

**Minnesota Streetcar Museum**  
**Operations Discussion – January 23, 2017**  
**MEETING MINUTES**

~~Keith Anderson~~  
Pat Cosgrove  
Dave Higgins  
Aaron Isaacs

Bill Arends  
Rod Eaton  
Pat Kriske  
Jim Vaitkunas (via email)

~~Todd Bender~~  
Bruce Gustafson  
Dick Zawacki

**SCHEDULE:**

- General
  - CHSL - Rod provided schedule
  - ESL – Bruce to follow-up with Todd
- Changes
  - General – Committee discussed challenge of having crew arrive late so limited opportunity to give safety briefing and have car ready for first car movement at scheduled opening time.  
To address this, all crew members will be required to be ready 30 minutes prior to the shift start. The start time will be reflected in ShiftPlanning
  - CHSL - Sunday will have 2 shifts rather than 3. Overlap PCC shift (1:30-5:30p) will be eliminated. First shift will become a PCC shift  
This will lessen the weekend staffing challenge and simplify the movement of the PCC in and out of the carbarn.  
Bruce needs to develop operating procedure to allow smooth transition of cars
  - CHSL – Weekend shifts in Oct will end at 4:00p rather than 4:30. This is consistent with the end of the first shift in Sept. and will eliminate some confusion.
- Test shorter shifts in May (CHSL)
  - Before implementation, will survey members
  - Concept is to have 3 shifts rather than current 2. Attempt to address crew shortages over weekend
- Improvement plans for M-W evenings. Discussed several ideas to improve volume. No decision

**SPECIAL EVENTS**

- Rod discussed several ideas

## **TRAINING – GENERAL**

- Bruce will develop schedule
- Bruce will set up follow-up meeting to focus on training. (Dave H, Todd B, Bill G, Pat C)

## **TRAINING – NEW HIRE**

- General
  - We will continue same process as last year, including use of common file with trainee status
  - Need to improve communication of trainee status, especially in later stages
- Schedule similar to last year.
  - Need to send recruitment info to newspapers in February
  - Sign-up for training class ends April 1
  - Target end of May to have trainees in revenue service (or at least revenue training)
- Recruitment
  - Initial contact will be handled by Volunteer Coordinator. Pat C. to follow-up with Jim Berry on mechanics
- Dave H. will draft revenue training criteria for foremen to use in evaluation of new hires
- PCC Training. Bruce will contact Fred Beamish to see if willing to lead in 2017
- Safety trainer – Curtiss Carr?

## **TIMING - RECERTIFICATION**

- Key messages
  - Safety
  - Cash register training required
- Volunteer survey required (Bruce provided draft. This focuses on non-operating activities)

## **TRAINING – SAFETY MESSAGES**

- Use of dead zone safety strap
- Foreman required to operate first movement of day to check track/overhead
- Conductor needs to stay in back of car and not sit and chat with customers

## **MECHANICAL**

- No car availability issues
- Daily inspection sheet will no longer be required to be completed by foreman for each shift. Laminated version will be made available as checklist. If issue identified form to be completed

## **OPERATIONS – MISC**

- Engineering
  - Keith Anderson accepted position as Engineering Superintendent
  - Overhead plan to be developed in 2017
- Grounds
  - Garden. Pat K. looking at options

- ShiftPlanning
  - Adding new positions
    - CHSL Helper
    - ESL Station Agent/Operator (assuming we go with 3 positions)
  - ESL to keep 3 person crew? Bruce to follow-up with Todd
- Need to adjust targets at CHSL

#### **MERCHANDISE / STATION**

- Bill was recognized for strong store sales
- Committee agreed to eliminate credit card minimum

#### **OPEN POSITIONS**

- Engineering Superintendent – Keith Anderson accepted position
- Track foreman – Bruce to follow-up with Denise Stevens
- Garden/right-of-way foreman

#### **2017 CONFERENCE**

- Aaron discussed general program and staffing needs
- Staffing will be added to Shiftplanning