

**METRO RTA  
APD (ASSET PROTECTION & DEVELOPMENT)  
COMMITTEE MEETING MINUTES  
KENMORE 2<sup>ND</sup> FLOOR MEETING ROOM  
WEDNESDAY, FEBRUARY 19, 2020  
9:30 A.M. – 10:20 A.M.**

**ITEM 1: CALL TO ORDER:**

- Present: Dawn Distler, Charles Rector, Shawn Metcalf, Quentin Wyatt, Jay Hunter, Lori Stokes, Louise Gissendaner, Jarrod Hampshire
- Not Present: Donald Christian

**ITEM 2: COMMITTEE MINUTES:**

- Approve January Meeting Minutes – No questions or comments

**ITEM 3: SUB-COMMITTEE REPORTS & POTENTIAL RESOLUTIONS:**

- Employee Engagement Report
  - Hires/Exits – No hires, Two retirements (Harold Hamilton, Richard Ryan)
  - OSHA Recordable – Jan. 2019 was 6.90, Jan. 2020 was 6.90
  - DART Rate – Jan. 2019 was 3.57, Jan. 2020 was 4.05
  - Work related injuries/lost time – No OSHA reportable injuries in January, 2020
  - KPIs:
    - Training Hours per Employee: 910 total training hours for Jan. 2020 or 2.19 hours per employee
    - Training Investment per Employee: \$0 (All training that took place was at no cost for the month of January, 2020)
  
- Safety & Security Report
  - Preventable accident data
  - KPI's
  - Miles Between Preventable Accidents
    - o January 2019 (86,308)
    - o January 2020 (104,491)
  - Customer Injury Rate
    - o January 2019 (1)
    - o January 2020 (0)
  - Employee Injury Rate
    - o January 2019 (3 Total Injuries)
    - o January 2020 (0 Total Injuries)

**ITEM 4: SET TIME & DATE FOR NEXT MEETING:**

Wednesday, March 18, 2020 at 9:30 A.M. in the 2<sup>nd</sup> Floor Board Room, Kenmore Blvd

**ITEM 5: ADJOURN**