

TRI-STATE OVERSIGHT COMMITTEE MONTHLY MEETING
at the Washington Metropolitan Area Transit Authority
Jackson Graham Building, 600 5th Street NW, Washington, DC 20001
Wednesday July 27, 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]
Eric Madison	TOC/DDOT	[REDACTED]	[REDACTED]
Thomas Luglio (via teleconference)	TRA/TOC	[REDACTED]	[REDACTED]
Lt. Nopadon McKee	WMATA – MTPD	[REDACTED]	[REDACTED]
Darren McCoy	WMATA – SAFE	[REDACTED]	[REDACTED]
Dorsey Adams	WMATA – SAFE	[REDACTED]	[REDACTED]
Laynie Weaver	WMATA – OEM	[REDACTED]	[REDACTED]
Ken Sundberg	WMATA - SAFE	[REDACTED]	[REDACTED]
Sgt. Jason Sullivan	WMATA- MTPD	[REDACTED]	[REDACTED]
Barbara Jackson-Williams	WMATA – OIG	[REDACTED]	[REDACTED]

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

The group discussed the process for approval, tracking, and verification of internal safety audit CAPs. For internal safety audit CAPs, according to the current PSP, TOC is responsible for verifying their completion; this is above and beyond the requirements set forth in Part 659. The group discussed potential revisions to the TOC PSP to better reflect the process for the development, review, tracking, and verification of CAPs resulting from ISAs. **Action Item: TOC will work with WMATA to update the process for tracking and verifying CAPs resulting from ISAs and ISecAs (pending).**

M. Bassett gave an update on the whistleblower case. Counsel for the three jurisdictions have agreed on an approach for interviewing the whistleblower, and are awaiting a response from the whistleblower’s counsel.

M. Bassett discussed the Moving the TOC Forward effort. TOC Executive Staff will draft language for a potential Compact Amendment. **Action Item: TOC Executive Staff and TRA will work on draft language for either amending the WMATA Compact, or for a new compact establishing a new Metro Safety Commission. (pending)** TOC received a copy of the “Transforming Governance of the Washington Metropolitan Area Transit Authority, dated July 21, 2011.” The TOC COG MOU is now completed and signed. **Action Item: M. Bassett will distribute copies of the signature pages to TRA and to T. Savoie at COG. (completed)**

The group discussed COG funding for TRA’s contract. **Action Item: M. Bassett will reach out to T. Savoie in order to clarify contract accounting. (completed)**

The group discussed internet, billing, office space, parking, and other issues relative to proposed office space at 55 M Street SE (the new DDOT headquarters).

T. Luglio discussed the DCMP SCWG meeting. There was a recently identified hazard related to beams, and they appear to be appropriately addressing the issue through the hazard management process. T. Luglio also gave a summary of the recent SSCRC meeting.

TOC will be visiting New Carrollton Yard on Friday 7/29 at 10am to view a 7000-series "soft mock-up."

M. Bassett summarized the recent ESC meeting. WMATA had discussed radio issues during this meeting. At the previous ESC, WMATA had discussed a review of Fire/Life Safety at bus garages that had resulted in concerns; WMATA plans a similar review of rail facilities.

J. Benton summarized a recent status meeting on open findings from WMATA ISAs. WMATA has provided documentation for TOC review. T. Luglio updated the spreadsheet being used to track WMATA ISA scheduling.

M. Bassett summarized last week's CAPTURE meeting. Approximately 7-8 CAPs were closed during the meeting, and WMATA provided updates on several additional CAPs.

At yesterday's accident incident work session, TOC adopted 7 incident investigation reports.

T. Luglio discussed the Dulles Phase 2 meeting, and recommended setting up a briefing with SAFE to get an update on efforts to incorporate safety and security into the Phase 2 design process from MWAA. **Action Item: TOC will work with WMATA and MWAA to set up such a briefing (pending).**

The group discussed upcoming meetings and other activities:

- Next SSCRC: 8/9 Tuesday, 1pm (changed to 8/15/11 at 1:00 PM)
- Next 7K Program Review and Safety Working Group: Thursday 8/11, time TBD
- Next DCMP SCWG Phase I: Tuesday 8/16, time 1:00 PM
- Next ESC: Tuesday 8/23, time 11:00 AM

TOC will be making a presentation at the October 2011 WMATA Board Meeting on the "Joint Fatigue Management Study." TOC held its first round of interviews on fatigue management with the ATC group on Monday. **Action Item: TOC will work with WMATA to add Power (part of Systems Maintenance) to the list of functions to be reviewed by the JFMS (completed).**

M. Bassett sent out a copy of TOC's hazard management program. **Action Item: TRA will review the hazard management procedure and provide any comments by next week (completed).**

Next Internal TOC Meeting: Wednesday, August 17, 2011, 12:30 p.m.

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

Transit Police arrived at the meeting with a hard copy of the WMATA SEPP, which has been reviewed by TOC. **Action Item: TOC will provide a formal approval letter to WMATA on SEPP (version 2, 5/31/11) (completed).**

TOC did not provide WMATA with the June meeting minutes in advance of this meeting; the June minutes will be provided in advance of the August monthly meeting for approval at that meeting.

TOC sent a letter to FTA requesting closure of an open audit finding regarding open accident and incident investigations. TOC is awaiting a response from FTA on this request. (Update: FTA has since closed this finding).

M. Bassett summarized the 7/26 accident/incident investigation work session. There were seven reports adopted at this meeting.

K. Sundberg summarized accidents and incidents, and ongoing investigations.

The group discussed the SMS, and the potential for integrating CAP functionality into the software. WMATA is still working with its consultant on the scope of such a project. Longer term, WMATA will grant access and eventually a VPN to allow for remote access to the SMS.

M. Bassett discussed HM program compliance, as well the Safety Rules and Procedures Manual. WMATA provided TOC with a copy of the new Hazard Management Procedure, which is part of the Safety Rules and Procedures Manual, and that procedure is currently under review. TOC will review WMATA implementation of its HM procedure in order to satisfy an open FTA audit finding.

M. Bassett provided a summary of the CAPTURE meeting that took place 7/19. There were seven CAPs closed at the meeting; TOC also received documentation on two additional CAPs since the meeting, now also closed. As part of this process, TOC reviewed a hard copy of the signed, executed WMATA SEPP. The associated CAP is now closed, and TOC will issue a formal approval to WMATA.

The group discussed internal safety and security audit findings, and TOC's role in reviewing and approving CAPs that result from such internal audits. One possible approach moving forward will be for WMATA to give TOC a letter or memo describing the process used to verify completion of a given ISA CAP, including a list of documentation, and TOC will have the ability, but not necessarily be required, to review associated documentation, or take additional steps to verify CAPs on a case by case basis. This may require a change in the TOC PSP.

There is a startup steering committee for the Dulles Corridor Activation on Wednesday 8/3. (M. Bassett and T. Luglio attended)

The group discussed the ongoing JFMS. On Tuesday 8/2 TOC, TRA, and SAFE representatives will meet with CMNT at Greenbelt Yard (since completed).

D. McCoy gave an update on the recent ISSA status meeting. SAFE received updates and documentation in support of ISSA CAPs. T. Luglio sent a spreadsheet to D. McCoy on the scheduling and implementation of ISSAs. The group discussed upcoming audits; notifications and checklists were received by TOC.

TOC received an invitation to the BASE review out brief, which will take place August 4th. (M. Bassett and S. Frazier attended)

M. Bassett described TOC's participation in recent regular 7K stakeholder meetings. ATC meetings haven't taken place since the "summit" meeting in February. **Action Item: TOC will draft a letter to WMATA regarding the ATC stakeholders meeting (completed).**

TOC received an update from FTA on the audit findings. **Action Item: TOC will update FTA on open audit items by September 15th (pending).**

The group discussed safety and security relative to Phase II of the DCMP. **Action Item: TOC will work to set up a meeting with SAFE and MTPD to discuss Dulles Phase II safety and security concerns, and an approach for reaching out to MWAA (pending).**

Next TOC-WMATA Monthly Meeting: Wednesday August 17, 2011, 2:00 p.m.