

**TRI-STATE OVERSIGHT COMMITTEE MONTHLY MEETING**  
at the Washington Metropolitan Area Transit Authority  
Jackson Graham Building, 600 5th Street NW, Washington, DC 20001  
Wednesday August 17, 2011  
**12:30 – 14:45**  
**Minutes**

Name	Agency
Matt Bassett	TOC/DRPT
George Good	TOC/MDOT
James Benton	TOC/MDOT
Eric Madison	TOC/DDOT
Ken Korach	TRA/TOC
Robert Kogan	TRA/TOC
Dave Harlan	TOC/DRPT
Lt. Nopadon McKee	WMATA – MTPD
Darren McCoy	WMATA – SAFE
Dorsey Adams	WMATA – SAFE
Laynie Weaver	WMATA – OEM
Ken Sundberg	WMATA - SAFE
Sgt. Jason Sullivan	WMATA- MTPD
Darvin Kelly	WMATA – TIES
Richard Sarles	WMATA – GM
James Dougherty	WMATA – SAFE
Hercules Ballard	WMATA – RTRA
Brian A. Glenn	FTA
Robert McClinton	WMATA - OIG
Damon Cannon	WMATA – CMNT
Dave Kubicek	WMATA - DGMO

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

The group discussed the Dulles Corridor project and long term TOC oversight commitments for that project. TOC will discuss involvement in the Dulles Corridor project oversight at the next TOC Executive Committee Meeting. The next such meeting will likely be in October.

The group discussed draft language prepared as a potential addendum to the WMATA Compact, or, alternatively, a new Compact establishing a Metro Safety Commission. The draft language will be vetted internally by TOC Executive Committee members.

The group discussed TOC office space. E. Madison updated the group on potential office space owned by DDOT. No formal arrangement has yet been made between the TOC jurisdictions and DDOT for office space.

M. Bassett discussed the most recent DCMP SCWG meeting, including safety and security efforts relative to Phase II, and T. Luglio's concerns about needing to bolster integration of safety and security into all project phases. **Action Item: M. Bassett will reach out to WMATA to set up a meeting to discuss (completed – this meeting will take place September 20<sup>th</sup>).**

J. Benton discussed the SCRC meeting, also attended by D. Harlan. **Action Item: D. Harlan will distribute notes from this meeting to the group (completed).**

**Minutes**

M. Bassett attended the most recent ESC meeting. Significant issues discussed at this meeting included ongoing radio system issues, and fire/life safety evaluations at WMATA facilities.

TOC has requested to be invited to ISSA quarterly review meetings, held by WMATA. Each quarter, the various WMATA departments meet with SAFE to provide status reports on CAPs resulting from internal audits. M. Bassett suggested that such meetings could be integrated into the CAPTURE process, initially as supplemental to CAPTURE meetings. **Action Item: TOC will reach out to WMATA to attend ISSA quarterly review meetings (complete).**

M. Bassett discussed ATC meetings, and specifically the desire to have WMATA hold high level regular ATC meetings to ensure ‘cross-pollination.’

The group briefly discussed the ongoing whistleblower case. TOC is awaiting a response from the individual’s counsel to set up a meeting.

M. Bassett and R. Kogan gave an update on the ongoing Joint Fatigue Management Study that TOC is conducting with WMATA SAFE. TOC and WMATA are interviewing employees across WMATA rail departments, and are awaiting access to employee time on duty records. (These records have since been received by TOC, as of September 13<sup>th</sup>).

The group discussed the Metrorail Safety Rules and Procedures Manual. This document was subject to an FTA audit finding that remains open. FTA’s finding mandated that TOC require WMATA to review and update the Safety Rules and Procedures Manual, and that TOC must formally review and approve this document. However, WMATA has indicated that the component parts of the old document may be integrated into other documents such as the SSPP, or else kept as standalone procedure documents.

**Next Internal TOC Meeting: Wednesday, September 21, 2011, 12:30 p.m.**

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

The group discussed the minutes from the June and July meetings. These minutes were approved.

K. Sundberg gave an update on recent accidents, incidents, hazards, and near-misses, including ongoing investigations.

M. Bassett discussed TOC comments on WMATA’s HM procedure, and its relation to the WMATA Safety Rules and Procedures Manual. WMATA is evaluating the Manual to determine whether to use the manual as a model, or else incorporate important parts of it into existing corporate documentation or use standalone procedure documents.

SAFE is in the process of reviewing and revising the WMATA Accident Investigation Procedures. This document must be vetted by the Executive Leadership Team. J. Dougherty estimated that TOC may see a final draft in the next several weeks. (As of September 13<sup>th</sup>, TOC has not yet received the revised procedures).

**Minutes**

M. Bassett summarized the 8/16 CAPTURE meeting. The group discussed potential future changes to TOC procedures relative to TOC approval and monitoring of certain types of CAPs. Transit Police and WMATA OEM have spent considerable efforts in implementing CAPs. The group also discussed having TOC participate in quarterly meetings during which the various WMATA departments provide updates on internally-generated CAPs (through the ISA process). K. Sundberg discussed software solutions to CAP tracking and monitoring.

M. Bassett gave a summary of the progress of the TOC-WMATA Joint Fatigue Management Study, which is ongoing. The group discussed the measurements used to assess the results of this study, such as employee injury and accident rates. The end product should consist of a quantitative review of employee hours, as well as qualitative information gleaned from interviews with employees. Additionally, the end product may include a review of current practice in the transit industry and transportation more generally, as well as general recommendations. This process will last well beyond the October presentation to the WMATA Board of Directors, which will generally summarize the results of the fact-finding phase. R. Sarles requested that TOC and WMATA SAFE lay out a path forward beyond this phase. **Action Item: TOC and WMATA will work together to identify a path forward for the fatigue management study following the conclusion of the fact-finding phase (completed).**

M. Bassett discussed the 7000-Series rail car procurement process. TOC has been granted access to participate in ongoing high-level meetings. M. Bassett also discussed ATC projects, and the high-level meetings. D. Kubicek explained some of the obstacles that have precluded regular meetings; however, he expects such meetings to resume, probably in September. **Action Item: TOC will follow-up with WMATA to ensure that a high-level ATC meeting takes place that TOC has the opportunity to participate (pending).**

There will be an accident/incident work session next week; TOC and WMATA will coordinate a time and location for this meeting. (TOC and WMATA held an accident meeting on September 13<sup>th</sup>, as there was not enough new material to provide TOC the week following the August 17<sup>th</sup> monthly meeting).

B. Maniuszko discussed upcoming Internal Safety Audits.

D. Kubicek showed the group a hard copy of the final, published MSRPH. Due to the cost of the handbooks, WMATA is unable to provide multiple copies to TOC members; however, the MSRPH will be made available to TOC electronically.

B. Glenn asked about the Dulles project and referenced previously brought-up TOC and WMATA concerns relative to the SSC process. M. Bassett indicated that there are no significant problems with the SSC process for Phase I at this time; rather the concerns expressed relate to Phase II. (TOC and WMATA have scheduled a meeting to discuss the SSC process for Phase II on September 20<sup>th</sup>).

B. Glenn also inquired as to the status of the full-time TOC member from DC, which remains an open FTA audit finding. Per E. Madison, DDOT executives have not yet made their decision as to how to move forward relative to a full-time TOC member.

**Next TOC-WMATA Monthly Meeting: Wednesday September 21, 2011, 2:00 p.m.**