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**OPERATION LIFESAVER COMMITTEE  
MEETING MINUTES  
October 29, 2009**

**DRAFT: These Operation Lifesaver Committee meeting minutes are neither official nor binding until accepted and approved by the Operation Lifesaver Committee.**

**PRESIDING:** Pamela Guinan, Chairwoman

**PARTICIPANTS:**

**Committee Members (5)**

Pamela Guinan	ConnDOT, Chairwoman, CTOL Acting State Coordinator
Alex Goff	URS Corporation
Ronald Harris	State Department of Education (Attended part of meeting via phone)
Frank Sawicki	Department of Public Safety
Russell G. St. John	Providence and Worcester Railroad

**Technical Advisors/ Presenters/Associates and Others (9)**

Joseph Cristalli	CDOT
Max R. Miller	The Valley Railroad
William D. Moore	COSTA
Bernadette Rossano	
Frank Rossano	CTOL
Gilbert Smart	CDOT Rail Regulatory
Heather Smith	Logisticare
Valerie Sousa	Amtrak Police Department
Clifford W. Tucker	Amtrak Police Department

**ORDER:**

- I. Committee Members - Old and New Business
- II. Administration and Operation of the OL Program
- III. Subcommittees for Engineering, Enforcement and Education Components of the Program
- IV. Educating the Public Relative to Railroad Safety
- V. Encouraging Enforcement through State and Local law Enforcement Agencies
- VI. Encouraging the Development of Engineering and Safety Improvements
- VII. Encouraging an Increase in the Maintenance of Crossings
- VIII. General Assembly Recommendations
- IX. Review of Committee's 2009 Annual Status Report

## **CALL TO ORDER**

Chairwoman Pamela Guinan called the meeting to order at 10:13 A.M. Four committee members were present and a fifth joined the meeting in progress via telephone resulting in there being a quorum for a portion of the meeting.

## **I. COMMITTEE MEMBERS - OLD AND NEW BUSINESS:**

- Chairwoman Guinan informed that minutes of both the February 23, and June 11, 2009 meetings were drafted and awaiting Committee approval:

**Motion No. 1:** Al Goff motioned to **Approve the minutes of the February 23, 2009 meeting with any non-substantive revisions.** The motion was seconded by Frank Sawicki and was carried with a vote of Yea from Chairwoman Pamela Guinan and members Al Goff, Ronald Harris (who participated via telephone), Frank Sawicki, and Russ St. John.

**Motion No. 2:** Frank Sawicki motioned to **Approve the minutes of the June 11, 2009 meeting with any non-substantive revisions.** The motion was seconded by Russ St. John and was carried with a vote of Yea from Chairwoman Pamela Guinan and members Al Goff, Ronald Harris (who participated via telephone), Frank Sawicki, and Russ St. John.

- Three Committee member appointments remain vacant. Joseph Cristalli will look into why railroad police departments are not listed on the Department's listing of local law enforcement agencies. Gil Smart suggested that Hartford school system PTA member be appointed to represent the PTA on the Committee and Val Sousa will follow-up on this.
- Val Sousa requested a list of expenses for the June 2009 Grade Crossing Collision Investigation (GCCCI) course; a list of Connecticut Operation Lifesaver (CTOL) presenters; and suggested presenter meetings.
- The Committee was asked to hold meetings via conference call.
- Suggestions for use of the \$1500.00 dollar grant from Operation Lifesaver, Inc. (OLI) ranged from presenter meetings, marketing and advertising efforts, displays and new charts to recruitment, including high school students.

## **II. ADMINISTRATION AND OPERATION OF THE OL PROGRAM:**

- The 2009 Gender and Racial Composition report was filed with the Office of the Secretary of State on September 30, 2009 and forwarded to Committee members.
- The CTOL budget balance is \$3,789.04; plus \$1,500.00 grant expected from OLI.
- Val Sousa is interested in pursuing certification as an OLI Presenter Trainer.

## **III. SUBCOMMITTEES FOR ENGINEERING, ENFORCEMENT AND EDUCATION COMPONENTS OF THE PROGRAM:**

### **Engineering Subcommittee**

- Subcommittee Chairman Alex Goff commented that all railroads have put in for Tiger Grants.

### **Enforcement Subcommittee**

Subcommittee Chairman Frank Sawicki reported that presenter Ed Conte had conducted a commuter blitz.

### **Education Subcommittee**

Subcommittee Chairman Ronald Harris: No report.

### **CTOL Van Use and Maintenance Subcommittee**

Subcommittee Co-chairs Ronald Harris and Frank Sawicki: There was no report; however, questions and comments were made regarding the past and future disposition of the CTOL van. Mr. Cristalli confirmed that the Department is keeping the van and that only a Department employee may drive the vehicle. Chairwoman Guinan added that Department staff will perform maintenance on the vehicle.

## **IV. EDUCATING THE PUBLIC RELATIVE TO RAILROAD SAFETY:**

- Chairwoman Guinan acknowledged and thanked Valerie Sousa for her support and contributions to both the June 2009 GCCI course and the 2009 Rail Safety for Emergency Responders (RSER) training sessions along the shoreline; and Frank Sawicki for his leadership and personal and professional contributions to the June 2009 GCCI course. The June course was the first GCCI course to be held in Connecticut using OLI's newly revised format.
- Chairwoman Guinan, acting as CTOL State Coordinator, and OL Presenter Trainer Heather Smith will meet to plan a training session webinar/meeting. Mandated by OLI, the training session is being held primarily to instruct program volunteers on: how to use the newly reformatted Presenter Guide; and the new minimum requirements for all adult presentations.
- It was suggested that Connecticut would benefit from having local rail equipment and localities depicted on OL posters and literature instead of depicting equipment etc. from elsewhere in the nation. Chairwoman Guinan will contact OLI.
- Gil Smart and Cliff Tucker will work toward getting OL literature posted on CDOT's rail line/station bulletin boards.
- The OL booth at the National Model Railroad Association's convention train show held in Hartford in July 2009 was a successful regional effort lead by the FRA's Dick Towle, and CTOL received a number of follow-up contacts from the event. As the result of the variety of volunteers staffing this regional FRA-OL booth, including representatives from transit and regulatory authorities, Al Goff suggested a staffing policy supporting OL-booth-participation by non-OLI-certified transportation-industry-personnel. Chairwoman Guinan informed that OL booth volunteers speaking to the public about OL must be OLI certified and that even OLI certified Associates fall into a gray area. Chairwoman Guinan will address the subject - of a policy for FRA and other regulatory persons, who are non-OLI-certified, staffing joint OL booths - with OLI.

## **VI. ENCOURAGING THE DEVELOPMENT OF ENGINEERING AND SAFETY IMPROVEMENTS.**

- Gil Smart reported that there will be no crossing on the tracks behind the University of Hartford

and commented that street cars and trolleys are coming back – Middletown, New Haven and Stamford.

## **VII. ENCOURAGING AN INCREASE IN THE MAINTENANCE OF CROSSINGS**

- Gil Smart informed that the Department's Rail Regulatory unit has implemented a new and highly effective crossing maintenance process that includes and involves all parties responsible for any particular crossing's maintenance.

## **VIII. GENERAL ASSEMBLY RECOMMENDATIONS.**

"General Assembly Recommendations" was tabled to the next scheduled Committee meeting.

## **IX. REVIEW OF COMMITTEE'S 2009 ANNUAL STATUS REPORT.**

- The Committee decided to not include the minutes of any meeting in the 2009 status report to the state legislature, but each meeting report section will note that the minutes are on the website; and to seek permission to use the photos of the children on the report cover.
- Frank Rossano will seek permission from those with authority to grant permission to use the photographs of the children pictured on the report cover.
- **Motion No. 3:** Frank Sawicki motioned to **Approve the Committee's "2009 Status Report to the State Legislature" with any non-substantive revisions and pending receipt of permission to use the photographs of the children pictured on the report cover.** The motion was seconded by Al Goff and was carried with a vote of Yea from Chairwoman Pamela Guinan and members Al Goff, Ronald Harris (who participated via telephone), Frank Sawicki, and Russ St. John.

## **FINAL COMMENTS:**

Chairwoman Guinan thanked everyone for attending and adjourned the meeting.

Meeting adjourned at 12:59 P.M.

Note: Minutes were prepared by Pamela Guinan from meeting notes taken by Heather Smith on October 29, 2009.