

TRI-STATE OVERSIGHT COMMITTEE MONTHLY MEETING
at the Washington Metropolitan Area Transit Authority
Jackson Graham Building, 600 5th Street NW, Washington, DC 20001
Wednesday, April 18, 2012
Minutes

Name	Agency
Matt Bassett	TOC/VDRPT
James Benton	TOC/MDOT
John Chism	TOC/DDOT
George Good (via teleconference)	TOC/MDOT
David Harlan (by teleconference)	TOC/VDRPT
Robert Kogan (by teleconference)	TRA/TOC
Richard Sarles	GM
Rob Troup	TIES
Hercules Ballard	RTRA
James Dougherty	SAFE
Lou Brown	SAFE
Darren McCoy	SAFE
Dorsey Adams	SAFE
David Newman	SMNT
Charles Briscoe	SAFE
Byron England	RTRA
Alex Seredich	TRST
Larry Lee	TRST
Bob Maniuszko	SAFE

Internal Meeting 12:30-14:00 TOC & TRA Only

The group discussed the 4/11/12 executive meeting. M. Bassett is working with the executives' schedulers to find a date in May for the Secretaries and Directors scheduling for TOC Executives riding a train. (This has since been scheduled for June 18th). TOC executives also discussed personnel matters during the meeting, as well as the potential for a new interstate compact that would allow the creation of a new oversight entity.

TOC will continue to provide the executives with a summary of TOC oversight of WMATA capital projects on a quarterly basis. These summaries include a list of WMATA capital projects, TOC's oversight role, and safety or security concerns (if any) to bring to the attention of the executives.

The STOMP is being reviewed by MD, DC and VA executives and legal staff. **Action Item: executive level staff should complete their review of the STOMP by May 1. (Status: DDOT has outstanding questions regarding the STOMP, call scheduled for 5/15/12).**

The group discussed additional resources needed to support TOC oversight of the DCMP as it approaches revenue service. Such resources would likely need to be increased, albeit temporarily, for additional meetings, document reviews, and the Pre-Revenue Service Assessment.

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The group discussed the Key Activity Report, and agreed that the executives would prefer CAP information presented as performance metrics rather than information about the status of individual CAPs; also, TRA will simplify the descriptions of accident investigations for future reports.

R. Kogan and D. Harlan discussed the Dulles project. TOC attended the Safety/Security Certification Working Group meeting 4/17. TOC representatives will continue to attend this meeting each month.

J. Benton discussed the 7000 series meetings and TOC's participation in the regular Project Review Meetings. D. Womack-Kalla attended the most recent 7000-series Project Review Meetings on behalf of TOC and will provide a meeting summary to the TOC members (completed).

SEPP - TRA had prepared a draft letter of approval; TRA will re-send this letter to TOC (completed – TOC has since transmitted the formal SEPP approval letter to WMATA).

There was a CAPTURE meeting held the previous day (4/17). Only a few CAPs were closed at this meeting; TOC will plan to meet with WMATA at least once more during the month of April regarding CAPs (completed).

Next TOC Internal Meeting: Wednesday May 16, 10:30 a.m.

External Meeting TOC, TRA, WMATA, FTA, NTSB, TSA

B. Maniuszko and J. Sullivan summarized recent accidents and incidents, each of which is still under investigation. WMATA will provide appropriate reports to TOC as required.

M. Bassett and B. Maniuszko discussed RWP job safety briefing compliance. TOC completed a review a sample of forms to check on compliance with safety briefing requirements. TOC will provide WMATA with a written letter or memo with the results of its review of these forms.

M. Bassett discussed TOC's observation of an emergency exercise that took place Sunday night and Monday morning April 15-16. The group discussed WMATA's process for after-action reports and the development of corrective action plans. TOC stated a desire to see the after action process strengthened in accordance with TOC requirements and HSEEP guidelines. TOC will follow up with WMATA on the after-action process and tracking of corrective action plans.

WMATA staff gave an update on the investigation into the cause of the 2000-3000 and 5000 series railcar friction ring failures. The investigation remains open and ongoing.

The group discussed rail breaks. Per WMATA staff, thus far each of the recent breaks has been attributed to a different cause, so no single issue seems to be causing rail breaks at this time.

M. Bassett summarized CAPTURE from April, during which few CAPs were closed. **TOC will work with SAFE to schedule at least one additional CAP closure meeting in April.**

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D. McCoy summarized the status of recent ISSAs. SAFE is working on reports for internal audits of Training, CENV, and CENI, and will provide these to TOC as soon as they become available.

The group discussed the 7000-Series Railcar procurement. WMATA is still finalizing its Rail Fleet Management Plan (RFMP), which has gone back and forth with FTA for several months. WMATA will provide TOC with a copy of the RFMP as soon as it is completed and finalized.

The group discussed the PSP. WMATA discussed a few comments regarding hazard reporting criteria. **WMATA will provide TOC with formal written comments on the draft PSP. (pending).**

M. Bassett discussed TOC and SAFE observations of employee RWP compliance. **TOC will work with SAFE to schedule field observations of RWP compliance (first such observation will be May 16th).**

The group discussed the upcoming WMATA Board Safety and Security Committee meeting on May 10th. TOC will be presenting to the Board at this meeting, and will be providing its PowerPoint presentation to WMATA for inclusion in the meeting packet (completed).

Next TOC External Meeting: Wednesday May 16, 2012, 1:00 pm