Date: October 28, 2020
To: Board of Directors
From: Doug Kelsey
Subject: RESOLUTION NO. 20-10-40 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) TO APPROVE THE AGENCY SAFETY PLAN

1. **Purpose of Item**
   This Resolution requests that the TriMet Board of Directors (Board) approve TriMet’s Agency Safety Plan (ASP) as required by the Federal Transit Administration (FTA).

2. **Type of Agenda Item**
   - Initial Contract
   - Contract Modification
   - Other: Approval of ASP

3. **Reason for Board Action**
   Review and approval of the ASP by the Board is required by FTA regulations.

4. **Type of Action**
   - Resolution
   - Ordinance 1st Reading
   - Ordinance 2nd Reading
   - Other _____________

5. **Background**
   Pursuant to 49 CFR Part 673, a recipient of FTA funds like TriMet must develop a Public Transportation Agency Safety Plan (ASP) that includes the processes and procedures needed to implement its Safety Management System (SMS). On or before December 31, 2020, the Board of Directors or equivalent authority of each public transit operator must take action to approve its ASP, and the agency’s accountable executive also must certify that the agency has formally adopted the ASP. A copy of TriMet’s Agency Safety Plan accompanies this Resolution.

   Each ASP must designate a Chief Safety Officer and document that transit agency’s Safety Management System contains each of the following elements:

   1) a Safety Management Policy, which must contain safety objectives, a confidential employee reporting program, organizational safety accountabilities and responsibilities, plus designate a Chief Safety Officer;

   2) a Safety Risk Management process, including processes for hazard identification, risk
assessment, and mitigation of risk;

3) a Safety Assurance process, including safety performance monitoring and measurement, change management and continuous improvement; and

4) Safety Promotion, including comprehensive safety training and safety communication.

TriMet’s ASP contains each of these elements. As shown on page 10 of the ASP, it has been reviewed, endorsed and executed by TriMet’s General Manager, Doug Kelsey, its Chief Operating Officer, Sam Desue, Jr., its Chief Safety Officer, Marla Blagg, its Executive Director for Maintenance, Roland Hoskins, and its Executive Director for Engineering and Construction, Steve Witter.

As required by FTA regulations, TriMet’s ASP also contains a confidential employee reporting program to help it regularly identify and address safety hazards, safety performance targets based on those described in the FTA’s National Public Transportation Safety Plan, and specific criteria to address all applicable requirements and standards set by the FTA’s Public Transportation Safety Program and its National Safety Plan. Finally, TriMet’s ASP includes a process and timeline for conducting an annual review and update of the ASP in accordance with the FTA regulations.

The FTA’s required safety performance measures included in TriMet’s ASP are:
- Fatalities
- Injuries
- Safety Events, and
- System Reliability (State of Good Repair).

These required measures are designed to allow a public transit agency to set targets and gauge its performance in each area, and take affirmative steps to improve in each. Along with these critical safety measures, adherence to the ASP is essential for maintaining and improving TriMet’s safety performance.

6. Description of Procurement Process
   N/A

7. Diversity
   N/A

8. Financial/Budget Impact
   The safety activities described in the ASP are integrated into TriMet’s day-to-day operations and incorporated into its budgetary decisions.

9. Impact if Not Approved
   If the Board does not approve the ASP on or before December 31, 2020, it will jeopardize or eliminate all funding from the FTA and the U.S. Department of Transportation.
RESOLUTION NO. 20-10-40

RESOLUTION NO. 20-10-40 OF THE TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OREGON (TRIMET) TO APPROVE THE AGENCY SAFETY PLAN

WHEREAS, TriMet has authority under ORS 267.200 to develop, approve and implement safety plans applicable to all of its operations; and

WHEREAS, TriMet has a policy of providing safe public transportation services and safe workplaces for its employees, and is committed to ongoing identification of hazards, mitigation of safety risks, assurance that steps taken in mitigation are successful, and promotion of safe operations among all its employees and members of the public; and

WHEREAS, pursuant to 49 CFR Part 673, the Federal Transit Administration requires that public transportation agencies like TriMet develop, approve and implement a Public Transportation Agency Safety Plan; and

WHEREAS, the TriMet’s General Manager, Chief Operating Officer, Chief Safety Officer, Executive Director for Maintenance and Executive Director for Construction and Engineering have each reviewed, endorsed and executed TriMet’s Agency Safety Plan prior to its presentation to the TriMet Board of Directors (Board); and

WHEREAS, the Board has reviewed and has had an opportunity to inquire into TriMet’s Agency Safety Plan, which accompanies this Resolution;

NOW, THEREFORE, BE IT RESOLVED:


2. That the General Manager or his designee is authorized to convey the Board’s approval of TriMet’s Agency Safety Plan when submitting it to the FTA for certification.

Dated: October 28, 2020

__________________________________________
Presiding Officer

Attest:

__________________________________________
Recording Secretary

Approved as to Legal Sufficiency:

_____________________________
Gregory E. Skillman
Legal Department