

# Metrorail Safety Commission

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## AGENDA

**Tuesday, March 13, 2018**  
**Location: COG Board Room**  
**777 North Capitol Street NE, Suite 300**  
**Washington, DC 20002**  
**2:00 p.m. – 5:00 p.m.**

- 2:00 1. Call to Order and Roll Call**  
Kanti Srikanth, COG Staff

## ACTION ITEMS

- 2:05 2. Official Seating of Commissioners**  
Allison I. Fultz, MSC Legal Counsel, Kaplan Kirsch, Rockwell

The MSC's legal counsel will review the status of oaths prior to the start of the official business of the MSC. Each of the Board members will be asked to confirm that they have been sworn in by their respective jurisdiction, and to provide counsel with a copy of the oath they have taken.

- 2:10 3. Adoption of Bylaws of the Metrorail Safety Commission**  
Allison I. Fultz/Charles A. Spitulnik, MSC Legal Counsel, Kaplan Kirsch, Rockwell

The Commission will review the Draft Bylaws and upon discussion will be asked to adopt the Bylaws to facilitate the first business meeting of the Metrorail Safety Commission. Staff and representatives of the District, Maryland and Virginia transportation agencies will be available to respond to questions during discussions.

- 2:30 4. Adoption of MSC Policies**  
Allison I. Fultz/Charles A. Spitulnik, MSC Legal Counsel, Kaplan Kirsch, Rockwell

The Commission will review the drafts of the following policies: Conflicts of Interest, Freedom of Information Act and Open Meetings. Upon discussion the Commissioners will be asked to adopt each policy. Staff and representatives of the District, Maryland and Virginia transportation agencies will be available to respond to questions during discussions.

- 2:45 5. Comprehensive Acknowledgement Form**  
Allison I. Fultz/Charles A. Spitulnik, MSC Legal Counsel, Kaplan Kirsch, Rockwell

The Commission will review and submit a duly filled Comprehensive Acknowledgement Form to document receipt of an agreement to abide by the Bylaws and other policies of the MSC including non-disclosure provisions as part of day to day MSC business.

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**2:55 6. Adoption of Process to Elect Officers of the Commission and the Designation of an Acting Secretary**

Allison I. Fultz/Charles A. Spitulnik, MSC Legal Counsel, Kaplan Kirsch, Rockwell  
Kanti Srikanth, COG Staff

The Commission will review a proposed process to elect the Officers of the Commission. Upon discussion the Board will be asked to adopt the process and agree on a date for the formal conduct of the elections. The Commissioners will also be asked to adopt a Resolution designating Allison I. Fultz, Kaplan, Kirsch, Rockwell, as Acting Secretary until the Commission Board elects a Secretary as set forth in the Bylaws. The MSC staff and legal counsel will be available to respond to questions during discussions.

**3:05 7. Designation of Fiscal Year Term**

Nicholas Ramfos, COG Staff

The Commissioners will be briefed on fiscal year terms and asked to designate a fiscal year term for the MSC.

**3:10 8. MSC Commission Meeting Calendar**

Nicholas Ramfos, COG Staff

The Commissioners will be briefed on possible meeting dates for the MSC and will be asked to adopt a schedule of meetings for the next six months.

**3:15 9. Adjourn to Executive Session**

Kanti Srikanth, COG Staff

The Commissioners will be asked to approve a motion to adjourn the Commission's meeting to conduct an Executive Session in accordance with Sections I.G.1(g) and (h) of the Commission's Bylaws to discuss pending contract and personnel matters.