

TRI-STATE OVERSIGHT COMMITTEE MONTHLY MEETING
 at the Washington Metropolitan Area Transit Authority
 Jackson Graham Building, 600 5th Street NW, Washington, DC 20001
 Wednesday, November 14, 2012
Minutes

Name	Agency
James Benton	TOC/MDOT
John Chism	TOC/DDOT
David Harlan (via teleconference)	TOC/DRPT
Velvet Walker (via teleconference)	DRPT/TOC
Sharmila Samarasinghe	DRPT/TOC
Kenneth Korach	TRA/TOC
Robert Kogan	TRA/TOC
James Young	TRA/TOC
Darlene Smith (via teleconference)	TRA/TOC
Jeff Mannion (via teleconference)	TRA/TOC
James Dougherty	SAFE
Robert Maniuszko	SAFE
Darren McCoy	SAFE
Dorsey Adams	SAFE
Lou Brown	SAFE/WMATA
Charles Briscoe	SAFE/WMATA
Sgt. Tiffany Washington	MTPD

Internal Meeting - 9:00-11:00 - TOC & TRA Only

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

J. Benton reported that SAFE may have an issue with the proposed ongoing Triennial Review approach and that SAFE believes it would put WMATA in a constant state of audit, instead of reducing the burden. TOC will discuss this issue during the external meeting and request a letter in response to the white paper. (completed)

The group discussed incident/hazard reportability. TOC discussed the possibility of tracking all hazards/incidents TOC is notified of but to note that TOC is monitoring some of them peripherally.

The group discussed whether TOC prefers monthly or individual adoption/closure letters for incidents and CAPs, based on recommendations during TOC Mock Audit. The TOC will issue individual letters for each round of adoptions/closures.

The group discussed what S. Samarasinghe and B. Matthews learned from the LTK report on the December 2011 5K friction ring incident. The group is satisfied with WMATA's corrective actions proposed, which include a Failure Mode Effects & Criticality Analysis (FMECA) on all railcars, and thus the investigation is ready for adoption. TRA

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will prepare an adoption letter and add the corrective actions to the CAP spreadsheet (completed).

The group discussed the prototype for the new CAP tracking spreadsheet. TOC members were satisfied with the changes and will distribute the prototype during the external meeting. The group is also ready to move forward with the new pre-CAPTURE meeting process, in which documents are provided and comments are returned in advance of meetings.

D. Barber provided summaries of recent DCMP and 7000-series meetings, which are noted in internal TOC memos provided in recent weeks.

J. Benton summarized the ISSA of IT; there is still progress to be made in areas of quality assurance, but communications have improved. S. Samarasinghe summarized the ISSA of RTRA; there were 6 findings of non-compliance, mostly relating to missing documentation.

TOC has been invited to the RTRA weekly meeting tomorrow, Nov. 15, for background as part of the Special Study of WMATA's rule compliance programs. (TOC representatives were not available to attend and will need to attend a future meeting)

The draft report for the TOC Mock Audit will be ready by Nov. 23 (completed).

The TOC has not received updates on the escalator barrier investigation (requested by the FTA) in recent months. At the external meeting, TOC will request an update and a written response as soon as possible. (since received)

The TOC will meet Wednesday, Dec. 5, at 9:30 a.m. at DDOT to discuss its own rule compliance check program and practice in the field (This was later postponed to Dec. 20).

The group discussed progress on a TOC office lease agreement. D. Harlan reported that DRPT's legal counsel had concerns with the agreement, which will be forwarded to the TOC. J. Chism provided a sheet with details on cost.

Next TOC Internal Meeting: Wednesday, December 19, at 10:00 am, at DDOT

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

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

The group discussed the TOC's requirements for non-reportable incident and hazard investigations that will be tracked but not require adoption.

The TOC reported that it has no comments or questions on the preliminary report for the 11/3 friction ring incident. The December 2011 5K brake hub investigation is adopted, and the associated CAPs will be added. WMATA will receive an adoption letter (completed).

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SAFE provided updates on recent incidents involving the ROCC. J. Dougherty reported that a close-call anonymous reporting system should be in place by January.

The group discussed the prototype of the CAP tracking spreadsheet. All were satisfied with the changes, but SAFE personnel were concerned about moving forward without FTA acknowledgment, since the impetus was an FTA observation during its audit of WMATA.

The group discussed the new pre-CAPTURE meeting process, which involves cut-off dates for submission of documentation and deadlines for TOC responses, in order to make CAPTURE time more efficient. All agreed to initiate the process for the coming month.

J. Benton asked WMATA for a formal response to the TOC's white paper on performing ongoing Three-Year Reviews versus one-time reviews. J. Dougherty stated some concerns with this approach. Comments are due on December 15.

SAFE personnel responded that they had no comments on the draft report for the rule compliance programs Special Study, except for clarifying a statement about availability of personnel (already planned to be modified in final report).

The group discussed WMATA's status on the escalator barriers issue. ELES and SAFE are attempting to create a single response and will continue to work on one.

Next TOC External Meeting (Quarterly Session): Wednesday, December 19, at 2:30 pm, at JGB