

TRI-STATE OVERSIGHT COMMITTEE MONTHLY MEETING
at the Washington Metropolitan Area Transit Authority
Jackson Graham Building, 600 5th Street NW, Washington, DC 20001
Wednesday June 15, 2011
12:30 – 14:45
Minutes

Name	Agency	Phone	Email
Matt Bassett	TOC/DRPT	[REDACTED]	[REDACTED]
George Good	TOC/MDOT	[REDACTED]	[REDACTED]
Robert Kogan	TRA/TOC	[REDACTED]	[REDACTED]
James Benton	TOC/MDOT	[REDACTED]	[REDACTED]
Thomas Luglio (via teleconference)	TRA/TOC	[REDACTED]	[REDACTED]
Kenneth Korach (via teleconference)	TRA/TOC	[REDACTED]	[REDACTED]
Lt. Nopadon McKee	WMATA – MTPD	[REDACTED]	[REDACTED]
Darren McCoy	WMATA – SAFE	[REDACTED]	[REDACTED]
Robert Maniuszko	WMATA – SAFE	[REDACTED]	[REDACTED]
Dorsey Adams	WMATA – SAFE	[REDACTED]	[REDACTED]
Clay Bunting	WMATA – TRST	[REDACTED]	[REDACTED]
Hercules Ballard	WMATA – RTRA	[REDACTED]	[REDACTED]
Laynie Weaver	WMATA – OEM	[REDACTED]	[REDACTED]
Jim Dougherty	WMATA – SAFE	[REDACTED]	[REDACTED]
John Sevier	WMATA – TIES	[REDACTED]	[REDACTED]
Rich Sarles	WMATA – GM	[REDACTED]	[REDACTED]
Darvin Kelly	WMATA – TIES	[REDACTED]	[REDACTED]
Alex Seredich	WMATA - TIES	[REDACTED]	[REDACTED]
Mark Miller	WMATA – OEM	[REDACTED]	[REDACTED]
Ken Sundberg	WMATA - SAFE	[REDACTED]	[REDACTED]

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

The group reviewed and accepted the minutes from both April and May monthly meetings (there had been no quorum at the May meeting to approve the April minutes).

The group discussed the May and June CAPTURE meetings, and officially closed out those CAPs noted during the meetings – 12 closed, 8 pending TOC review.

Per D. Womack Kalla, there are 103 CAPs that will be overdue by the end of June, and 54 that have no CAP associated with them. **Action Item: TOC will work with WMATA to get updates on the open CAPs that are either overdue or have no CAP and/or completion date associated with them.**

M. Bassett gave an update on the 6/10 Moving TOC Forward meeting with staff from the three jurisdictions to analyze alternatives for creating a Metro Safety Commission. Staff had been working on a document to give to the TOC executives to list preferred alternatives. There is a teleconference among the TOC executives scheduled for July 5th. **Action Item: The TOC Executives will review the list of preferred alternatives for ‘moving TOC forward.’**

M. Bassett summarized the latest information on WMATA Governance Reform. This will also be a topic for discussion during the TOC executive teleconference July 5th.

K. Korach summarized the latest information on the revision process on the TOC-COG MOU. The group is waiting input from DC. **Action Item: E. Madison will reach out to A. Freeman to obtain input from DC on the TOC-COG MOU.**

The group discussed recent meetings, including the DCMP SCWG that took place this week; **Action Item: Tom L. will provide M. Bassett with information on the source of the requirement to provide TOC with ISA documents.** T. Luglio and J. Benton also gave a summary of the recent SSCRC meeting at WMATA, and suggested that future meeting schedules account for overlapping CAPTURE meetings. **Action Item: TOC will work with WMATA to help ensure that SSCRC meetings do not conflict with CAPTURE meetings so key TOC and WMATA personnel may attend both.**

M. Bassett described the latest status of the WMATA SEPP. WMATA has received TOC comments, and TOC will set up a time to review the revised SEPP on site. **Action Item: TOC will work with WMATA to set up a meeting to review the revised SEPP on-site.**

The group discussed accident investigations. J. Young wrote up a summary of accident and incident investigation reports received by TOC recommended for adoption; the TOC members adopted those reports. TOC members also adopted reports provided on 6/13.

T. Luglio recent DCMP Phase II meetings, and expressed concerns regarding the incorporation of safety and security during this stage of the project. **Action Item: T. Luglio will prepare a list of potential attendees for a meeting with DCMP to discuss Phase II safety and security concerns.**

M. Bassett described upcoming meetings and activities, including a 6/22/11 ceremony marking the 2nd anniversary of the Ft. Totten collision. The next SCWG Phase I meeting is next Tuesday 6/21; the ESC is scheduled for the same day. There will be a Board Safety and Security Meeting on Thursday 6/23. TOC will present at this meeting, and will highlight the large number of open CAPs that will be overdue.

The group discussed the report on TOC's recent study of rule compliance in rail yards. Per M. Bassett, WMATA requested that the names of front line employees interviewed be removed from the report. **Action Item: TOC (TRA) will revise the yard rule compliance report accordingly.**

M. Bassett described the current status of TOC office space. No decision has been reached by TOC executives as of this meeting. TOC executives will discuss this topic during the July 5th teleconference.

The group discussed the recent whistleblower case. **Action Item: K. Korach will draft a response letter to the organization representing the whistleblower regarding a potential in-person meeting.**

The group discussed hazard management efforts at WMATA. M. Bassett described WMATA's latest efforts to review employee Hours of Service, and to create a 'system-wide fatigue management plan,' This is a nascent project, and TOC will work with WMATA to review current policies and practices with respect to Hours of Service and fatigue management. WMATA has agreed to adopt the APTA HOS Standard for train operators, which stipulates no more than 14 consecutive hours on duty, and no less than 10 hours off duty between shifts.

The group discussed general hazard management program compliance. TOC plans to perform an independent assessment of the hazard management program at WMATA later this year, most likely late summer or fall. **Action item: TOC will work with WMATA to schedule a review of WMATA's HM program.**

The group discussed DC's commitment to allocating one full-time TOC member. At this time, TOC expects a letter from FTA regarding the full-time member from DC. TOC will respond to the letter as soon as it is received.

The WMATA Accident Investigation Procedures have been undergoing TOC and TRA review. TOC has committed to providing WMATA with comments by 6/24. **Action Item: TRA and TOC will complete comments on the WMATA AIP and provide those to WMATA.**

Next Internal TOC Meeting: Wednesday, July 27, 2011, 12:30 p.m.

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

The group reviewed the minutes from April and May. There were no comments, and the minutes were approved.

B. Maniuszko described recent SAFE rule compliance initiatives. SAFE has been monitoring rule compliance in yard limits. SAFE has also been observing door operations on the mainline, compliance with SOPs, in response to recent incidence of wrong-side door openings. SAFE has also been conducting RWP compliance checks. SAFE's goal is to document the results of such checks into the SMS, and has been working with WMATA's IT to implement a process by which any group can log in and see the results of compliance checks and analyze trends.

K. Sundberg summarized recent accidents, incidents, and hazards. Following an incident in which an apparent miscommunication resulted in a near miss involving employees working in or near the active right of way, SAFE held a "safety stand-down" with front line employees.

The group discussed yard rule compliance. Per H. Ballard, RTRA has placed a RTRA Supervisor in the yard towers during the midnight shift. The yard compliance report by TOC will be presented to WMATA over next few days, and will be presented to Board on 6/23.

M. Bassett described TOC future evaluation of WMATA HM program as currently described under the SSPP (as described in the first segment of this meeting).

The group summarized the 6/13 and 6/14 CAPTURE meetings (also described in the first section of this meeting). There are 103 CAPs that will come due 6/30, 54 that don't have a CAP developed as of this meeting. **Action Item: TOC will schedule at least one additional CAPTURE meeting with WMATA.**

M. Bassett discussed Hours of Service. This issue was discussed at the most recent Board Safety and Security Committee Meeting. TOC is planning to work with WMATA to evaluate employee Hours of Service and fatigue management.

M. Bassett described the positive efforts of WMATA in completing internal safety audits.

TOC recently learned about ongoing internal stakeholder meetings relative to the 7000 series railcars. TOC will coordinate with WMATA to attend such meetings. WMATA did not have information regarding the date and time of the next ATC stakeholders meeting, but would follow up with TOC as soon as this information becomes available.

Next TOC-WMATA Monthly Meeting: Wednesday July 27, 2011, 2:00 p.m.