

**TRI-STATE OVERSIGHT COMMITTEE MONTHLY MEETING**  
at the Washington Metropolitan Area Transit Authority  
Jackson Graham Building, 600 5th Street NW, Washington, DC 20001  
Wednesday September 21, 2011  
**12:30 – 14:45**  
**Minutes**

Name	Agency
Matt Bassett	TOC/DRPT
George Good	TOC/MDOT
James Benton	TOC/MDOT
Eric Madison	TOC/DDOT
Ken Korach	TRA/TOC
Robert Kogan	TRA/TOC
Dave Harlan	TOC/DRPT
Lt. Nopadon McKee	WMATA – MTPD
Darren McCoy	WMATA – SAFE
Dorsey Adams	WMATA – SAFE
Laynie Weaver	WMATA – OEM
Ken Sundberg	WMATA - SAFE
Sgt. Jason Sullivan	WMATA- MTPD
Darvin Kelly	WMATA – TIES
Richard Sarles	WMATA – GM
James Dougherty	WMATA – SAFE
Hercules Ballard	WMATA – RTRA
Brian A. Glenn	FTA
Robert McClinton	WMATA - OIG
Damon Cannon	WMATA – CMNT

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

The group discussed the minutes from the August 17<sup>th</sup> meeting. There were no issues.

October 14<sup>th</sup>, 8:30 to 9:30 am – next TOC executive conference call. The two secretaries will be calling in from AASHTO during that time. M. Bassett sent a draft agenda for the meeting late last week.

The group discussed the “Moving the TOC Forward” effort. On October 4<sup>th</sup>, counsels from the three jurisdictions will meet to discuss draft language for a potential revision to the WMATA Compact creating the Metro Safety Commission.

E. Smith was unable to provide an update on hiring of a new member.

The group discussed office space which the TOC is looking into at the M Street.

T. Luglio described a meeting that took place September 20<sup>th</sup> regarding safety and security issues on Phase II of the Dulles Corridor project. TOC and WMATA met and seem to be in agreement on the issues of addressing safety and security on Phase II, such as hazard analyses and threat and vulnerability analyses. The group also discussed the SCRC meeting that took place September 13<sup>th</sup>.

There is a teleconference with FTA on Wednesday September 28 to discuss open FTA audit findings.

There is an ESC meeting tomorrow, Thursday September 22. TOC will give an update on the fatigue study at this meeting.

The group discussed WMATA internal audits.

M. Bassett summarized CAPTURE, which took place yesterday, September 20<sup>th</sup>. TOC was able to close approximately 25 CAPs at this meeting. WMATA also gave progress/status updates on numerous other CAPs.

R. Kogan summarized the Accident/Incident work session that took place September 13<sup>th</sup>. The group adopted three additional accident reports: 389, 258a, and 301a.

T. Luglio has been reviewing the latest version of the WMATA Accident/Investigation Policy/Instruction. TOC received this document in hard copy September 20<sup>th</sup>.

There will be an ATC summit next Tuesday 9/27 at the Jackson Graham Building. More details are forthcoming.

J. Benton described a recent tour of the new ROCC at the Carmen Turner Facility. This is one of the projects regularly discussed in the SCRC meetings.

The group discussed the status of the joint fatigue management study. TOC held an internal meeting with WMATA this morning (September 21) to discuss data validation.

The group discussed the WMATA hazard management program. There is an open FTA audit finding regarding WMATA's hazard management program. TOC expects to audit compliance by the end of 2011.

M. Bassett summarized the remaining open FTA audit findings.

J. Benton suggested that TOC members start thinking about renewing their RWP training. **Action Item: TRA will arrange RWP refresher training for TOC members and TRA.**

The group discussed safety and security oversight of the DC Streetcar system.

**Next Internal TOC Meeting: Wednesday, September 21, 2011, 12:30 p.m.**

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

There were no comments on the minutes, which were approved.

SAFE gave an update on recent accidents and incidents. B. Maniuszko described two red signal violations by train operators on separate occasions. B. England described discussions held with a group of operators involved in movement without readouts, which is a rules violation.

M. Bassett gave an summary of the CAPTURE meeting that took place yesterday, 9/20. The level of involvement by departments responsible for CAP implementation seems to have increased over the last couple of meetings.

M. Bassett described TOC's review of WMATA's accident investigation procedures. **Action Item: WMATA will formally transmit the accident investigation procedures for TOC review and approval. TOC will review this document.**

The group discussed the WMATA Safety Rules and Procedures Manual, which is the subject of an open FTA audit finding. TOC is awaiting a formal response from WMATA as to whether WMATA will update the Manual itself, or alternatively, update the individual components as part of other safety documentation.

M., Bassett discussed the current requirement that WMATA develop internal audit reports within 30 days of the audit; WMATA has requested that this be changed to 60 days to alleviate the administrative burden caused by the tight deadline; TOC agreed to make this change to the PS&P, and this change is seen as acceptable. **Action item: TOC agreed to allow WMATA to have 60 days to develop ISA reports, and will update the PS&P to reflect this.**

The group discussed the progress of the Joint Fatigue Management Study. TOC and WMATA continue to analyze employee time on duty records. **Action Item: TOC will complete the preliminary analysis within the next week or so, in order to provide the preliminary analysis to WMATA for their validation.**

**Action Item: Alicia Bigelow (D. Kubicek's AA) will provide SAFE and TOC with the number of PCMs for each of the relevant departments under study.**

There is one additional interview with Elevator/Escalator management, supervision, and front line employees. **Action Item: WMATA will provide logistical information on this meeting, which will take place September 27.**

M. Bassett described TOC's intent to perform an audit of the implementation of the WMATA Hazard Management procedure. **Action Item: TOC will follow up with WMATA on the logistics of this audit, which will take place prior to the end of 2011.**

J. Benton discussed a goal for the closure of 120 CAPs before the end of 2011; this number comes from an average of 10 CAPs per month, per J. Dougherty.

J. Benton summarized his recent tour of the new ROCC at the CTF.

M. Bassett discussed TOC participation in the 7000-series railcar safety/security working group, as well as the ATC stakeholder meeting. There is a meeting tentatively scheduled for September 27, per J. Dougherty.

This will be K. Sundberg's last TOC meeting; he is leaving WMATA at the end of this week.

**Next TOC-WMATA Monthly Meeting: Wednesday September 21, 2011, 2:00 p.m.**