



**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

January 18, 2019

**AGENDA ITEM 3.8**

**TO:** Regional Transportation Commission

**FROM:** Angela Reich, SPHR  
Administrative Services Director

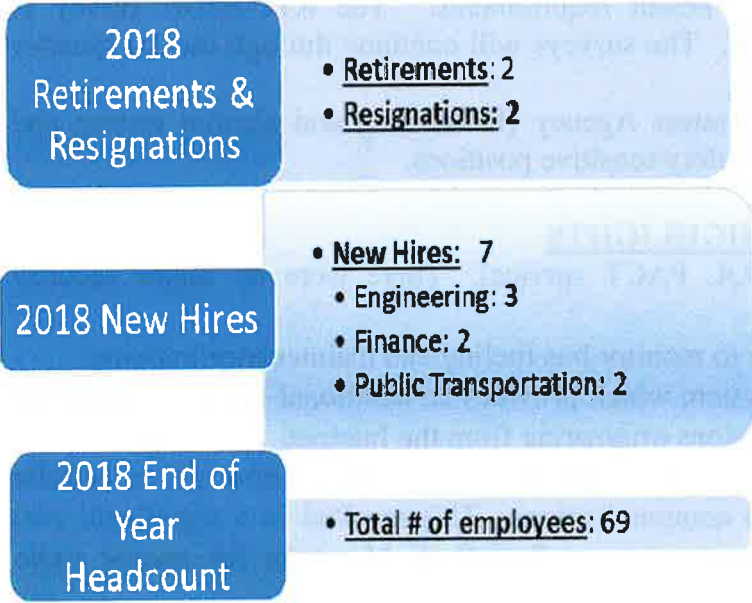
  
\_\_\_\_\_  
Lee G. Gibson, AICP  
Executive Director

**SUBJECT: RTC Administrative Services Activity Report**

**RECOMMENDATION**

Acknowledge receipt of the Administrative Services Activity Report.

**2018 OVERVIEW**



### **TRAINING HIGHLIGHTS**

- \* Nevada Ethics training for all employees
- \* Equal Employment Opportunity Policy update and training
- \* Supervisor Anti-Harassment overview and refresher training
- \* Customer Service training
- \* CPR/AED certified training
- \* Conflict Management training
- \* “Essential Management Skills” and “Advanced Essential Management Skills” training
- \* Supervisor and employee safety and security training; earthquake response and fire alarm responses
- \* Prohibition of Workplace Violence Policy update and training
- \* Lincoln Line Mass Casualty Disaster Exercise

### **SAFETY & SECURITY HIGHLIGHTS**

- ❖ 2018 Transportation Security Administration (TSA) BASE Assessment Completed (March 2018) Gold Standard Award by TSA for compliance activities
- ❖ Awarded Lincoln Line Safety/Security Certification required from the Federal Transit Authority/Project Management Oversight Committee and initiated the process for the Virginia Bus Rapid Transit Extension Project.
- ❖ Initiated Nevada Safety Consultation and Training Section (SCATS) on-site surveys for RTC, including RTC-RIDE and RTC-ACCESS contractors. The surveys provide a proactive approach to identify areas of concern, minimize risk and to help make sure we are in compliance with on-the-job safety and health requirements. The RTC-RIDE survey is complete with hazard mitigation ongoing. The surveys will continue through the 1st Quarter 2019.
- ❖ Manage the oversight for the Federal Transit Agency (FTA) drug and alcohol testing and training compliance for contractors with safety sensitive positions.

### **INFORMATION TECHNOLOGY (IT) HIGHLIGHTS**

- ❖ Completed a security assessment (POOL PACT service). There were no major security findings within RTC’s IT infrastructure.
- ❖ Implemented a new fuel master software to monitor bus fueling and maintenance tracking.
- ❖ Implemented an Intrusion Prevention System which provides an additional layer of security to RTC’s firewalls to prevent network intrusions originating from the Internet.
- ❖ Implemented a digital radio system for fixed route buses. All buses now use a cellular connection for real-time data and radio communications. This resulted in a significant cost savings by eliminating the need to lease space at Red Peak Mountain for analog radio equipment.
- ❖ Completed the implementation of the ITS traffic signal project which connects RTC to Reno, Sparks and NDOT for traffic signal timing / camera centralized management.
- ❖ IT uptime for 2018 was 99.98%

### **ADVISORY COMMITTEE(S) RECOMMENDATION**

There are no advisory committee recommendations pertaining to this agenda item.