

TRI-STATE OVERSIGHT COMMITTEE MONTHLY MEETING
at the Washington Metropolitan Area Transit Authority
Jackson Graham Building, 600 5th Street NW, Washington, DC 20001
Wednesday May 19, 2010
09:45 to 13:00

Minutes

Name	Agency
Eric Madison	TOC/DDOT/MTA
David Harlan (via teleconference)	TOC/DRPT
Eloy Recio (via teleconference)	TOC/DRPT
Matt Bassett	TOC/DRPT
George Good	TOC/MDOT
Kenneth Korach	TRA/TOC
Robert Kogan	TRA/TOC
Thomas Luglio (via teleconference)	TRA/TOC
Richard Sarles	WMATA – GM
Sgt. Nopadon McKee	WMATA – MTPD
Chief Michael Taborn	WMATA – MTPD/SAFE
Dave Kubicek	WMATA – RAIL
Daniel Epps	WMATA – RTRA
Chad Krukowski	WMATA – SAFE
Darren McCoy	WMATA – SAFE
Dorsey Adams	WMATA – SAFE
James Dougherty	WMATA – SAFE
Melvyn Henry	WMATA – SAFE
Alex Seredich	WMATA – TSSM
Brian Glenn	FTA
Ryan Frigo	FTA
Stephen Klejst	NTSB

First Segment (9:45 to 10:00) TOC Only

1. Open TOC-Only Issues

Second Segment (10:00 to 11:30) TOC & TRA Only

2. The group reviewed minutes from both the March 17, 2010 and April 20, 2010 monthly meetings, and approved them. TOC will also work to ensure that WMATA and other meeting participants receive copies of the draft minutes in advance of meetings on a more consistent basis.
3. K. Korach gave an update on policy-level meetings. The TOC Executive Committee group members will direct policy instructions to the TOC Chair. There are two MOUs in the works – one between TOC and WMATA and the internal TOC MOU. The next Executive Committee meeting is scheduled for June 30, 2010. K. Korach also discussed the need to ensure that TOC and its executive leadership follow up on the first four FTA audit findings, and to ensure that TOC and WMATA adhere to the stated proposed actions in their respective responses to FTA.

G. Good discussed the need for TOC to examine potential dedicated office space, and described a candidate location to be made available by MDOT near the New Carrollton station.

4. M. Bassett gave a summary of recent meetings he attended on TOC's behalf, including the Government Accountability Office, the WMATA Board, and the WMATA Standing Safety Executive Committee. K. Korach suggested establishment of a calendar of meetings at which TOC members should be present.
5. The group discussed the actions proposed in TOC's response to FTA's audit findings, including an internal safety audit recovery plan, an accident investigation recovery plan, an a meeting with WMATA on their hazard management program. K. Korach also discussed the policy-level actions TOC has proposed, including the updates to the MOU, hiring a full time staff members for each jurisdiction, and making updates to the TOC Program Standard and Procedures. TOC has not received a formal response from FTA, but will move forward with its proposed actions.
6. R. Kogan gave a summary of the 5/18/10 CAPTURE meeting. TOC recommended closure of one CAP at that meeting – RWP 7. **(Action Item: RWP 7 is officially closed)**. WMATA provided status updates on numerous other CAPs still in progress.

T. Luglio asked the group whether TOC should track the FTA audit recommendations directed to WMATA, and the group decided to wait until FTA has provided formal feedback on WMATA's (and TOC's) proposed actions.

The group discussed the process TOC will use to track CAPs from the 2010 Triennial Safety and Security Review, and how to address new findings that may be related to older open findings and CAPs. TRA will work with TOC to develop a system whereby any duplicate, overlapping, or related findings are clearly explained in the written report for the Triennial.

7. K. Korach and R. Kogan described TRA's review and comments on the draft WMATA report from the occurrence near Wheaton Station. TOC will suggest an in-person meeting with WMATA Safety and other appropriate personnel to discuss the draft report's contents. **Action Item: TOC will plan to meet with WMATA to discuss the draft report on the Wheaton incident. (Completed)**

8. TOC has been receiving monthly HIRM submissions from WMATA, though no significant changes appear to have been made with respect to hazard identification, tracking, and resolution. TOC will get a status update of WMATA's efforts to strengthen its hazard management program later in this meeting. TOC will also focus on WMATA's hazard management program during the upcoming Triennial Safety and Security Review, and will clearly state any findings that result from the review.
9. TOC has been regularly participating in WMATA's weekly RWP task force meetings, and is in the process of reviewing WMATA's draft RWP manual. The manual is expected to be finalized by the end of June or early July 2010, and appears to be a major step forward for WMATA.

TOC will review the status of WMATA's ROW safety programs during the Triennial Safety and Security Review. The review will be a snapshot and take into account the positive steps WMATA has been taking to address its ROW safety program.

10. The group discussed the logistics of the upcoming review. There will be a kickoff meeting at 10:00 am at the Jackson Graham Building (in the Meeting Room on the ground floor). TRA stated that all of the review team members would secure a WMATA Contractor ID from the ID office in time for the review. TRA is preparing a general schedule of review activities, as well as the series of review checklists, as required by TRA's contract. (These activities are now complete).
11. TRA is in the process of developing a new website for the TOC, and has been working with M. Bassett on its design and scope. The goal is to have the website up and running in time for the beginning of the on-site portion of the Triennial Review.

Third Segment (11:30 to 13:00) Including WMATA, FTA, TSA, NTSB

1. WMATA gave an update on recent accidents and incidents. **Action Item: TOC and WMATA will meet in person to discuss TOC comments on the draft report issued in response to the recent occurrence near Wheaton Station.**

TOC discussed the Accident Investigation Recovery Plan that WMATA must develop, in response to a finding from the most recent FTA audit of TOC. The plan is due June 30th.

2. The group discussed the CAPTURE process. J. Dougherty stated that SAFE would work closely with the operating departments to make further progress on addressing the remaining open CAPs from TOC's Master list and 2007 Triennial list.
3. The group discussed hazard management (including the recent occurrence near Wheaton, for which TOC will meet with WMATA to discuss in greater detail). The group also discussed recent incidents in which passengers have stated that the doors to a train have opened while the train was in motion. Although all cars have door interlocks that are designed to prevent this, WMATA will look into the matter further.

J. Dougherty and M. Taborn gave an update on progress with the development of WMATA's upcoming Safety Management System (SMS). WMATA is working with a consultant to help strengthen its system-wide hazard management program. TOC will learn more about this program during the upcoming Triennial Safety and Security Review. S. Klejst stressed the importance of including trend analysis as part of WMATA's hazard management program, and asked about NTSB obtaining the scope of work of the consultant.

4. M. Bassett and R. Kogan discussed the process and methodology of the upcoming Triennial Safety and Security Review, which will begin with a kickoff meeting June 1st. The group discussed the document request promulgated by TOC, as well as scheduling, and the checklists that TOC will be using to guide review activities. **Action Item: TOC will provide a general schedule and checklists to WMATA prior to the start of the on-site review. (Completed).**

J. Dougherty discussed the criteria that TOC would use to guide the review process. TOC will use WMATA's SSPP and SEPP, but also all of TOC's internal plans, policies and procedures, as well as any relevant external standards, particularly APTA standards, that WMATA has adopted.

5. The group discussed WMATA's efforts in rule and procedure compliance and enforcement, and safety data acquisition and analysis. TOC has, for the past couple of months, received rule compliance data from WMATA, in response to a specific TOC request earlier this year. The data that WMATA has provided to TOC, however, does not show trends in types of rule compliance issues, and mostly shows quantity of checks done by Supervisors (it's a print-screen of the front page of the Blackberry reports). Also, the procedural audits done by QAAW are not as relevant to TOC in its efforts to monitor rule compliance efforts by WMATA, as these are related more to adherence to maintenance & inspection and engineering specifications. D. Adams and M. Henry indicated that WMATA generally agrees that the information gathered is not what TOC had asked for, and that SAFE would meet with appropriate personnel from operating departments to provide the requested information.
6. The group briefly discussed the FTA audit findings and recommendations directed at TOC and WMATA. According to TOC and WMATA's respective responses, various proposed activities and corrective actions will be coming due (such as the Internal Audit and Accident Investigation recovery plans, various meetings on these topics and hazard management, etc .) However, neither TOC nor WMATA has received a formal response from FTA in response to their respective inputs. Nonetheless both TOC and WMATA will move forward with stated actions.

J. Dougherty indicated that WMATA will be working with a consultant to help bolster WMATA's internal safety audit process. TOC emphasized the importance of WMATA's own personnel conducting the actual audits, as this is the spirit of the requirement.

7. WMATA gave a brief update on its RWP program efforts. TOC is well aware of the positive steps WMATA is taking to address the findings from the December 2009 Study Report. TOC has been reviewing the draft RWP manual and believes it is a major step forward for safety of employees in the ROW. WMATA indicates the manual will be finalized in the summer of 2010, and that the training program associated with it should roll out around September or October 2010.
8. T. Luglio reiterated TOC's request to be involved in WMATA's evaluation of its ATC system. D. Kubicek indicated TOC is welcome to be part of regular meetings that TOC will hold with ARINC. (As of 7-21-10 there has been no action on TOC participation in ATC overlay meetings).

T. Luglio also described TOC's request to monitor the 7000-Series railcar procurement process. D. Kubicek indicated that TOC should participate at regular PMOC meetings once the contract is awarded for the railcars. (Note: TOC was represented at the 6/25/10 7000 Series Stakeholders Meeting and will participate in future meetings).
9. WMATA gave a brief update on progress on the update of the MSRPH. The target date for completion is still the end of June 2010.

Next General Meeting: To be held July 21, 2010. There will be no meeting scheduled for June 2010 due to the ongoing Triennial Safety and Security Review, which will tie up TOC and WMATA personnel for much of that month.

Next TOC Internal Meeting: TBD