

## Minutes

### RTA Audit, Safety Compliance & Real Estate Committee Meeting

9:43 a.m., February 4, 2020

**Committee:** Moss (Chair), Lucas (Vice-Chair), Joyce

**Other Board members:** Bibb, Byrne Clough, Pellot

**Not present:** McCall, Serrano, Welo

**Also Present:** Anderson, Astolfi, Benford, Beveridge, Birdsong, Bober, Brooks-Williams, Brown, Burney, Caver, Collier, Cottrell, Dangelo, Davidson, Davis, Fields, Garofoli, Gautam, Gibbons, Gibson, Jones, Kirkland, Leon, Lewis, Lincoln, Loh, Moss, O'Brien, Pinkney-Butts, Schipper, Sims, Snell, Stocking, Sutula, Tarka, Togher, Ulrich, Vukmanic, Wiehe, Winn, Young, Zeller

Ms. Moss called the meeting to order at 9:43 a.m. The secretary called the roll and reported that three (3) committee members were present. Mayor Welo had to leave early.

#### 2020 Public Transportation Agency Safety Plan (PTASP)

Steve Peganoff, director of safety, made the presentation. This is an overview of key elements of the plan. The PTASP is new. Its intent is to improve public transportation safety by guiding RTA with a plan that more effectively and proactively manages safety risk. It uses the Safety Management System (SMS) in a comprehensive and collaborative approach to manage safety. Its management and labor getting together communicating, mitigating or reducing risk as much as possible, if not eliminating it all together. The plan is flexible and scalable because no two transit agencies are alike. It references or describes RTA safety standards and allows for development of processes and procedures that apply to the Authority. It is required for all rail and large bus agencies. Since the final rule was implemented in July 2018, an effective date of Feb. 2020 was set as a target to present this update to the Board. Like the previous rail plan, it requires annual approval by the Board.

The plan is essentially a merger between the previous Rail System Safety Program Plan and Bus System Safety Program Plan. It begins with a policy statement from the General Manager, CEO to demonstrate support for the plan and her top down commitment to it. The hazard reporting process is essential. Employees can call the safety hotline anonymously, submit a hazard report to supervisors, report concerns at their local safety committee or report their concerns to their committee report. The plan contains targets, which include employee injuries, passenger injuries and safety events. The plan defines key responsibilities and accountabilities of staff. The Safety and Training Department work together to establish compliance safety training programs, but more importantly programs that contribute to the employees skills, knowledge and abilities with a foundation of preventing injuries, as well as obtaining regulatory compliance. Safety promotion is achieved with safety talks, bulletins, posters, incentives, awards and information on the employee Intranet.

The plan includes the Emergency Preparedness requirements, which are the plans on what to do in specific incidents, like fire, medical, severe weather, chemical spill, etc. The plan ensures the SMS system is utilized and safety assurance auditing continue to occur to recognize strengths and identify opportunities for better controls, procedures, training and protective equipment. The plan was submitted to ODOT who applied a FTA compliance checklist. The plan was given preliminary approval.

Staff requests the Audit, Safety Compliance and Real Estate Committee to recommend the Public Transportation Agency Safety Plan to the Board of Trustees for approval. Rev. Lucas asked what role the claims department plays in the plan. Steve said the claims department gives them input on the program. Rev. Lucas asked if he could give some input on the evaluation of the claims department before he voted to approve. Ms. Birdsong signed off on the plan after speaking with safety and legal and recommended it be moved to the board for approval. RTA received a positive recommendation from the State on its safety plan. They look to RTA for many of the safety mitigation measures. She said she would speak to Rev. Lucas about his concerns. Rev. Lucas said he would vote in favor to move this forward. Sheryl added that ODOT reviews RTA quarterly. The Triennial report was given at the last update. RTA is a best practice, which is being shared with other agencies around the country.

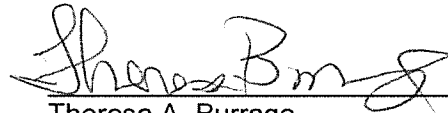
It was moved by Rev. Lucas, seconded by Mr. Joyce and approved to move to the full board.

Ms. Moss adjourned the meeting at 9:55 a.m.



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Floun'say R. Caver, Ph.D.,  
Interim Secretary/Treasurer



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Theresa A. Burrage  
Executive Secretary