

**TRI-STATE OVERSIGHT COMMITTEE MONTHLY MEETING**  
at the Washington Metropolitan Area Transit Authority  
Jackson Graham Building, 600 5th Street NW, Washington, DC 20001  
Wednesday March 16, 2011  
12:30 – 14:45  
**Minutes**

Name	Agency	Phone	Email
Matt Bassett	TOC/DRPT	[REDACTED]	[REDACTED]
Dave Harlan (via teleconference)	TOC/DRPT	[REDACTED]	[REDACTED]
Robert Kogan	TRA/TOC	[REDACTED]	[REDACTED]
Thomas Luglio (via teleconference)	TRA/TOC	[REDACTED]	[REDACTED]
James Young	TRA/TOC	[REDACTED]	[REDACTED]
Eric Madison	TOC/DDOT	[REDACTED]	[REDACTED]
Jim Benton	TOC/MDOT	[REDACTED]	[REDACTED]
George Good	TOC/MDOT	[REDACTED]	[REDACTED]
Sgt. Jason Sullivan	WMATA – MTPD	[REDACTED]	[REDACTED]
Darren McCoy	WMATA – SAFE	[REDACTED]	[REDACTED]
Robert Maniuszko	WMATA – SAFE	[REDACTED]	[REDACTED]
Dorsey Adams	WMATA – SAFE	[REDACTED]	[REDACTED]
Darvin Kelly	WMATA – TRST	[REDACTED]	[REDACTED]
Clay Bunting	WMATA – TRST	[REDACTED]	[REDACTED]
Kenyon Bowman	WMATA – DGMO	[REDACTED]	[REDACTED]
Hercules Ballard	WMATA – RTRA	[REDACTED]	[REDACTED]
Laynie Weaver	WMATA – OEM	[REDACTED]	[REDACTED]
Mark Miller	WMATA – OEM	[REDACTED]	[REDACTED]
Robert McClinton	WMATA – OIG	[REDACTED]	[REDACTED]
Brian A. Glenn	FTA	[REDACTED]	[REDACTED]

**First Segment (12:30-14:00) TOC & TRA Only**

Present: M. Bassett, J. Benton, G. Good, E. Madison, R. Kogan, J. Young (D. Harlan, T. Luglio on phone)

There were no TOC-only items to discuss. M. Bassett said there was a need for a TOC-only segment for a while, but from now on the first segment's default attendance will be TOC and TRA.

- 1. Review February 2011 Meeting Minutes and Action Items:** No one in the group had comments or questions about the February Meeting Minutes. Minutes through January are currently up on the web site.

Internal Safety and Security Audit Annual Report: TOC is approving the report and will include comments on how the internal audit process may be enhanced in the future.

**Action Item: TOC will complete the approval and send it to WMATA by the end of the month.**

- 2. Update of MWCOG Funding:** M. Bassett said VA has paid MWCOG, and E. Madison said DC paid on Monday 3/14. For both jurisdictions, we are now awaiting confirmation from COG to ensure they received payment. M. Bassett said all three jurisdictions need to agree on a date when they pay at once. Then, the COG MOU

will need to be amended to reflect this. **Action Item: TOC members from the three jurisdictions will follow up with MWCOC and take steps to revise the TOC-COG MOU.**

3. **Update of DC hiring of full-time member:** E. Madison said DC still has no internal applicants for the TOC full-time position. Until filling the position permanently, E. Smith or E. Madison will likely step into the role for the interim. A letter to the TOC executive leadership will be needed from DC to state who will assume the full-time role for now. **Action Item: E. Smith/ E. Madison will develop a letter to the TOC Executive Committee on plans for filling the full-time TOC member position.**

The group discussed some potential office space locations that have been identified to date. All of the shared-space facilities were essentially at the same range in price and location. The DDOT location was also similar.

4. **Update on Policy Level Issues:** M. Bassett said governance will come up at the March 30 Executive Committee meeting; the committee will mostly talk about WMATA governance reforms. The three jurisdictions will also discuss the creation of a new legal entity (Metro Safety Commission) that may become the successor to the TOC.

## 5. Summary of Recent Meetings and Activities

### a. FTA Audit Findings Meeting (3/1/2011)

- The FTA wants to see a letter from M. Bassett concerning funding
- The new WMATA hazard management program will resolve one finding.
- Revision of the Metro Safety Rules and Procedures Manual will resolve another finding.
- Thirteen of the 2009 accident investigations remain on the list as of today. Once those are adopted, another FTA audit finding will be resolved.
- **Action Item: TOC will ensure that FTA writes a letter to DDOT following up to remind them that hiring a full-time member was an FTA audit finding, and DDOT should notify FTA if they are going to hire an interim member (E. Madison or E. Smith).**

### b. ATC Stakeholders (3/3/2011)

- M. Bassett and D. Womack-Kalla attended this meeting. It was the first such meeting.

### c. 7K Stakeholders (3/3/2011)

- J. Benton and D. Barber attended; there was nothing new compared to previous meetings. T. Luglio discussed the importance for WMATA to conduct a threat and vulnerability assessment to ensure that security considerations are integrated into the detailed design, in accordance with WMATA's SSCP and SSMP.

### d. CAPTURE (3/15/2011)

- M. Bassett said this meeting was very positive. 28+ CAPs were closed, mostly from the recent SSPP and Emergency Operations Plan updates. TOC received two additional cases for consideration today.

### e. Accident Work Session (3/16/2011)

- Five accident investigations were adopted this morning. M. Bassett said TOC is aiming for WMATA to submit accident investigation material before accident meetings, preferably included in the monthly submissions.

R. Kogan noted that all TOC members must participate in the WMATA SMS training. Also, TOC members were reminded to complete the new TOC training record (which requires additional information for the FTA SSO annual reporting template) which was e-mailed out last week.

## 6. Upcoming Meetings/Activities and TOC attendance

### a. TOC Observation of Rule Compliance in Yards (Dates TBD)

- M. Bassett said TOC plans to observe rule compliance in yards as a result of several accidents caused in part by rule compliance issues, such as speed or safety stop violations. He would like to set up the first assessment for the 25<sup>th</sup> up in the yard towers. This is being arranged through K. Sundberg. [The first set of observations have since been conducted, on March 25]

### b. WMATA Board Safety Committee (3/24/2011)

- **Action Item: M. Bassett asked TOC members to review items he previously sent out by Friday for the Board Safety Committee Meeting next week (3/24).**

### c. TOC Executive Committee (3/30/2011)

- It is still unclear what room the TOC Executive Committee meeting will take place in (It will take place at the Hall of States, room information has been distributed).

**7. WMATA SEPP Review Update:** M. Bassett discussed the SEPP review process, and several critical revisions that will be needed for TOC approval of the document. **Action Item: TOC members have through the end of next week (3/25) to review the SEPP. Members must view the document on-site at WMATA. S. Frazier of TRA will then combine the latest comments and send to all TOC members. TOC will then walk through the comments with WMATA and discuss their concerns.**

**8. Internal Safety and Security Audit Annual Report & GM Certification Review Update:** (ISSA Annual Report mostly discussed after Agenda item #1) The lead question will be: Who is auditing the Safety Department?

**9. FTA Annual Reporting Template:** The group calculated the number of meetings TOC members attended in 2010 for input into the FTA Annual SSO Report. J. Young explained information that is needed from TOC members (numbers of hours devoted to TOC in 2010, # of years in TOC, training completed) and will send a summary e-mail next week. [This process has since been started]

**10. TOC Member Training:** TOC members are asked to complete their portion of the training spreadsheet they received last week.

## 11. Update on Recent Accidents/Incidents

- a. **Rockville person struck:** G. Good and J. Benton were there and said it appeared authorities were handling the situation well.

- b. **New York Ave. collision with light post:** M. Bassett said investigation is ongoing
- c. **Shady Grove hard coupling:** WMATA is not treating this as a reportable incident
- d. **Escalator incident at Shady Grove:** TOC will ask WMATA for update during segment two of the meeting.

## 12. Hazard Management

- a. **SMS Access:** J. Benton indicated that TOC no longer has access to SMS at SAFE computers. TOC will follow up with WMATA to be set up with new passwords to access SMS.
- b. **Escalator Update:** TOC is awaiting corrective action plans from WMATA regarding findings on the November 2010 VTX escalators/elevators report.
- c. **Wrong-side Door Mod Update:** There is no new information on the wrong-side door mod.

## 13. WMATA RWP Program Update

- a. **RWP Compliance Check Procedure – Comments:** The group discussed the draft RWP rule compliance check procedure. M. Bassett agreed it would be great if WMATA used a similar procedure for all of their rule compliance checks. TOC will provide comments.

- 14. TOC 24-Hour Contact Number:** Live on March 30, 2011 (202-355-9467). Some testing will happen on the new TOC 24-hour contact number, but it is set to go live on March 30. When a member of the general public or media calls between 9 a.m. and 5:30 p.m., the operator will put the caller on hold and reach the TOC Chair. After 5:30, the operator will still answer but take a message. This message gets emailed to the Chair, Vice Chair, and R. Kogan. Anyone from TSA, NTSB, WMATA, GAO, etc, will go right through to the TOC chair at any hour. If the operator is unable to reach the Chair, the operator will go through a prioritized list of TOC members until reaching one. With incident notifications, the operator will take down basic info and put the caller through to the TOC Chair while simultaneously sending an e-mail notification to all of TOC. The number will go up on the web site but not be advertised.

**Next Internal TOC Meeting: Wednesday, April 20, 2011, 12:30 p.m.**

### **Second Segment (14:00-14:45) Including WMATA, FTA**

- 15. Review and Approval of February 2011 Minutes:** No one in the group had comments on the February Meeting Minutes. They are considered approved.
- 16. SEPP Review Update (TOC):** M. Bassett restated points from the TOC-only segment of the meeting regarding the ongoing TOC review of the SEPP. TOC will sit down with WMATA to address TOC comments.

**17. CAP/CAPTURE Update (TOC):** M. Bassett restated that it is great news that 28+ CAPs have been resolved this month.

## **18. Accidents & Incidents**

- a. Work Session Summary:** One incident from 2008 (final 2008 incident) and four from 2009 were closed during this morning's accident/incident work session. Significant progress is being made in addressing the backlog of open investigations. **Action Item: M. Bassett requested that significant CAP and accident documents be submitted with monthly electronic submittals so that TOC may review and either discuss with WMATA at meetings or adopt beforehand.**
- b. Accidents Investigation Procedures Update (WMATA):** WMATA's consultant continues to work on a revised Accident Investigation Procedure. TOC can expect to receive a draft by approximately April 1<sup>st</sup>.
- c. Recent Accidents/Incidents:** WMATA provided updates on the following incidents that occurred during the past month: 1) Person struck at Rockville, 2) New York Ave. train collision with light post, 3) Rough coupling at Shady Grove, and 4) Collapse of two escalator steps at Foggy Bottom.

## **19. Hazard Management Update**

- a. SMS Access Procedures:** M. Bassett said TOC needs passwords from WMATA to access the SMS. **Action Item: TOC will follow up with WMATA to obtain appropriate access to the SMS.**
- b. Escalator Update:** R. Maniuszko said SAFE is conducting joint training for ELES personnel, including PPE training. One SAFE individual is now assigned full-time to ELES.
- c. Wrong-Side Door Mod Update:** No one from CENV was present to give an update on this topic.

**20. RWP Program & Training Update:** Not discussed (see segment one minutes)

**21. TOC/SAFE Evaluation of Rule Compliance in Rail Yards:** M. Bassett said TOC plans to observe rule compliance in yards as a result of several accidents caused by rule compliance issues, such as speed or safety stop violations. He would like to set up the first assessment for March 25<sup>th</sup> up in the yard towers; this depends on the availability of SAFE and RTRA personnel. R. Maniuszko suggested this occur through B. Davis at WFC Yard. (TOC completed the first such assessment March 25<sup>th</sup>, and will follow up with WMATA to schedule additional such reviews).

M. Bassett said the draft RWP rule compliance program looks good, and suggested that this could be expanded to other areas. L. Weaver said she is still receiving comments and that this may be a good pilot program. She will accept written comments from TOC on the RWP rule compliance program.

## **22. Internal Safety & Security Audits**

- a. **Annual Report & GM Certification Review Update:** M. Bassett said TOC has approved the GM Certification of Compliance with the SSPP and SEPP. As for the Internal Safety and Security Audit Report, it will also be approved, but there are several questions (not necessarily problems). Once these are addressed, TOC should be able to approve it. TOC plans to submit these comments to WMATA soon.

**23. FTA Audit Findings Meeting Summary:** M. Bassett restated that the WSRPM, 12 to 13 open accidents from 2009, and SMS implementation are the WMATA-dependent TOC FTA audit findings that are outstanding.

**24. TOC 24-Hour Contact Number:** Live on March 30, 2011 (202-355-9467). M. Bassett explained that WMATA personnel will no longer need to call several TOC members before reaching one for incident notifications. The new 24-hour contact number (202-355-9467) will go live on March 30. The operator will take down basic information and put the caller through to the TOC chair (or next available TOC member) while simultaneously sending an e-mail notification to all of TOC. Bassett will send out a document with instructions.

**25. Other business**

- a. B. Glenn mentioned an issue that has come up over the past 1.5 years with the Dulles extension project, regarding foundations built for the Orange Line. He asked whether TOC reviewed any testing and design documents to ensure it is being constructed appropriately. T. Luglio said he has been monitoring this particular issue but saw no reason to reject engineer evaluations.

**Next TOC-WMATA Monthly Meeting: Wednesday April 20 2011, 2:00 p.m.**