



SECTION 305 TECH SUB COMM

MINUTES

OCTOBER 28, 2010

3:00PM

CONFERENCE CALL

FACILITATOR	<i>Mario Bergeron, 305 Technical Subcommittee Chair</i>
ATTENDEES	Core Team Members: <i>Greg Gagarin, Ken Uznanski, Rob Edgcumbe, Tammy Krause, Kevin Kesler, Anand Prabhakaran, Charles Bielitz, Katrina Jacobsen, David Tyrell, Michael Coltman, Brian Marquis, Stan Hunter, Steve Fretwell, Charles Poltenson, John Madden, Art Peterson, Michael Treazise, Steve Hewitt</i> Industry Participants: <i>George Mekosh, , Richard Curtis, Rick Debella, Jim Breznay, Scott Braverman, Camren Cordell, Bill Saddler, Joe Moore, Robert Sullivan, Jack Straub, Eric Wilde</i>
ABSENTEES	<i>Mario Bergeron, Dale Engelhardt, John Tunna, Dharm Guruswamy, Bob Haslam, Allan Paul, Curtis McDowell, Andrew Wood, George Weber, Tammy Nicholson, Kevin Lawson, John Oimoen, Don Damron, Leonard Evans, Shayne Gill</i>

DISCUSSION/DECISIONS MADE

Note: Our apologies to all members (industry and core team) for the technical problems that occurred in attempting to connect to this call. The moderator code did not function – and every attempt was made to notify all members of the glitch as it happened (via email from Steve Hewitt) The remedy was to use another access code and moderator code – again an email notification went out to alert all members to change to the new access code. It seems that most members did receive the notification and we had a reasonable attendance on the call. For those who were unable to connect – we apologize. For those who were able to connect and participate – we thank you for your participation and appreciate your patience.

In the absence of the Chair and Vice Chair, Greg Gagarin, Amtrak filled in as temporary Chair for this call.

Steve Hewitt took the roll of the “Core Team” members present on this conference call meeting and asked that industry participants email a notification of their attendance to him at shewitt109@aol.com.

On a motion by Art Peterson and seconded by Stan Hunter, the minutes of the October 14th conference call meeting of the Technical Subcommittee were approved without objection.

Steve Hewitt reviewed the open action items – some were addressed as agenda items – some were not. On the items not covered by the agenda, the following describes the discussions/status of each item:

Standardization: Rob Edgcumbe reported that after conversations with Kevin Kesler and Stan Hunter in regards to developing a process document for distribution to the subcommittee members, it was determined that more discussion needed to take place and a small subgroup was to be formed to address the issue. Status will be reported on the next conference call.

Follow up discussions re: door detail definition and baggage cars: Discussion has taken place –a direction has been agreed upon – **task is completed.**

Configuration Management Process/Rationalization: Dale Engelhardt had reviewed the draft document prepared by Stan Hunter and had some comments on it. Discussions have ensued – It appears that it is close to being finalized - Rob will check with Dale on the status.

Integration: On the issue of integration – raised on the last call by Tammy Krause - in the absence of an overarching integration subgroup (disbanded after the bi-level specification development) – Tammy and Greg have discussed and generally agree that the process should proceed with the Amtrak team compiling all comments from the subgroups – they are awaiting final input by Dale, but believe this will be the process used.

Alternative Materials: Jeff Gordon reported that he and Kevin had begun the process of developing a "white paper" on Alternative Materials and should have a draft to be circulated by Steve Hewitt – two weeks from today.

Tilt-no tilt: The VTI subgroup has been discussing the issue of tilt –no tilt – where it helps and where it doesn't. Brian Marquis reported that they are working on a presentation for the next technical subcommittee conference call.

Refinements to the Final Specification Review Process (fine tuning the process used at the final review meeting): Steve Hewitt reminded members that any comments or suggestions for ways to refine/fine tune the process to be used at the final review meeting in December, need to be submitted to Rob Edgcumbe by October 31.

Technical Subcommittee presentation on where the subcommittee is on ADA and Platform Heights requirements: Jeff Gordon reported that he and Kevin had begun to pull information together.

Team Status Reports:

Mechanical: Team leader Jeff Gordon reported that the subgroup had finished developing its recommendations and had delivered them on time to the Amtrak review team – there were 20 recommendations. He noted that it was possible there will be one more – on standardization - but with the establishment of the subgroup to look at this issue (as reported by Rob) the team will wait to see where things stand.

Electrical: Team leader Tammy Krause, reported that the subgroup met twice this past week, and is nearly finished, but has a few chapters yet to complete. She anticipates that these will be completed on the subgroups' next call – Tuesday – November 2nd.

In response to a question regarding the inclusion of data cable in the spec – it was noted that it was not included as a requirement, at this point – as it is better developed/defined it could be added at some point in the future.

Structural: Team leader Anand Prabhakaran reported that the subgroup had submitted the bulk of its recommendations on Tuesday – October 26 – and had only a few smaller items yet to be completed. He was working closely with the Amtrak team to get them resolved. He also noted that the team is now also looking at the cab chapter and comparing the bi-level and single level spec to be sure they are reconciled.

In response to the Action Item concerning Standardization of car-truck interface – Anand reported that he had gone back to the team, as called for during the last subcommittee call; and still it is difficult to get agreement on a common standard for interface of cars-trucks. The team is ok with standardizing components –but unresolved over standardizing interface cars- trucks itself. He is working with the VTI team leader, Brian Marquis, to see if there is a way to resolve this issue.

VTI: Team leader Brian Marquis reported that the subgroup completed the chapters it was working on – 5, 18, and 19 and had submitted all comments. He also noted that there had been a few members of the industry who had only recently joined the team, and that they had some additional comments that may be submitted still.

Interiors: Team leader Andrew Wood was absent from this call. George Ritter, a member of the subgroup, reported that he believed everything is complete.

Locomotive: Team leader Steve Fretwell reported that the Locomotive subgroup has submitted its specification to Amtrak and that they may have a few more comments to add yet.

Update on the December Subcommittee meeting: Steve Hewitt reported that the December meeting of the Technical Subcommittee to review and finalize the two specifications currently under development, was now scheduled for December 15 and 16 at the Radisson Inn in Crystal City, VA. AASHTO was finalizing the contract for the meeting and Steve will forward all information when the process is complete. The Hotel will provide meeting space, AV needs, and coffee and beverage service throughout the two days and will also offer Government rates in their restaurant for those who attend the meeting and wish to eat in the restaurant. There will be a block of rooms reserved at the rate of \$181.00 a night (plus taxes). When reserving a room – note that you are attending the NGECC meeting – and you should receive the group rate. Steve asked that members wait until he has provided all final info (early next week) before proceeding with room reservations.

It was also agreed that Rob Edgcumbe will discuss with Chairman Bergeron and Dale Engelhardt the order of

business for the two days. Each spec will be considered on separate days – and we need to determine which one will be taken up on which day so that attendees who may plan to only attend for one or the other of the specifications can make their travel plans accordingly. Once the order has been decided, Steve Hewitt will send all members this information along with final hotel information.

Important: Steve has asked that all members (core team and industry) who intend to participate in either or both of the meeting days, notify him by November 15th (via email) so that an accurate head count is given to the hotel to ensure appropriate and adequate accommodations are made for the meeting space. Name badges will also be provided (thru AASHTO). When submitting your intentions to attend – please note which days you are attending – either the 15th, 16th or both.

Requirements Document Status: Rob Edgcumbe reported that the single level requirements document is ready to go to the Executive Board for approval; and the locomotive requirements document is pretty well completed – but that he is awaiting some final comments by Kevin Kesler before distributing to Steve Hewitt (for circulation to the Executive Board) Kevin agreed to have those comments in by COB Monday, November 1. Steve Hewitt reported that Executive Board Chair, Bill Bronte, wanted all Board members to have both documents in hand for their review 2 weeks prior to the Webinar meeting of the Board – scheduled for November 18th. This would set a deadline of Wednesday, November 3rd for distribution of both documents to Board members. On November 18th, the Board will meet via webinar to consider (and vote for) approval of the documents.

Systems Engineering Process: Kevin Kesler reported that his team had developed a model outline on managing the documentation of requirements and specifications for all facets – and had submitted the outline to Greg Gagarin. The next steps will be to “fill in the boxes” and draft inputs/outputs – and the plan is to have a concept done before the Executive Board meets in February.

Next Conference Call Meeting: It was agreed that due to the next regularly scheduled meeting landing on Veteran’s Day – the subcommittee would meet, instead, **on November 12th at 1:00PM Eastern time**. The call in number and access code will be what it usually is: **866 209 1307 access code: 6486648#**

Action Items Update (New and Current)

The Requirements Documents for the locomotives is being finalized (Single level is complete already). Kevin Kesler to provide final comments by COB Monday – November 1st to Rob Edgcumbe. When ready – documents to be sent to Steve Hewitt to distribute to the Executive Board members by COB November 3rd. The Board will meet on November 18th via webinar to consider both requirements documents for approval.

By early next week, Steve Hewitt will send out final logistics information for the December 15-16 meeting of the Technical Subcommittee at the Radisson Inn in Crystal City, Va. Included in this information will be the order of business – which day for locomotive specs and which day for single level specs.

Rob to coordinate establishment of a subgroup to develop a standardization process document and organize the first call of the subgroup.

Rob to check with Dale Engelhardt on the status of the Configuration Management Process/rationalization

Integration is likely to be handled via the current process – Amtrak team compiles all comments – Greg to check with Dale to confirm.

Jeff Gordon will provide Steve Hewitt with a draft “white Paper” on Alternate Materials for distribution by 11-12-2010.

Anand and Brian Marquis to look into resolving the issue of interface – cars-trucks and report back on next conf call.

Brian Marquis to finalize a presentation on the issue of tilting – non tilting - to be given on the next conference call of the subcommittee.

All subgroup leaders to send suggested refinements for the review meeting process to Rob Edgcumbe by October 31.

Kevin Kesler and Jeff Gordon developing model systems management concept to be ready by the February Executive Board meeting

Kevin and Jeff are pulling together information on ADA and Platform Height requirements and will provide status on next conference call.

All members of the subcommittee – core team and industry – intending to come to the December 15-16 meeting of the subcommittee are to register via email to Steve Hewitt and are to include the days (15-16-both) that they

plan to attend.

ATTACHEMENTS



PRIIA Section 305 Tech Sub Committee Meeting

October 28, 2010

The agenda for the meeting is below:

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| 1. Roll Call | Steve Hewitt |
| 2. Review meeting agenda | Chair |
| 3. Approve Minutes
Review Action Items | Steve Hewitt |
| 4. Team Status Reports (5 Minutes MAX)
- Mechanical
- Electrical
- Structural
- VTI
- Locomotive
- Interiors | Jeff Gordon
Tammy Krause
Anand Prabhakaran
John Tunna/Brian Marquis
Steve Fretwell
Andrew Wood |
| 5. December Meeting Update | Steve Hewitt |
| 6. Requirements Documents | Rob Edgcombe |
| 7. System Engineering Process | Kevin Kesler |
| 8. Review this meeting:
a. Decisions
b. New Action Items | Steve Hewitt |

Technical Sub Committee Conference Call Meeting:
Thursday 3PM EST: 1-866-209-1307 / passcode 6486648

Go to meeting invitation link: <https://www1.gotomeeting.com/join/608558625>

Please call in a few minutes early so all is in attendance for Roll Call.

Thank you