

TRI-STATE OVERSIGHT COMMITTEE MONTHLY MEETING

at the Washington Metropolitan Area Transit Authority
Jackson Graham Building, 600 5th Street NW, Washington, DC 20001
Thursday, October 18, 2012

Minutes

Name	Agency
James Benton	TOC/MDOT
John Chism	TOC/DDOT
Sharmila Samarasinghe	DRPT/TOC
Emile Smith	DDOT/TOC
Robert Kogan	TRA/TOC
Bill Matthews	TRA/TOC
Darlene Smith	TRA/TOC
Kenneth Korach (via teleconference)	TRA/TOC
Dave Barber (via teleconference)	TRA/TOC
James Young (via teleconference)	TRA/TOC
Jeffery Mannion (via teleconference)	TRA/TOC
James Dougherty	SAFE
Michael Weinsheimer	MTPD
Sgt. Tiffany Washington	MTPD
Darren McCoy	SAFE
Dorsey Adams	SAFE
Monic Morgan	PPLE
Lou Brown	SAFE/WMATA
Charles Briscoe	SAFE/WMATA

Internal Meeting - 10:00-12:00 - TOC & TRA Only

The TOC reviewed minutes from September's meetings. There were no comments, and the minutes were approved.

Sharmila Samarasinghe, the new TOC member from Virginia, was in attendance and introduced herself to the group.

The group discussed the new approach to the WMATA triennial review process, as well as other review details such as scheduling.

The newly developed system that formalizes the adoption of accidents and incidents seems to be improving and organizing the existing process.

The final report for incident #437 has been received. The TOC has requested supplemental information in order to close this incident.

TOC-WMATA Monthly Meeting – October 2012
Minutes

Status updates were given for incidents #444 and #445. The TOC is reviewing responses that were sent by WMATA to address comments on the final reports for these incidents.

TOC members discussed the criteria of reportable incidents and the process for determining the process for requesting formal reports from WMATA for hazards.

The Dulles project was discussed by the group. The DTP and WMATA will be beginning a joint visual verification of the construction performance beginning on October 22.

There was no formal October meeting for the 7k car series project; however there were 2 phone meetings to discuss tracking log closures.

During the October CAPTURE Meeting- there were a total of 13 CAPs closed, 3 CAPs remain open and under consideration. CAPS 10-210 and 12-021 remain under review.

TOC would like to see next steps and updates for overdue CAPS. The TOC discussed having all departments with overdue CAPs to speak on behalf of their CAPs.

The TOC discussed the CAP closure procedure. The group discussed asking WMATA to provide TOC with documentation at least several days prior to the CAPTURE meeting.

W. Matthews attended the ELES ISSA summary meeting with J. Chism and provided a summary of the details.

On November 9, 2012 a RTRA Audit is scheduled for Rail Transportation Operations. TOC staff will observe this audit.

The TOC discussed the progress of ongoing TOC special studies. The rule compliance special study is nearly finished with on-site work, and a draft report will be provided to WMATA ahead of their RTRA ISSA.

TOC is scheduled to complete day 2 of the Mock FTA Audit on October 24th. WMATA personnel will assist TOC in completing this mock audit.

The next TOC Executive meeting has been scheduled for December 14, 2012.

The Monthly 7k SCWG meeting has been scheduled for November 14, 2012.

The next 7k PRM meeting has been scheduled for November 15, 2012.

The next Dulles SCWG meeting has been scheduled for November 20, 2012.

The next Silver Line Startup Committee/Activation Team Meeting has been scheduled for November 21, 2012.

Next TOC Internal Meeting: Wednesday, November 14, at 10:00 am, at DDOT.

External Meeting – 14:00-15:30 - TOC, TRA, WMATA

The TOC reviewed minutes from August's meetings. There were no comments, and the minutes were approved.

The group discussed updates for accidents and incidents. WMATA agreed to provide TOC with a supplemental letter to support the final report submitted regarding incident #437 (employee struck at Shady Grove). This letter would address TOC's June 2012 letter to WMATA regarding this incident. **Action Item: WMATA will submit a letter to TOC in response to TOC's June 2012 letter on the Shady Grove incident. (pending)**

The group discussed the recent train misroute incident (10/12/12). Per SAFE, this was deemed an error by the Controller.

TOC discussed a safety concern that was transmitted anonymously by a WMATA employee via the TOC website involving standing water in an electrical room at Forest Glen station. SAFE appeared to be unaware of this issue and indicated that they would look into it with PLNT and other appropriate departments.

The group discussed incident #445 involving self-evacuation. The TOC requested that WMATA clarify the "mitigations to prevent re-occurrence" that are listed in the draft final report so that they contain all of the needed information to satisfy CAP requirements.

Action Item: The TOC will have comments for WMATA regarding incident #444 by the end of the week 11/19 (complete).

The group discussed the recent miscommunication in CAP updates. WMATA been providing updates for the CAP spreadsheet in the form of the monthly executive reports. The TOC was not aware of this and, as such, numerous discrepancies were found on the TOC CAP spreadsheet that did not match WMATA's. TOC will work with WMATA to resolve these discrepancies.

Action Item: TOC to review the newly developed training manuals for WMATA (complete).

There was an ISSA update given which detailed the newest developments for the elevator and escalator audit, the IT Department Audit, and the RTRA ROCC conference.

The group discussed the status of the rule compliance special study. TOC has completed most on-site review activities, and will reach out to WMATA staff to follow-up on additional records reviews. **Action item: TOC will reach out WMATA to complete additional rule study activities (completed)**

Action Item: TOC will provide WMATA with a draft written report summarizing the rule compliance study and associated observations and recommendations (completed). This report is also intended to be provided to WMATA's internal auditors for their information as they conduct the audit of the RTRA department.

The TOC requested an invitation to the weekly RTRA in person meetings through SAFE.

Day 2 of the Mock FTA Audit of TOC will take place on October 24, 2012. WMATA will assist TOC in determining TOC compliance with 49 CFR Part 659 requirements.

WMATA will work with TOC to reschedule the November Monthly meeting due to Thanksgiving.

J. Benton discussed a concern identified during the most recent Board Safety and Security Meeting by the Riders Advisory Council regarding the Public Address (PA) system in Metrorail stations.

TOC-WMATA Monthly Meeting – October 2012

Minutes

TOC has prepared a White Paper regarding the next cycle of the Triennial Safety and Security Review process. TOC will circulate the White Paper to WMATA in the near future (completed).

Next TOC External Meeting: Wednesday, November 14, at 2:00pm, at JGB.