

**TRI-STATE OVERSIGHT COMMITTEE MONTHLY MEETING**  
at the Washington Metropolitan Area Transit Authority  
Jackson Graham Building, 600 5th Street NW, Washington, DC 20001  
Wednesday October 19, 2011  
**12:30 – 14:45**  
**Minutes**

Name	Agency
Matt Bassett	TOC/DRPT
George Good	TOC/MDOT
James Benton	TOC/MDOT
Eric Madison	TOC/DDOT
Thomas Luglio (via phone)	TRA/TOC
Robert Kogan	TRA/TOC
Lt. Nopadon McKee	WMATA – MTPD
Darren McCoy	WMATA – SAFE
Robert Maniuszko	WMATA – SAFE
Dorsey Adams	WMATA – SAFE
Darvin Kelly	WMATA – TIES
James Dougherty	WMATA – SAFE
Rodrigo Bitar	WMATA – TIES
Clay Bunting	WMATA – TIES
Alex Seredich	WMATA – TIES
Byron England	WMATA – RTRA
Brian Glenn	FTA

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

The group discussed the minutes from the September 2011 monthly meeting. Per the previous action items, TRA will continue to follow up with WMATA to attempt to schedule RWP training for TOC members and TRA (TOC has since received schedule information from WMATA and will pass along to TOC members).

TOC completed its review of the draft WMATA accident investigation procedures. The document requires approval and signature by the GM before the document is finalized; once this occurs, the TOC will formally approve the procedures (TOC has formally approved the procedures).

The group discussed the Executive Committee conference call that took place 10/14. E. Madison updated the group on the potential TOC office space at 55 M Street. DC has also initiated the process for posting a position for a full-time, permanent member.

T. Luglio discussed the DCMP project and other capital projects and associated meetings. WMATA has changed safety and security certification consultants. M. Bassett and T. Luglio also discussed the comprehensive hazard analysis for Phase I of the DCMP. There is a meeting tentatively scheduled with FTA to discuss the SSMP, though no date yet. **Action Item: TRA will provide comments to TOC on the SSMP (completed).** T. Luglio also attended the Startup Steering Committee meeting.

M. Bassett summarized the most recent Executive Safety Committee (ESC) meeting.

The group discussed several upcoming internal audits at WMATA and coordinated TOC attendance.

**Minutes**

WMATA holds quarterly ISA CAP meetings between SAFE and various operating departments with open ISA CAPs. The group discussed participation in these meetings and the potential for addressing other CAPs in addition to ISA CAPs.

R. Kogan and J. Benton summarized the CAPTURE meeting from 10/18. TOC closed three CAPs at this meeting: 10-020, 10-021, and 10-153.

M. Bassett and R. Kogan summarized the accident work session that took place this morning, 10/19. TOC adopted reports for five incidents at this meeting – 310, 346, 347, 350, 318.

J. Benton discussed the recent 7000-Series Stakeholders' meeting. There also was an ATC summit, for which D. Womack-Kalla provided TOC with a written summary.

M. Bassett discussed upcoming meetings. The TOC executives intend to hold a conference call with the WMATA GM prior to the WMATA Board presentation on fatigue management. At this time TOC is working with WMATA to ensure the validity of the analysis; once this is completed, TOC will work with its executives to schedule such a call.

The group discussed the process moving forward with the audit of hazard management. The group discussed Local Safety Committee (LSC) meetings that TOC members have attended. TOC will also seek to attend a Departmental Safety Committee (DSC) meeting, and to request minutes or action items from previous such meetings, as appropriate. **Action Item: TOC will schedule meetings with SAFE to discuss and verify implementation of the Hazard Management Procedure and the Safety Measurement System (SMS) (completed).**

**Action Item: TOC will arrange to attend a WMATA DSC meeting.**

**Next Internal TOC Meeting: Wednesday, November 16, 2011, 12:30 p.m.**

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

M. Bassett discussed the process for TOC approval of the WMATA accident investigation procedures. (TOC formally approved these procedures).

The group discussed recent accidents and incidents. B. Maniuszko updated the group on two separate fire incidents at Union Station. These remain under investigation. There was a reported near miss near L'Enfant Plaza involving a work crew that wasn't authorized to be in the track area. WMATA is taking steps to address some radio communications issues, and will provide TOC with documentation thereof. There was a collision with a person at Clarendon station that resulted in a fatality (since determined a suicide). The evacuation process that resulted caused disruptions that attracted a high level of external attention. The WMATA Office of Emergency Management (OEM) is planning meet with local fire departments to discuss improving response to such incidents.

The group discussed the CAPTURE meeting that took place yesterday, 10/18/11. Per above, TOC closed three items.

**Minutes**

There will be an LSC meeting on 10/25 will be in S&I Shop Cafeteria at 10am. M. Bassett described TOC's efforts in conducting a review of the WMATA Hazard Management Procedure, which includes attendance and observation of LSCs, Area Safety Committees (ASCs), DSCs, and ESCs; as well as verification of the implementation of the Hazard Management Procedure through the SMS.

M. Bassett described current progress in completing the fatigue management study with SAFE. TOC and SAFE are currently evaluating the validity of the quantitative data analysis and expect to continue to work with this data in developing factual metrics to present to the WMATA Board of Directors at a meeting to be held October 27, 2011 (this has been postponed until November 17, 2011).

The group discussed RWP refresher training for TOC members and consultants. Per B. Maniuszko, the RWP employee class is offered weekly, and provided appropriate contact information.

D. McCoy summarized upcoming ISAs to take place in November, on the 14<sup>th</sup> and 15<sup>th</sup> of the following departments: Training and Organizational Development; RWP Training; Technical Training, and Rail Scheduling and Planning (these ISAs have since been rescheduled until November 29<sup>th</sup> and 30<sup>th</sup>).

The group discussed Dulles Corridor safety and security certification. WMATA believes that MWAA should conduct a hazard analysis for Phase I, and a preliminary hazard analysis for Phase II. B. Glenn discussed the need to ensure that these processes are completed.

The group discussed the 7000-series railcar procurement, as well as the ATC task force meeting.

**Next TOC-WMATA Monthly Meeting: Wednesday November 16, 2011, 2:00 p.m.**