

MINUTES

SEPTEMBER 02, 2021

10:30 AM – 11:30 AM

1. Call to Order and Determination of Quorum

Bill McDonald moved to call the meeting to order and determined a quorum.

Committee Members

- William McDonald (Chair)
- James Bensley
- Sue Carlock
- Richard Kosmerl
- Terry Rice
- Edward White
- Brian Young

Others Attending

- Bill Carpenter, CEO
- Kelly Parisi, Executive Assistant to the CEO
- Miguel Velazquez, Chief Operating Officer
- Dan DeLaus, Chief Legal Counsel
- Sara Molyneux, Policies, Procedures, Tech. Docs

2. Approval of Agenda

Terry Rice moved to approve the agenda, and James Bensley seconded the motion, which carried unanimously.

3. Review of Board Approved Policies

Dan DeLaus stated that there were no policies for review at this time and no changes to policies.

4. Safety Report

Dan DeLaus provided the report. The presentation is attached to the minutes. The report covered the following topics.

- What We Track
- Who We Report Incidents To
- How Safety is Managed
- Incident Reports

The Governance Committee discussed the report.

Dan DeLaus answered questions about Road Supervisors responding to accidents, the role of Public Employee Safety and Health (PEOSH) within the context of the Occupational Safety and Health Act (OSHA), police reports, and mechanical defects/failures.

In response to Bill McDonald's question to identify the safety gatekeeper, Dan DeLaus explained that the safety activities span many departments. However, ultimately the responsibility (gatekeeping) is with the Safety Department (within Legal), working along with the various operations departments. The People Department provides recordkeeping, substance testing, and some aspects of Worker's Compensation. Dan DeLaus noted that the teams work diligently to establish strong communication and good relationships with agencies such as Public Transportation Safety Board (PTSB) and the DMV.

Bill McDonald asked about committee chairs. Dan DeLaus responded as follows:

Safety Committee Chair Jason Palvino, System Safety Manager

GOVERNANCE COMMITTEE MEETING

Accident Review Committee Chair Dave Masten, Manager of Loss Prevention

Wellness Committee Chair Renee Elwood, Director of Well-Being & Inclusion

Operational Excellence Committee Co-Chaired by Chris Dobson, VP of Transportation Services, and Jay Corey, Director of Service Delivery

Bill McDonald asked about the period required for ATU discipline, and Dan DeLaus answered fourteen days.

The Governance Committee reviewed the data for preventable and non-preventable accidents, vehicle accidents with customer injuries, and employee injuries. They discussed their observations.

Bill McDonald asked whether the Authority looks at trends in the data. Dan DeLaus confirmed that the Authority applies the data toward training and re-training Bus Operators. For example, if the data shows a pattern of accidents involving left turns, the training and re-training would emphasize that area.

The general conclusions are that the buses are safe, the Bus Operators are well-trained, and the Wellness initiatives have a beneficial effect.

Richard Kosmerl asked whether the electric buses make any audible sound; they tend to be quieter without a traditional engine. The electric buses emit an external recorded announcement while making turns. The HVAC systems also create moderate noise.

5. Discuss the 2021 Board Retreat Planning and Agenda

Bill McDonald provided a preliminary list of topics for the retreat.

- Assessment of Reimagine RTS
 - What have we learned from the data (May-Sept/Oct)
 - Ridership
 - Issues
 - Adjustments/improvements
 - Longer-term role of On Demand
 - Guiding principles for management
- Assessment of financial position
 - Status of COVID revenues
 - Infrastructure bill
 - Capital projects (RTS Access and four other Regional systems)
 - The recovery rate on fares
 - Impact of ridership to funding
- Zero-emission vehicle strategy
 - Cost
 - Infrastructure
 - Technical details
 - Desired manner of communicating information on progress to the Board
 - Hydrogen buses may be possible through a grant

GOVERNANCE COMMITTEE MEETING

- RCSD contracts and role of RGRTA in school transportation
- Comprehensive planning and initiatives for 2022-2025
- RGRTA's role in community mobility options
 - Is there a way to have one comprehensive Regional approach?
 - Who hires mobility managers?
 - Funding?
 - Does the Authority have a lead role or support role?
 - What fits the needs of other communities? (car share, scooters, bikes, On Demand)
 - What costs are appropriate for other communities?

Bill Carpenter explained that the Authority would poll Board members to identify the date/time for the retreat. The initial targets are the week of November 15th or the week of December 6th.

Bill McDonald encouraged Committee members to contact Bill Carpenter if they want information before the retreat (pre-read) or if they have information about leading trends. The Committee discussed school service and the impact in other cities around the shortage of drivers and transportation and what schools have had to do (pay parents to drive students).

Bill McDonald provided the Committee members with samples of the board retreat evaluation and board annual self-assessment.

Bill Carpenter explained that Tom Argust is interested in acting as the facilitator for the retreat, and the Committee indicated they were amenable to that.

Bill Carpenter proposed a collaboration with Bill McDonald to create an agenda and topic timeline. The Governance Committee will meet again on October 6th and review the agenda.

Bill Carpenter also proposed conducting the board annual self-assessment in January to give new Board members more exposure to the organization.

6. Summary of Recommendations to the Board

The Governance Committee recommends the full Board's acceptance of the Governance Committee Meeting Minutes during the next Board Meeting to:

1. Hold another Governance Committee meeting on October 6th to continue planning the Board Retreat.
2. Use Tom Argust as the retreat facilitator.
3. Send Bill Carpenter any requests for pre-read material (background) before the retreat. Board members can also supply Bill Carpenter with information on leading trends.
4. Run the board annual self-assessment in January.

7. Motion to Adjourn

Terry Rice moved to adjourn the meeting, and Brian Young seconded the motion, which carried unanimously.

Governance Committee Safety and Accident Report

September 2, 2021

Agenda

- **What We Track**
- **Who We Report Incidents To**
- **How Safety is Managed**
- **Incident Reports**

What We Track

- **All Vehicle Incidents**
 - We determine if the incident was preventable or not preventable
 - Were there injuries to any employees or customers
- **Workplace Accidents**
 - All incidents
 - Number of Work Days Lost

Who We Report Incidents To

- **Public Transportation Safety Board (PTSB)**
- **Public Employee Safety and Health (PESH)**
- **Federal Transit Administration (FTA)**
- **Workers' Compensation (WC)**

Public Transportation Safety Board (PTSB)

- This Board is a division of the New York State Department of Transportation (NYSDOT) and oversees all public transportation agencies that receive State Transit Operating Assistance (STOA). In addition to investigating reportable accidents, PTSB conducts system safety field audits and reviews system safety plans.
- RGRTA must immediately report vehicle accidents involving fatalities, vehicle accidents where five or more people were treated at the scene, vehicle fires while in revenue service, and accidents caused by bus mechanical failure.
- PTSB regulations require RGRTA to have an Accident Review Committee (ARC) to review all vehicle accidents (whether reportable to PTSB or not) to determine whether they were preventable and to recommend corrective action, including discipline and retraining.

Public Employee Safety and Health (PESH)

- This is a bureau of the New York State Department of Labor that enforces safety and health standards promulgated under the United States Occupational and Safety Health Act (OSHA). PESH jurisdiction is limited to public employers including RGRTA. PESH, like the PTSB, conducts safety audits and investigates certain accidents.
- RGRTA is required to promptly report to PESH any incident which results in a death or in the hospitalization of two or more employees. Additionally, RGRTA submits an annual report to PESH of work-related injuries and illnesses and is required to keep a running log of those.

Federal Transit Administration (FTA)

- **RGRTA is required to report accidents to the FTA involving fatalities, transportation of injured people away from the scene for medical purposes, property damage over \$25,000 or more and towing of vehicles. Along with the recent federal requirement to develop and implement a System Safety Plan came the annual obligation to set safety performance targets and report these to the Genesee Transportation Council which in turn reports the targets for several agencies to the FTA.**

Workers' Compensation (WC)

- When employees are injured on the job, they are entitled to file a WC claim. Time missed from work potentially is compensable and injured workers are entitled to payment in certain cases of permanent disability arising from the accident. Additionally, all causally related medical care is covered for claims found compensable.
- RGRTA is self-insured for WC coverage. RGRTA is required to promptly report to the WC Board accidents which result in personal injury, or which require medical treatment (beyond first aid) or which cause a loss of time.

How Safety is Managed

- **Safety Committee**
 - Provides information, support, guidance and recommendations on emerging safety issues for the purpose of reducing the potential for injury to person or property.
- **Accident Review Committee**
 - Reviews accidents to determine whether they were preventable and regularly reporting its findings to management.
- **Wellness Initiatives**
 - Identifies accident trends and opportunities to reduce accidents and injuries.
- **Operational Excellence**
 - This initiative serves as the communication and support mechanism for Bus Operator performance.

Summary

- **As a public transportation provider, safety is critical to how we go about everything we do.**
- **As a Government Entity we are required to report to State and Federal Agencies on our performance**
- **Based on the number of incidents and the causes of each incident, we take remedial steps to prevent similar accidents from occurring through individual intervention/training and authority wide initiatives**