

MINNESOTA STREETCAR MUSEUM
Operations Meeting – Meeting Minutes
February 11, 2016

ATTENDEES:

Bruce Gustafson
Jim Berry
Dick Zawacki

Bill Arends
Rod Eaton

Todd Bender
Dave Higgins

SCHEDULE:

- CHSL
 - No changes to the basic schedule. The group supported Rod’s proposal for special events
 - Rod is working on a History of the Line special event to determine feasibility. This event would entail several actors discussing various periods of the line’s operation
 - Bruce will update the schedule in late March. As was done last year, all volunteers will be deactivated until they pass recertification
 - Bruce will look to add an Event Helper to the CHSL schedule, which will make it easier to distinguish helpers from the station agent position for special events
- ESL
 - ESL service from opening day thru Memorial Day will be Saturday only from 1-4p. Todd noted that there are not enough riders for a larger schedule
 - Todd submitted a schedule with special events
 - The schedule will be built with a 3 person crew
 - Bruce will update the schedule in late March. As was done last year, all volunteers will be deactivated until they pass recertification
- Changes to Pricing
 - The group discussed and supported the Premium Season Pass concept, which for a higher price allows the owner to attend some of the special events.
 - Rod will review further and provide a final decision

TRAINING:

- General Training. The group agreed to Dave Higgins’ new operator training outline.
 - TRIMESTER 1(Vaitkunas, Isaacs, and Arends) at CHSL. Introduce Volunteer Coordinator Jim Berry
 - Transit and MSM History
 - MSM Organization
 - Rules and Regulations with exam
 - MSM Interaction with the public
 - Physical plant
 - Car equipment location of standard cars with exam
 - Line characteristics of CHSL and ESL with exam

- Bells and whistles with exam
- TRIMESTER 2 (Higgins) at CHSL
 - How the parts work together - transfer valve, direction key, controller, intercom signals with exam
 - Brakes - concept, technique, emergency procedures, air gauge with exam
 - Targets, Power off, power on, with exam
- TRIMESTER 3 Line specific at CHSL (???) or ESL (Bender)
 - Sequence of Operations with exam
 - Revenue Training
- Timing
 - New Operator Training. Training will start early April, with the goal of getting the new operators into revenue service by Memorial Day
 - PCC Training. New operators are not eligible for PCC training. Training will begin in May with the goal of getting operators qualified by Memorial Day.
 - Fred Beamish had offered to lead/coordinate PCC training last fall. Russ Isbrandt had also volunteered to help with training.
 - Bruce will contact Fred and Russ to confirm
 - Foremen Training. Targeting late March / early April. This 1-2 hour session will be both a training discussion to cover key topics (i.e., safety, ownership of the crew, etc.) as well as a forum to get input from the foremen
 - Bruce to build out the agenda leveraging work submitted by Dave and Todd. Bruce to review with group mid-March
- Foremen Promotions
 - Steve Simon. The group agreed to promote Steve
- Charter Foremen
 - Bill Arends agreed to develop a separate list of Foremen willing to lead charters given the short duration and time of day, many of the regular foremen are unable to fill these slots.

RECRUITING

- Given the desired April start for new operators, recruiting needs to happen in March. I believe this is the area Jim Vaitkunas has led. Jim Berry volunteered to help as needed

MECHANICAL

- No car availability issues planned for the 2016 operating season

SAFETY

- The group discussed several changes to operations and training. These included:
 - Safety cones will be used for training to help with stops
 - ESL will install overhead targets to replace the painted ties for stop indicators
 - The 2016 budget includes a sand pit at ESL (Old Excelsior) and funds to develop a ramp solution at CHSL's north end

OPEN POSITIONS TO FILL

- The group discussed several key positions to be filled:

- Ass't Superintendent Safety
 - John Dillery. Bruce has had some preliminary discussions with John. Follow-up is for Bruce and Rod to work with Karl and Howie to develop a job description
- Training Lead PCC
 - Fred Beamish. Bruce to follow-up with Fred
- Engineering - Buildings, Grounds & Gardens Foreman
 - Open.
- Car Cleaning Foreman (CHSL, ESL)
 - Open.

STATION GROUNDS:

- 2016 Initiatives
 - Painting station (CHSL)
 - Need to establish a work day – targeting May. Bill Arends to follow-up
 - Concrete platform (ESL)
 - Todd Bender
 - Weeding
 - Gardens – Jim Berry to see if a garden club might be interested in “owning” the CHSL station gardens
 - Right-of Way. Patrick Debonnet and Steve Simon have offered to weed trim the right-of-way. Bruce/Bill to confirm commitment
 - Bruce/Bill to work with Park Board to get recommendation for chemical treatment of weeds
 - Lawn mowing
 - Bill to work on options

ADMINISTRATIVE ITEMS

- Review operating materials
 - Since these were thoroughly reviewed last year, the group did not review the materials during the meeting.
 - It was suggested that spot reviews be done to note the 3 man crew at ESL and changes in safety