

**TRI-STATE OVERSIGHT COMMITTEE MONTHLY MEETING**  
at the District Department of Transportation  
Jackson Graham Building, 600 5th Street NW, Washington, DC 20001  
Wednesday, July 17, 2013  
**External Meeting Minutes**

<b>Name</b>	<b>Agency</b>	<b>Phone</b>	<b>Email</b>
James Benton	TOC/MDOT		
Sharmila Samarasinghe	TOC/DRPT		
Klara Baryshev	TOC/DDOT		
John Chism	TOC/DDOT		
Robert Kogan	TRA/TOC		
James Young	TRA/TOC		
Robert Maniuszko	SAFE		
Darren McCoy	SAFE		
Monic Morgan	PPLE		
Charles Briscoe	SAFE/CQAL		
Brian Glenn	FTA		
L.M.D.D. Biggs	MTPD		
Hercules Ballard	RTRA		
Dorsey Adams	SAFE		
Tom Jones	SAFE		

**External Meeting - 2:00-3:30**

The group reviewed and approved minutes from June's monthly meetings.

Regarding the interface between Media Relations and SAFE: R. Maniuszko stated that safety-related news releases are circulated to all ELT members for verification and comment, about the same time the TOC receives a copy.

H. Ballard provided a brief update on the digital radios being provided to Train Operators.

T. Jones provided an overview of his fire assessments for facilities, including the follow-up process for corrective actions. He said it would be acceptable for a limited number of TOC representatives to join for a sample assessment. **Action Item: TOC will follow up with SAFE to arrange to accompany T. Jones for an assessment.**

R. Maniuszko provided an update of ETS box maintenance; he said he would provide more specific numbers to the TOC.

R. Maniuszko said the draft report on emergency intercoms is under review and should be sent to the TOC shortly.

The TOC asked about the status of MTPD's response to the TOC's letter regarding a citizen complaint about his experience with on-board emergency intercoms. **Action Item: Lt. Biggs said he would coordinate Chief Pavlik responding to the letter.**

WMATA personnel stated that it was unclear how juveniles gained access to an operating cab in service on 7/14, but that they consider it only a nuisance/vandalism issue. [ Security topic redacted ]

Regarding a series of yard incidents this year, R. Maniuszko said it does not appear incidents are confined to any one yard. He noted mitigations enacted, including placement of Supervisors in five Yard Towers during busy times of the day. H. Ballard said WMATA cannot support staffing levels to have Supervisors in all towers at all times of the day. He also said WMATA will require radio read-backs in yards (as required on mainline), and conduct audits on communications.

The TOC asked about WMATA's attempts to incorporate witness statements in investigation reports. R. Maniuszko said WMATA includes witness comments for only larger investigations; he also cited a report in which he called customers who were listed as injured or witnesses. J. Benton said the group can discuss incident report format/content at the investigation work session scheduled on 7/22.

S. Samarasinghe proposed moving CAPTURE meetings earlier in the month to accommodate WMATA's schedule for tallying closed CAPs per calendar month. **Action Item: M. Morgan will check with other CAPTURE stakeholders to determine whether such a schedule would be better.**

The TOC reminded MTPD that it must create CAPs from the system-wide TVA.

T. Jones said WMATA is determining dates for Silver Line drills, which will separately include a tunnel section, a station, and an active police situation. He said these drills will likely supplant system-wide drills for the year.

The TOC and FTA requested the most recent version of the Silver Line Rail Activation Plan from WMATA. **Action Item: WMATA will provide TOC with the updated Rail Activation Plan.**

LMDD Biggs said MTPD will be conducting its internal audit of MTPD in conjunction with the TOC's audit the week of 7/29. (This has since been postponed).

R. Maniuszko stated that WMATA has a copy of the TOC's observations from the railcar PA announcements and will use it to inform WMATA's own audit to be conducted.

R. Maniuszko said all station emergency intercoms have been modified so that they ring to all station kiosks, rather than the closest one. If there is no response it rings to ROCC, and then the Elevator/Escalator service desk.

TOC representatives noted that WMATA did not respond to each TOC recommendation individually from the special study of rule compliance programs. WMATA representatives said they believe the overall response in its letter addressed the recommendations. **Action Item: TOC will continue to work with WMATA to obtain written responses to each recommendation.**

The TOC noted that it plans to conduct a station PA reliability study, similar to the railcar PA observations recently completed.

J. Benton proposed interviewing Train Operators anonymously to determine their insight on safety issues.

**Action Item: WMATA requested that TOC provide dates for a rescheduled railcar familiarity session. The TOC also requested that WMATA provide an Operator's Manual in advance of the session.**

**Next TOC External Meeting: Wednesday, August 21, at 2:00 pm, at JGB**