

SECTION 305 TECH SUB COMM

MINUTES

APRIL 25, 2013

3:00PM EASTERN

CONFERENCE CALL

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| FACILITATOR | <i>Mario Bergeron, Chair S305 Technical subcommittee</i> |
| ATTENDEES | Core Team Members: Mario Bergeron, Dale Engelhardt, Tammy Krause, Michael Burshtin, Andrew Wood, Kevin Kesler, Melissa Shurland, Devin Rouse, Jeff Gordon, Curtis McDowell, Jeff Schultz, (Jeff served as proxy for Art Peterson as well), Phil Meraz, Kevin Lawson, Ron Adams, Larry Salci, Steve Hewitt Industry Participants: Paul Jamieson, James Michel, Tom Hunt, Eric Wilde, Robert Doyle, Al Engel, Fran Nelson |
| ABSENTEES | <i>Dave Warner, Darrell Smith, Greg Gagarin, Vincent Brotski, Anand Prabhakaran, Charles Bielitz, Nico Lindenau, Ryan Swick, Brian Marquis, Stan Hunter, Camren Cordell, Allan Paul, Jack Madden, Charles Poltenson, Art Peterson, Melissa Wilbers, Shayne Gill</i> |

DISCUSSION/DECISIONS MADE

1.

Chairman Mario Bergeron, Amtrak, called today's conference call to order and asked Steve Hewitt to take the roll.

Steve called the roll and it was established that a quorum was present.

As always, industry participants are asked to email a notification of their attendance to Steve Hewitt at Shewitt109@aol.com

2.

Review of the Agenda – Mario Bergeron:

Mario Bergeron provided a brief overview of today's meeting agenda, and provided a brief outline of the discussion to take place today in regards to the Guidance sent out by the AWG in regards to its review of ADAAG and its applicability to passenger rail cars.

3.

Review of Action Items – Steve Hewitt:

Steve Hewitt reviewed the open action items, providing a brief update on those items that were not to be specifically covered on the agenda:

Maintaining Industry Participation List: Status: Steve reported that this remains an ongoing action item. There are currently **215** registered industry participants.

Requesting Backgrounder educational document: AASHTO has completed a third printing of the Backgrounder. Distribution has been widespread and the document is very well received. Two additional educational documents are being designed by AASHTO. Backgrounders remain available and all are encouraged to use them – educate your own leadership as well as legislators. Subcommittee members should contact Steve Hewitt at shewitt109@aol.com if they would like to receive hard copies of the NGECC Backgrounder document. Please provide a mailing address and the number of copies being requested. **Status:** A number of requests have come in for copies of the backgrounder. Keep them coming. Note: The Backgrounder has been revised to add the Vision statement to its cover, and has now undergone a fourth printing.

Natural Gas Conference Report: As soon as the report from the Natural Gas Needs conference is released, Melissa Shurland will provide it to Steve Hewitt for distribution to the subcommittee members. **Status:** Previously, Melissa Shurland reported that the final draft is under review. She is awaiting industry input and, once that has been completed, the report should be ready for distribution. Melissa reported today that input is still coming in but she anticipates the report should be ready shortly.

Updating ECP Standards: Status: Paul Jamieson provided the following update: "The PRESS Mechanical ECP working group will hold a teleconference on Friday, 26 April, at 9:00 AM. Please contact Jeff Gordon, jeffrey.gordon@dot.gov, to be added to the membership roster. You do not need to be an APTA member to participate.

A general update of the various tasks will be reported and two documents will be reviewed. The two documents are the general performance and cabling requirements. These documents are based upon AAR S-4200 and AAR S-4210 respectively." Paul added that APTA is working on a draft MOU between APTA and AAR.

Review of APTA and NGEC Standards: This effort (not an official NGEC effort) will continue with Kevin Kesler, FRA, in the lead. Interested participants who have not received the spreadsheet should contact Kevin Kesler at kevin.kesler@dot.gov. Input from the first call (held March 27, 2013) should also be sent to Kevin Kesler, and any one who was not on the first call, but is interested in getting involved should contact Kevin. A follow-up call will take place at an as yet undetermined date and time, but Kevin anticipates that it should take place around the third week in May. He will inform Steve Hewitt as soon as he has a date for the call.

Digital trainline communication: This is a new topic for Technical subcommittee action. Dale Engelhardt, Amtrak will own the action and report on progress on every other call of the subcommittee. Steve Hewitt will keep it as a standing agenda item for every other call. Dale noted today, that he will be ready to provide an update on this issue on the May 9th Technical subcommittee call.

4. Approval of the Minutes of the April 11, 2013 Technical subcommittee call – Mario Bergeron:

On a motion offered by, Kevin Kesler, FRA, and a second by Jeff Schultz, for Connecticut DOT, the Minutes of the April 11, 2013, conference call meeting of the Technical subcommittee, were approved without objection.

5. Report from the Accessibility Working Group (AWG) – Melissa Shurland:

- a. Discussion: Review Status of Guidance-part 38 & its applicability to ADAAG

In order to provide some context, Mario Bergeron opened the discussion on the Review Status of Guidance pertaining to Part 38 and its Applicability to ADAAG.

This effort began after the USDOT had issued (December, 2012) Guidance in regard to using ADAAG when a regulation is not contained in 49 C.F.R.Part 38. When the guidance was received, members of the Technical subcommittee were given a chance to discuss it and to submit questions or comments to Melissa Shurland, FRA. The next step was to ask the Accessibility Working Group (AWG) to review ADAAG regulations to see which ones may apply to passenger rail cars.

Melissa Shurland formed a smaller group from within the AWG to work on this effort, and did an extraordinary job as can be seen in the guidelines that they have released (April 24, 2013) for Technical subcommittee review.

Mario continued by reminding those on the call that between the time this assignment was given to the to the AWG, the DCR process for Accessibility related changes was revised. The result was the approval of what is called the "twin loop" process for handling accessibility related DCRs. This change in the process created the twin loop which allows for an Executive sub group – the Accessibility Policy Group (APG) to review accessibility DCRs in regard to policy. The AWG which previously handled all aspects of DCRs (policy and technical) would be responsible for assessing technical features and technical feasibility.

The APG is at the Executive Board level. When it reviews accessibility DCRs in relation to policy, it provides a recommendation to the Executive Board for its consideration. If approved, the DCRs are sent to the AWG for its review of the Technical features and feasibility on a technical level. If the APG had been established previously, Mario noted, "it may have been the group tasked with the review of ADAAG and its potential applicability to passenger rail cars". As it was not yet in place, "the AWG was the proper venue" at the that time.

Mario went on to note that today Melissa will give a brief overview of the guidelines the AWG prepared, and, in two weeks, after Technical subcommittee members have had ample time to review the document, melissa will give a more formal and in-depth presentation on the guidelines, This will take place on the next Technical subcommittee call (May 9, 2013).

Melissa Shurland opened her briefing, today, by noting that Mario had given a very good explanation of the history, process, and timelines that have gone into this effort. She briefly described that "what went out (last night) is a table and a cover letter. The letter is of special importance because it clarifies that it

is just a review of ADAAG and Part 38...it fills in the blanks." Melissa emphasized "we (AWG) did not conduct a feasibility study or determine what makes sense." The AWG is not making a recommendation, they are simply providing guidelines. The effort was "an attempt to determine where regulations were silent and to identify potentially applicable sections of the ADAAG that might apply to passenger rail equipment." Melissa noted "there are limitations to using this document."

Melissa went on to describe the approach used. The group reviewed section by section of Part 38 and listed the features in a railcar that Part 38 addresses, and looked at ADAAG for potential applicability in areas where Part 38 was silent.

Kevin Kesler, commenting on the effort, offered clarification "this is not a decision paper, it is simply a look at what may be relevant. It is not a recommendation...no decisions have been made."

Melissa agreed and noted it is "a fill in the blanks effort...not a recommendation."

Kevin Kesler commented further that the next steps are to have it (the guidelines and cover letter) go to the APG as input for its review and then the APG would make recommendations to the Executive Board in regard to applicability to passenger rail cars. Once the recommendation goes to the Board, it votes on the policy. It would then go to the Technical subcommittee for its consideration as to technical feasibility.

Mario agreed that these are, basically, the next steps in the process. Mario went on to state that "in 2 weeks we will dive into the guidelines more with a formal review." Questions and comments received during that review may provide some changes/improvements to the document before it is sent to the Board and on to the APG. The subcommittee will not vote on the guidelines, but will review the document, and provide input before moving it forward to the Board. The subcommittee will then ask the Board to "request that the APG organize itself to review the policy aspects."

Mario emphasized that the APG would follow the new DCR process, and make its recommendation to the Board, the Board would vote on it, and then send it to the AWG for a review of the technical feasibility.

Kevin Kesler noted that the process should get underway as quickly as possible in case there are changes to be addressed that apply to the Bi-level requirements. Kevin also asked that Technical subcommittee members, over the next two weeks, send any questions or comments they have to Melissa Shurland. She will compile them and send them to Mario Bergeron and to Steve Hewitt for distribution to the full subcommittee in advance of the May 9th call.

b. Status: Restroom Configuration effort:

Melissa Shurland reported that FRA counsel continues to look at its ability to sign a non-disclosure agreement, which, if signed, will enable Amtrak to release some drawings to the AWG for the restroom effort. LTK continues to develop a single level drawing to be used if it is determined that FRA cannot sign a disclosure agreement.

6.

Update: Document Control – Dave Warner/Steve Hewitt:

In his absence, Dave Warner submitted the following report for inclusion in today's minutes, and asked that Steve Hewitt read it for the record:

"We begin with excellent news. AASHTO and Casamar Group have successfully concluded contract negotiations for Camren Cordell's technical writing support. The contract runs through March 31, 2014, and is for a maximum of \$55,000. This should be more than adequate to cover our needs. Camren's first tasks will be to complete the final DMU specification, followed by the Single Level Revision A.

Work continues on Trainset Revision A and Bi-Level Revision D changes. On Trainset Revision A, about half a dozen DCRs are being reviewed by the Mechanical Technical Working Group. Once they have been returned to the Document Control Coordinator, I should be able to get the Summary Sheet to the Technical Subcommittee in early May. The Summary Sheet for Bi-Level Revision D DCRs has been sent to the Document Control Coordinator. The plan is for him to send it to all the Technical Working Groups after I have sent Trainset Revision A Summary Sheet to the Technical Subcommittee."

7.

Status: Locomotive Procurement:

Steve Hewitt reported that Art Peterson (IDOT representative) was not available today and, while he assigned his proxy to Jeff Schultz (representative for Connecticut DOT), there would be no IDOT update on the Locomotive Procurement. Kevin Kesler, FRA, provided a brief update stating that the effort is moving forward quickly, and he anticipates that it will continue to do so "because we have done this before". He expects the effort will "stay on track" and on schedule.

Adjourn:

With no further business to come before the subcommittee, today's conference call meeting was adjourned at approximately 3:50 pm EDT.

Next conference call – May 9, 2013 – 3:00pm EDT

Decisions and Action Items

Review of APTA and NGEC Standards: This effort (not an official NGEC effort) will continue with Kevin Kesler, FRA, in the lead. Interested participants who have not received the spreadsheet should contact Kevin Kesler at kevin.kesler@dot.gov. Input from the first call (held March 27, 2013) should also be sent to Kevin Kesler, and any one who was not on the first call, but is interested in getting involved should contact Kevin. A follow-up call will take place probably around the third week in May. Kevin Kesler will let Steve Hewitt know so he can send out a notice.

As soon as the report from the Natural Gas Needs conference is released, Melissa Shurland will provide it to Steve Hewitt for distribution to the subcommittee members. The report is still under review by the industry but should be completed shortly.

The Trainset Revision A Summary Sheet should be ready for distribution to the Technical subcommittee in early May. Bi-level Car Revision D is underway, and will go to the Technical working groups as soon as Trainset Rev A has gone to the Technical subcommittee.

The AWG has developed guidelines in regard to Part 38 and its applicability to ADAAG. The guidelines were distributed to the Technical subcommittee on April 24, 2013. All members are asked to review the guidance and send any questions or comments to Melissa Shurland. Melissa will compile them and send them to Steve Hewitt and Mario Bergeron prior to the May 9th call. Once received, Steve Hewitt will distribute to the subcommittee members. On May 9th Melissa Shurland will provide a more in depth/formal presentation to the subcommittee.

Restroom configuration: Melissa Shurland is reviewing with FRA counsel a non-disclosure agreement, which once signed, will enable Amtrak to release some drawings to the AWG for the rest room effort. LTK continues to develop a single level drawing to be used if it is determined that FRA cannot sign a disclosure agreement.

Digital trainline communication: This is a new topic for Technical subcommittee action. Dale Engelhardt, Amtrak will own the action and report on progress on every other call of the subcommittee. Steve Hewitt will keep it as a standing agenda item for every other call. Dale Engelhardt will provide an update on the May 9th Technical subcommittee call.

Contract for Technical writing support: **(Task Complete)** AASHTO (as contracting agent) has entered into a contract with the Casamar Group for Camren Cordell's services. Camren will begin work on the final DMU specification and then on the Single Level Revision A.

Steve Hewitt will submit a proposed agenda item for the April 30, 2013 Executive Board call to Bill Bronte in regards to updating the Board on the part 38/ADAAG applicability review.

- a) Decisions
- b) New Action Items

***Technical Sub Committee Conference Call Meeting:
Thursday April 25, 2013 3:00 EDT: 1-866-209-1307 / passcode 6486648#***

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

Next Technical Subcommittee Call: 5-9-13 at 3:00pm EDT