

**DRAFT  
MINUTES OF PVTA'S  
ROUTE COMMITTEE MEETING  
November 15, 2022**

**1. CALL TO ORDER**

The Route Sub-Committee of the Pioneer Valley Transit Authority Advisory Board met on Tuesday, November 15, 2022 at 1:00 PM remotely in accordance with the Governor's State of Emergency Provisions of the Open Meeting Law, G.L. c. 30A, Section 20, relieving from the requirement of section 20 of chapter 30A that it conduct its meetings in a public place that is open and physically accessible to the public, permitting a public body to allow remote participation by all members.

**MEMBERS PRESENT:**

Members: Peter Miller, Westfield; J.M. Sorrell, Williamsburg; Benjamin Hood, Palmer; Timothy Sheehan, Springfield;

**NOT PRESENT:** Brian O'Leary, Belchertown;

A quorum being present, J.M. Sorrell, called the remote meeting of the Route Committee to order at 1:02 P.M.

**2. PUBLIC COMMENT**

No public comments were made.

**3. APPROVAL OF MINUTES OF JUNE 16, 2022**

J.M. Sorrell asked for a motion from the Route Committee to approve the meeting minutes of June 16, 2022.

**Motion:** Moved and seconded (Miller/Hood) to approve the meeting minutes of June 16, 2022.

J.M. Sorrell asked if there was any discussion, hearing none, asked for a roll call vote.

Peter Miller: Yes

Benjamin Hood: Yes

Timothy Sheehan: Yes

J.M. Sorrell: Yes

Motion passed, 4-0 vote.

#### **4. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)**

Paul Burns, Director of Transit Operations, reported on PVRTA's Transportation Agency Safety Plan (PTASP):

##### 2023 Update:

PVRTA is required to review the PTASP annually with a focus on answering the following three questions;

1. Does the Agency Safety Plan address all relevant requirements?
2. Does the Agency Safety Plan reflect PVRTA's transit system as it operates today?
3. Are the activities and processes described in the plan suitable to manage safety at PVRTA?

In reviewing the plan for 2023, the answer to questions 2 and 3 was yes. The answer to question 1 was no as a result of new changes mandated in the Bipartisan Infrastructure Law.

The following provides an overview of the changes made to the PTASP to ensure the current version addresses all relevant requirements.

1. Safety Committee Updates due to Bipartisan Infrastructure Law
  - a. Changes in membership
  - b. Changes in review and approval responsibility
    - i. The Safety Committee is now responsible for initial approval of the Agency Safety Plan
2. Safety Targets
  - i. Updating targets based on FY22 performance
3. De-escalation Training
  - i. Incorporating De-escalation Training as an element of the PTASP
  - ii. Adding FTA Assault prevention trainings
  - iii. Adding De-escalation training to the Disability Awareness Program
4. Include strategies to minimize exposure of the public, employees etc. to infectious diseases or hazards.

Additionally, other changes were made to ensure consistency with updated processes and in response to the FTA's recent Safety Management Inspection at the MBTA.

Changes made for consistency with updated processes:

5. Employee Safety Reporting Program
  - i. Changes to better align with the current actual process
  - ii. Inclusion of screenshots from the ESRP
  - iii. Inclusion of Employee Reporting Systems at each of the Operators within the Agency Safety Plan

Finally, new processes added in response to the FTA Review of MBTA's Agency Safety Plan: include;

6. Inclusion of breakroom drop-in meetings by the Chief Safety Officer or designee

PTASP Safety Targets 2023:

At its November 2<sup>nd</sup> meeting, the Safety Committee voted to adopt the following Safety Targets for FY 2023:

Fatalities	0
Incapacitating Injuries	0
Miles Between Breakdowns Fixed Route	19,500
Miles Between Breakdowns Paratransit	34,500
Preventable Accidents/ 100,000 miles Fixed Route	1.5
Preventable Accidents/ 100,000 miles Paratransit	.7

The targets were set after examining the five-year rolling averages for each category as well as the prior year goal attainment. Operator input was solicited at the Safety Committee with input received from both front-line employees and management, as well as directly from each operator. Factors such as changing operating environment, pandemic impacts and anticipated construction activity were all considered in setting these targets.

The Bipartisan Infrastructure Changes also mandate that the Safety Committee establish targets for risk reduction in three specific areas, reduction of vehicular and pedestrian accidents, and mitigation of assaults on transit workers. However, The Committee is awaiting additional guidance from FTA. Once the National Public Transportation Safety Plan is updated, that will provide guidance on how these targets should be defined then, the Committee will define those targets further and incorporate them into the PTASP.

We are asking the committee to approve and recommend adoption to the Advisory Board to approve PVTA's 2022 Public Transportation Agency Safety Plan update as well as the FY23 Safety Targets.

J.M. Sorrell asked the Board for a motion to approve PVTA's Transportation Agency Safety Plan (PTASP) update.

**Motion:** Moved and seconded (Miller/Sheehan) to approve PVTA's Transportation Agency Safety Plan (PTASP) update.

J.M. Sorrell asked if there was any discussion, hearing none, asked for a roll call vote.

Peter Miller: Yes

Benjamin Hood: Yes

Timothy Sheehan: Yes

J.M. Sorrell: Yes

Motion passed, 4-0 vote.

J.M. Sorrell asked the Board for a motion to approve PVTA's PTASP FY23 Safety Targets.

**Motion:** Moved and seconded (Miller/Sheehan) to approve PVTA's PTASP FY23 Safety Targets.

J.M. Sorrell asked if there was any discussion, hearing none, asked for a roll call vote.

Peter Miller: Yes

Benjamin Hood: Yes  
Timothy Sheehan: Yes  
J.M. Sorrell: Yes

Motion passed, 4-0 vote.

## **5. TITLE VI EQUITY ANALYSIS REPORT FOR LABOR-RELATED STAFFING SERVICE ADJUSTMENTS ON THE G2E, B6, B7, AND X90**

Peter Kuusisto, PVPC Transit Planner, reported the following:

At its June meeting, the Board authorized public hearings and a Title VI analysis on labor related staffing reductions that were implemented on a temporary basis in December of 2021. The Title VI analysis found that “all four route changes are Disproportionate Impacts on people of color and disparate burdens on low-income riders.”

While the findings indicate disparate burdens and disproportionate impacts on each route, the analysis also concluded that, the routes were chosen based on the least impact on the overall system, while maintaining the span of service and geographic service area. PVTA reviewed all other SATCo routes by their revenue hours, then by existing headway and finally by average Passengers per Revenue Hour. These routes fit PVTA’s priorities with the fewest riders impacted without impacting the geographic service area. As a result, no mitigation strategies are proposed at this time. Our focus instead is on ultimately restoring service on the X90, B7 and B6. Service on the G2E will not be restored as that route is easily incorporated into the existing G2 with little impact on riders. Much of the G2E ridership was SATCo drivers utilizing the route to access Union Station. SATCo has implemented alternate methods to facilitate drivers’ transfers.

A full copy of PVTA’s Title VI Equity Analysis Report for Labor Related Staffing Service Adjustments on the G2E, B6, B7, and X90 has been filed with the minutes of this meeting.

J.M. Sorrell asked for a motion from the committee to approve and recommend adoption to the Advisory Board of PVTA’s Title VI Equity Analysis Report for Labor Related Staffing Service Adjustments on the G2E, B6, B7, and X90.

**Motion:** Moved and seconded (Hood/Sheehan) to approve and recommend adoption to the Advisory Board of PVTA’s Title VI Equity Analysis Report for Labor Related Staffing Service Adjustments on the G2E, B6, B7, and X90.

J.M. Sorrell asked if there was any discussion, hearing none, asked for a roll call vote.

Peter Miller: Yes  
Benjamin Hood: Yes  
Timothy Sheehan: Yes  
J.M. Sorrell: Yes

Motion passed, 4-0 vote.

## **6. OTHER BUSINESS**

J.M. Sorrell reported that there is no other business to discuss.

**7. ADJOURNMENT**

J.M. Sorrell asked for a motion from the Route Committee to adjourn.

**MOTION**: Moved and seconded (Miller/Sheehan) to adjourn.

Peter Miller: Yes  
Benjamin Hood: Yes  
Timothy Sheehan: Yes  
J.M. Sorrell: Yes

Motion passed, 4-0 vote.

The meeting of the PVTA Route Committee adjourned at 1:45 P.M.

**A TRUE RECORD**

**ATTEST:** \_\_\_\_\_  
**BRANDY PELLETIER**

Documents filed with Route Committee meeting packet:

- June 16, 2022 Route Committee Minutes
- Labor Related Service Adjustments on G2E, B6, B7, and X90
- Public Transportation Agency Safety Plan
  - 2022 PTASP Update
  - FY23 Safety Targets