

TRI-STATE OVERSIGHT COMMITTEE MONTHLY MEETING
 at the District Department of Transportation
 Jackson Graham Building, 600 5th Street NW, Washington, DC 20001
 Wednesday, August 21, 2013
External Meeting Minutes

Name	Agency	Phone	Email
James Benton	TOC/MDOT		
Sharmila Samarasinghe	TOC/DRPT		
Klara Baryshev	TOC/DDOT		
James Young	TRA/TOC		
Darren McCoy	SAFE		
Monic Morgan	PPLE		
Charles Briscoe	SAFE/CQAL		
Chief Ronald Pavlik	MTPD		
Hercules Ballard	RTRA		
Dorsey Adams	SAFE		
James Dougherty	SAFE		
Lou Brown	SAFE		
Byron England	RTRA		

External Meeting - 2:30-3:15

The group reviewed the July meeting Action Items:

- L. Brown advised that the next two weeks would be the best timeframe to join T. Jones for a facility fire assessment
- R. Pavlik said that MTPD has responded to the citizen complaint regarding emergency intercoms/police response
- D. McCoy said the current CAPTURE schedule best suits the stakeholders involved.
- D. Adams will identify dates in late September for a TOC railcar familiarization session.

The TOC approved minutes the from July's monthly meetings.

The group briefly discussed a recent incident involving a patron's bag strap that was caught in a door after the patron stuck the bag in to hold the doors.

The group discussed whether WMATA has created a procedure for QA checks of railcar PA announcements, based on the TOC's observations. M. Morgan stated she would follow-up with QAAW.

Chief Pavlik said MTPD is finishing its review of the system-wide TVA for recommendations that will become CAPs.

The group discussed the status of reports on recent incidents.

Regarding documents that the TOC must review before Silver Line Phase I service:

- TVA: Chief Pavlik stated MTPD is reviewing a draft.
- PHA: L. Brown stated SAFE has reviewed a draft but not seen a final version.
- SSPP: L. Brown stated he will provide the TOC with a courtesy draft when departments receive his revised draft.

The group discussed how the TOC can support WMATA in pursuing safety certification of joint development/adjacent projects that WMATA must accept; such support may include a TOC discussion with the FTA regarding their ability to compel non-transit agencies to perform safety certification.

J. Benton noted the current state of the Procurement, System Safety, and Security Triennial Reviews of WMATA. Chief Pavlik noted that the SEPP has been signed and is available for TOC review.

The TOC noted that it plans to conduct a station PA reliability study, similar to the railcar PA observations recently completed. C. Briscoe discussed checks that CQAL has conducted recently regarding on-board and at-platform Train Operator announcements.

The group discussed the process for revisions and distributions of the RWP manual. D. Adams said a WMATA escort is provided for contractor work, and the escort is responsible for knowing revisions. **Action Item: The TOC will provide further information to WMATA on what it noticed has been updated in the RWP manual so that WMATA may explain how new manual information is disseminated to employees expeditiously.**

Next TOC External Meeting: Wednesday, September 18, at 2:00 pm, at JGB