

**OPERATION LIFESAVER COMMITTEE
MEETING MINUTES
October 30, 2008**

PRESIDING: Pamela Guinan, Chairman

PARTICIPANTS:

Committee Members (5)

Pamela Guinan	ConnDOT, CTOL Acting State Coordinator
Al Goff	URS Corporation
Ronald Harris	State Department of Education
Frank Sawicki	Department of Public Safety
Russell G. St. John	Providence and Worcester Railroad

Technical Advisors/ Presenters/Associates and Others (6)

Joseph Cristalli	ConnDOT
Max R. Miller	The Valley Railroad Company
Sharon Okoye	ConnDOT
Heather Smith	Logisticare
Valerie Sousa	Amtrak Police
Cliff Tucker	Amtrak Police

ORDER:

- I. New Business
- II. Old Business
- III. Committee Member Vacancies
- IV. Review of Committee's 2008 Annual Status Report
- V. Final Comments

Meeting opened at 10:30 A.M.

Pamela Guinan, Transportation Rail Officer I for the Bureau of Policy and Planning, Connecticut Department of Transportation (Department), introduced herself, welcomed everyone to the Operation Lifesaver Committee (Committee) meeting and opened the meeting by inviting attendees to introduce themselves.

Ms. Guinan announced that as of October 3, 2008 Senate President Pro Tempore Donald E. Williams, Jr. had appointed Alex Goff a member of the Operation Lifesaver Committee. The Committee welcomed Mr. Goff who will serve as the representative of a civic organization, filling the vacancy created by committee member Donald Doherty's resignation from the committee.

Ms. Guinan announced that four committee members were present. A fifth committee member later joined the meeting in progress, resulting in there being a quorum. The five committee members present were Pamela Guinan, Al Goff, Ronald Harris, Frank Sawicki and Russ St. John.

I. NEW BUSINESS:

Ms. Guinan announced the following:

- Central New England Railroad (CNE) donated a 22" LCD computer monitor, valued at approximately \$250.00, to CTOL.
 - ~ Frank Sawicki has already used the monitor and says it definitely grabs peoples' attention.
 - ~ Committee members agreed the acquisition of more monitors would be beneficial.
 - ~ A memo of thanks will be sent to CNE.
- Committee members were informed that the Committee's nine appointees are public officials.
 - ~ Copies of ethics statutes and guidelines regarding public officials, and donations to CTOL will be distributed to Committee members for discussion at a future meeting.
- Amtrak Police Officer Valerie Sousa will serve as a Committee Technical Advisor.

It was noted that members of the DMV and the MTA would be attending future Committee meetings.

The Committee initiated and established a Van Usage and Maintenance Subcommittee with the following members: Pamela Guinan; Ron Harris; Max Miller; Frank Sawicki; Heather Smith; Valerie Sousa; and Russ St. John.

Ronald Harris (Department of Education) and Frank Sawicki (Department of Public Safety) were nominated, voted and unanimously approved as co-chairs of the subcommittee.

Following Committee review and comments, Al Goff motioned to approve, with necessary revisions, the minutes of the September 17, 2008 Committee meeting. Frank Sawicki seconded the motion and the motion carried, unanimously.

The Committee is in favor of holding at least three regularly scheduled Committee meetings and a GCCI Course in 2009.

- ~ Ms. Guinan will schedule the Committee meetings.

II. OLD BUSINESS:

Ms. Guinan announced the following:

- The \$1500.00 grant that CTOL received from OL was used to offset the costs of recently purchased supplies.
- A thank you memo will also be sent for a \$50.00 donation that was received last spring.
- Grants for projects and/or equipment may be applied for from OLI. Grants require a twenty-five per cent matching fund, which can be covered by a soft-match.
- The Department's Operation Lifesaver fiscal year begins July 1st and runs to the end of June each year. Ideally, budget proposals should be completed and submitted to the Department at least one month in advance of this date.
- The Connecticut Operation Lifesaver (CTOL) van requires an annual inspection prior to its next use. The Committee will need to plan ahead to support maintenance and use of the van. In order to maintain the lease agreement for the van, CTOL must show that CTOL intends to resume using the van. There is a need to start using the van, not just planning, but actually using the van, perhaps starting at once a month.

Joseph Cristalli informed the Committee that the Department is currently compiling usage information on Department vehicles and since there have been no usage and no miles put on the van in the last year, a need for the van has not been demonstrated.

- Discussion ensued and focused around under utilization of the van due to state restrictions limiting drivers to state employees only. In order for any non-Department state employee to drive the van, a letter would be required.
 - ~ The question arose as to whether it would be permissible for CT Transit drivers to operate the van, since the van is a CT Transit vehicle.
- It was suggested that the CTOL van be utilized at special events such as the annual Sailfest held in July when more than 150,000 people descend on New London and walk back and forth across two grade crossings.
- It was also suggested that the van be utilized at on-going safety blitzes held at commuter line rail stations, such as along the Shore Line East and the New Haven Main and its branch lines.
- It was further suggested that the current wrap on the van would require updating with current national program safety messages and that the new wrap could be paid for with a grant from OLI and matching funds.

III. COMMITTEE MEMBER VACANCIES:

As per above, Ms. Guinan had announced that as of October 3, 2008 Senate President Pro Tempore Donald E. Williams, Jr. had appointed Alex Goff a member of the Operation Lifesaver Committee representing a civic organization.

The committee discussed vacant and under represented appointments.

- The Committee's local government official position is vacant; the local law enforcement representative has long retired, and neither the local law enforcement appointee, nor the PTA representative, have attended a meeting in sometime.
 - ~ A number of potential representatives were suggested, including, police chiefs, state inspectors and railroad police officers.

- Based on discussion, the committee agreed that follow-up efforts will be made to ascertain future availability and commitment to the Committee regarding underrepresented appointments, and to seek appointments.
- It was suggested that new committee members: Be prepared to actively participate on the Committee; and attend the Operation Lifesaver Presenter Training Course to gain an understanding of the educational portion of the program.

IV. REVIEW OF COMMITTEE'S 2008 ANNUAL STATUS REPORT:

Ms. Guinan opened discussion for the review of the Committee's 2008 Status Report.

- It was suggested that the OLI Mission Statement be considered for adoption as the CTOL mission statement and for inclusion in the introduction of future status reports.
- Technical Advisor list will require further review and future consideration, ie. Delbert Cornell has retired.
 - ~ Committee Members will be contacting several Technical Advisors to confirm their interest in continuing to serve in that capacity.
- Ms. Guinan stated that, as an anomaly, CTOL had recently received documentation from a presenter, for twenty-four presentations delivered over the past three years; and that those presentations delivered during the period covered by the report, were included in report; however, the remaining presentations, though documented and added into the program database, were not being added to their respective year's reports.
- Question was raised as to whether or not to add another column in Section V, so as to differentiate between the track owner/operator and the equipment owner/operator involved in a fatality.
- Meeting minutes will not be included in the 2008 report.

Following Committee review and comments, Ron Harris motioned to approve, with necessary revisions, the Committee's annual status report. Al Goff seconded the motion and the motion carried, unanimously.

V. FINAL COMMENTS:

Ms. Guinan suggested that the GCCI committee and the CTOL van subcommittee meet in the near future.

The Committee was informed that a GCCIC instructor recertification class will be held at P&W (Worcester, MA) on November 13, 2008, and holding a certification training course for new GCCI course instructors, was suggested.

For informational purposes, a copy of an e-mail received from Al Goff was distributed. The e-mail focused on APTA's efforts to develop new transit safety standards, including a "distracted driver" standard, for public transit industry drivers.

Ms. Guinan thanked everyone for their participation and for attending, and adjourned the meeting.

Meeting adjourned at 12:50 P.M.