

TRI-STATE OVERSIGHT COMMITTEE
MONTHLY IN-PERSON MEETING MINUTES
 Wednesday, October 8th, 10:00AM
 at NVTC, 4350 N. Fairfax Drive, #720, Arlington, VA 22203
 Call-in Number [REDACTED]

Attendees:

Name	Agency/Firm	Position	Phone	E-mail
John Contestabile	MDOT	TOC Chair	[REDACTED]	[REDACTED]
Eloy Recio	VA DRPT	TOC Member	[REDACTED]	[REDACTED]
Eric Madison	DDOT	TOC Vice Chair	[REDACTED]	[REDACTED]
Emile Smith	DDOT	Emergency Homeland Security Coordinator	[REDACTED]	[REDACTED]
Matt Bassett	MDOT	TOC Member	[REDACTED]	[REDACTED]
Darren McCoy	WMATA	System Safety	[REDACTED]	[REDACTED]
Ron Keele	WMATA	System Safety	[REDACTED]	[REDACTED]
Ron Edwards	WMATA	System Safety	[REDACTED]	[REDACTED]
Lt. Jennifer Donald	WMATA MTPD	Research & Planning	[REDACTED]	[REDACTED]
Robert Kogan	TRA	TOC Consultant	[REDACTED]	[REDACTED]
Tom Luglio	TRA	TOC Consultant	[REDACTED]	[REDACTED]

First Portion (10:00 to 10:15) TOC Only

Meeting convened at 10:15am.

1. **Review/Approve Draft Agenda (Chair)** – TOC members approved the draft agenda.
2. **TRA Contract Amendment** – The budget projection for 2009 is \$480,000. No notice-to-proceed can be given on the right-of-way worker protection task for TRA until COG issues the contract amendment.
3. **TOC Jurisdictional Contributions for FY09** – DC and MD are paid up in full for FY08. VA will check.
4. **TRA RWP Cost Proposal Discussion** – Based on a memo dated October 6th, TRA proposes conducting an investigation on roadway worker protection which would cost approximately \$14,132.08, according to the TRA cost proposal. The TOC Chair suggests tabling the issue until next month to get contract billing and funding provided.
5. **ITOM Comments Review & Discussion** – TRA expressed concerns regarding TOC's changes to the ITOM. The TOC Chair requested TOC members to review the comments from TRA (Tom Luglio) so the committee is speaking with one voice when we convey our

desires and concerns to TRA. The TOC would like to submit the final ITOM by November 4th. All comments should be forwarded to Matt within the next five business days.

Second Portion (10:15 to 11:15) TOC and TRA Only

- I. **August, September Meeting Minutes** – The TOC Chair reviewed the August meeting minutes and provided some input. The August meeting minutes are approved with the edits discussed, and the September minutes were approved.
- II. **Virtual Approvals since September 19th:** None
- III. **Determination of DTP (Dulles Transit Project) Attendance for Friday** – Tom Luglio has been attending these meetings but there has been a request that one of the members from TOC begin attending these meetings. Eloy indicated that he would be able to go but requests enough time to make it.
- IV. **Approve Program Documents & Transmissions** – The following documents were reviewed and discussed:
 - a. A letter to John Catoe regarding lines of authority for safety reporting at WMATA.
 - b. A letter to Mike Flanigon – amended to include a bullet list of items being transmitted to FTA.
 - c. A letter to Ron Keele regarding the railcar fire at the Waterfront Metro station.
 - d. A letter to John Catoe regarding reporting relationships and the new Chief Administrative Officer was approved for transmission.
- V. **TOC MOU Executive Signatures** – A final version of the MOU has been agreed on and four copies of the document are being prepared for signatures from the jurisdictions. It was agreed that once the MOU is signed copies will be sent to TRA for recordkeeping and they will distribute the final, signed copies to each jurisdiction. Virginia’s copy of the MOU will be signed quickly, Eric will check on DC’s. Ken needs signed copies sent to him as soon as they’re signed.
- VI. **Review of Revised GM Letter on Safety Reporting** – This was discussed in Section IV.
- VII. **Discussion of TRA August-October HIRM Comments** – WMATA needs to respond to comments on the HIRM. TOC gave a hard copy to WMATA today and Matt Bassett will send a cover memo and sending them formally before the next meeting. Three to close out, 2, 121, 157 and approved for close out. It is important that WMATA respond to the HIRM comments. These are mostly repetitions of September’s comments.
- VIII. Reflective safety vests were distributed to all TOC members.
- IX. **Review of Required Materials for October 10th FTA Submission** – Previously discussed in Section IV.
- X. **Acceptance of FTA Audit Correspondence** – Previously discussed in Section IV.

Third Portion (11:15 to 12:00) Including WMATA, FTA, TSA

Brian Glenn and Jennifer Donald joined the group at 11:25am. Lt. Donald provided an overview of the MTPD internal security audit schedule, which will be coordinated with TSA's surface transportation security inspection program.

Ron Keele, Ron Edwards and Darren McCoy joined the meeting at 11:30am. The TOC members introduced DC's new representative, Emile Smith, to the group. Emile has a background in homeland security and will be taking Natalie Jones-Best's place.

a. Safety Initiatives

- i. Ron Edwards reported on status of the WorkSafe programs related to DuPont and indicated that safety meetings were being held on a weekly basis and a database has been created to track meetings between supervisors and front-line employees

WMATA's Process Improvement Teams are meeting on different fronts, such as safety conversation. Each manager must have a certain number of conversations a month, which are tracked in a database.

- ii. A discussion was also held on the Return to Duty Team for WMATA employees returning to work after being absent on workman's compensation.
- iii. Matt Bassett will re-send the WMATA internal safety audit procedures to the TOC again for comments.
- iv. Ron Edwards will get the TOC a date on the rulebooks revision and send along the completed ones, including ROW safety.
- v. The June 9th derailment investigation committee has completed its work. Once Ron K has finished reviewing it, Ron E will transmit it via CD as it's a large document.
- vi. SSRM continues work on the Accident Investigation Procedures.

- b. **TOC August-October HIRM Comments** – Ron Keele raised the question of why suicides should be included on the HIRM. WMATA desires to keep suicides off the HIRM as it makes the list longer. Robert Kogan indicated that for reporting purposes the suicides were kept on the HIRM. WMATA asked if these types of incidents can be closed right away pending a police report and it was agreed to be acceptable.
- c. The 7/30/08 incident did not meet reportability criteria and has been migrated to the HIRM.
- d. On the 10/4 person struck incident, the individual was already in the track bed when hit by the train. They are not cooperating with the police investigation and reportedly "reeked" of alcohol when extricated.
- e. **Deliverables Update, CAP Review** – The TOC gave WMATA a hard copy of an email sent by Dennis Womack on 10/8 at 4:12pm. Ron Edwards raised questions on APTA 24, 37/42 from the July 9th Monthly meeting. TOC Chair requests TRA send correspondence. The TOC agreed to close Accident/Incident Investigation Matrix items #2, #121, #157. CAPs APTA 24 and APTA 37 are closed.

- Metro submitted their adoption of the NTSB Mount Vernon Square report.