and takes no position on any accompanying issues.
7. Update on 11/29/09 West Falls Church Yard NTSB Investigation
 - a. Matt Bassett provided TRA with a CD with NTSB investigation preliminary factual information. TRA will review this material as appropriate.
 - b. Matt described recent investigative activities conducted with NTSB. This investigation is still ongoing.
8. Updates & Content Additions to TOC Website (November meeting minutes, correspondence) – see discussion in Item #7 above

9. FTA Audit Response Preparation (CAP reviews, WMATA document submittals, etc)
 - a. TOC will work with TRA as needed to prepare the update to the Audit Findings Tracking Matrix and supporting documentation.
10. Overview of Rider's Advisory Council discussion of 12/2/09
 - a. Matt briefly discussed the Rider's Advisory Council meeting.
11. Review of RWP Audit Activities and Final Preparation for 12/10/09 Audits
 - a. Rob described the review process and the logistical details for the upcoming on-site reviews. Dorsey Adams indicated that he would provide additional details on contact information and reporting locations for the TOC review team.
12. Update on FOIA from Washington Post for CAPs, incident matrices
 - a. Matt described FOIA materials provided to the Washington Post by Virginia. George Good described a MD FOIA request for similar information.

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

13. Monthly Safety Initiatives
 - a. Ann Murtha described monthly safety initiatives, including the following general topics: "Safety Conversations" training; the return to work program; "at risk" training for employees with multiple injuries in short period of time; incident investigations; safety pledges; and an online incident management system.
14. Discuss Final Logistics for 12/10/09 RWP Audits
 - b. (See Item # 11 above)
15. Review November Meeting Minutes
 - c. Matt will provide to WMATA. Chad Krukowski asked for a copy of the final meeting minutes from October. **TOC will provide.**
16. Status Update on Falls Church, VA Yard Incident NTSB Investigation
 - d. Matt and Chief Taborn described investigative process.
17. Discussion of 12/3, 12/8 CAP Resolution Meetings
 - e. Matt described the results of the CAPTURE meetings, and thanked WMATA for their work in helping this process.
 - f. Matt requested that WMATA also regularly meet with TOC to focus on closing old open accident investigations.
18. Update on Station Manager Testing Issue
 - g. Ken described the recent FTA opinion on drug and alcohol and the analysis needed from WMATA.
 - h. Ken also discussed the APTA Standard for Hours of Service. WMATA indicated that it would ask TOC to provide a letter of support regarding hours of service for the purpose of future bargaining.
19. Discussion of Upcoming FTA SSO Audit of TOC
 - i. Audit begins at 9:30 Monday 12/14. Matt described the upcoming audit process and logistics.

20. Update Regarding Program Document Deliverables & FTA Audit Correspondence
- j. The group discussed various deliverables owed to TOC by WMATA, including the SSPP, and documentation of internal audits. TOC received the SSPP from WMATA and is currently reviewing it. WMATA indicated that it will conduct internal safety audits starting Monday 12/14 (which conflicts with the FTA audit of TOC). Darren McCoy provided a hard copy of the audit schedule to Matt.
 - k. The group discussed TOC's submission of program documentation to FTA in preparation for the upcoming audit. There had been a problem with the FTA FTP site used to upload documents for submission, though this has been resolved.
 - l. **Action Item: TRA will update the CAP and accident spreadsheets with the most current information and transmit to WMATA.**
 - m. **Action Item: TOC will send letter acknowledging progress with the 1000 series car issue, as discussed at most recent CAPTURE meeting.**
21. Revised Accident Investigation Procedures/TOC comments on III IP/I
- n. Chad Krukowski indicated that WMATA is working on revising the P/I. **Action Item: Chad will find out whether it's feasible to revise before Friday. [Update: TOC received revised AIP 1/5/10].**
22. Recent Incidents since 11/13/09
- o. TOC received appropriate investigation reports for the following incidents: 211, 212, 214. **Action Item: TOC hereby adopts these investigation reports as its own.**
23. Hazard Management Update
- p. R. Kogan described TOC's most recent HIRM comments, which at the time of the meeting were still in draft form. **Action Item: Finalize HIRM comments and provide to WMATA. (Update: HIRM comments in current form are suspended pending changes to WMATA Hazard Management Program)**
 - q. The group discussed the issue of three instances of doors opening while a train was in motion between stations. WMATA was unable to provide additional information on these occurrences during the meeting. **Action Item: TOC will draft a letter to WMATA regarding this hazardous condition, requesting additional information. (Completed 12/17/09)**
24. Other discussion
- r. TOC will work to avoid conflict between FTA Quarterly and TOC Meetings. **Action Item: TRA will draft a schedule for 2010 TOC milestones to avoid conflicts with FTA Quarterly Meetings.**

Next General Meeting 1/13/10, Location TBD
Next TOC Internal Meeting TBD

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