

**Minnesota Streetcar Museum**  
**Operations Committee Meeting Minutes**  
**Operations Discussion – February 18, 2024**

Keith Anderson (via phone)  
John Dillery  
Aaron Isaacs  
Jim Vaitkunas

Bill Arends  
Rod Eaton  
Karen Kertzman

Pat Cosgrove  
Bruce Gustafson  
Bill Pekarna

The committee met in person for approximately 2.5 hours to discuss the following topics:

**AGENDA:**

**SAFETY (Aaron)**

Aaron made a passionate appeal that the Committee and Museum's number one priority needs to be safety. The committee discussed several areas to promote safety to both avoid incidents and to quickly move to resolve them. Ideas are spread throughout these meeting minutes, but some general ideas included:

- Aaron and Bruce will review the safety recommendations presented by John Dillery (safety committee chairman) representing the Safety Committee's work over the last couple of months. Additions to the draft will include specific instructions for the more dangerous activities including lifting or towing streetcars, crossing of 42<sup>nd</sup> Street.
- Specific instructions (check list) will be developed and included in the cars to start and end a shift. Bill P. to lead creating the aid.
- Recertification Quiz will emphasize safety
- A mandatory safety briefing will be given by the foreman prior to the start of every shift. John Dillery and Bruce Gustafson will jointly craft monthly messages for the foremen to discuss with their crews

**MECHANICAL (Dick)**

- CHSL Car Availability.
  - Car 1300 currently operational
  - PCC/ car 322 ready mid-summer (June/ July). NOTE: schedule will show PCC starting at its normal time (Memorial Day) as moving from PCC to standard car shift is an easy adjustment
- ESL Car Availability
  - Car 78 currently operational
  - Car 265 is planned for August/ September availability. (Note: Karen has heard the car might be available earlier and is going to check with the ESL shop)

## SCHEDULE

### Regular – CHSL

- No material change from 2023. Pushing back start of afternoon service
- Full schedule
  - Wednesday/Friday afternoon
  - Wednesday/Thurs/Friday evening
  - Saturday – 1<sup>st</sup> shift (std car); 2<sup>nd</sup> shift (std car)
  - Sunday – 1<sup>st</sup> shift (PCC); 2<sup>nd</sup> Shift (std car)

### Regular – ESL

- No change from 2023; no Farmer's Market/ recurring weekday scheduled activities
- Full schedule
  - Saturday – 1<sup>st</sup> shift; 2<sup>nd</sup> shift
  - Sunday – 1<sup>st</sup> shift

### Additional Schedule

- All Aboard/ Neurodiversity (CHSL)
  - The proposed schedule does not conflict with the regular schedule
  - The Committee wanted clarity on the purpose of the activity, the winter holiday event, and some other operational issues - such as fees, selection of operators, etc. **Bruce to follow-up**
- ASL – CHSL will have one shift with an interpreter. This is paid for by external funding. Future engagement is dependent on obtaining new external funding for 2025. Karen was going to research ability to obtain funding/ volunteer resources to have guided event at ESL
- Doors Open event (Aaron) – CHSL (planned for May 18-19); participation pending obtaining insurance
- Company picnic

## SPECIAL EVENTS

With Rod stepping down the leadership of different events is being taken by multiple volunteers. Working out final details.

- **Bruce, Rod, and Pat to meet offline to discuss potential oversight role for Pat.**

## CHARTERS (Pat)

- Timing to avoid regular operations and planned car maintenance windows
- Pat mentioned that only certain types of charters in 2023 resulted in merchandise sales in the open station. As such, Pat will post a station agent position on an ad hoc basis depending on the type of charter group

## MISC. OPERATING ISSUES

- Operators must be at least 18 years of age – No exceptions
- CHSL – end of line talk location will not be adjusted. North end for single car operations; south end for two car operations. This is to better set expectations of passengers waiting on the platform of car arrival.
- CHSL – Based on a suggestion from John and strong support from the Committee, the sequence of operations will be to load the standard car using the rear door during normal operations. Special events may necessitate using the front door for loading.
  - Jim and John to draft changes in SoP based on rear loading

## COMMUNICATION

- The Committee noted that at CHSL the existing radios do not work reliably at the north end. To address this:
  - Bill P. will evaluate options for new radios (for both CHSL and ESL). Any funding needs will be addressed in a supplement funding request to the Board.
  - (CHSL) Since the radios are not 100% reliable, we will create a policy requesting that all operators have the station phone number in their personal mobile phone. The station number will also be available on the cars.

## START-UP ACTIVITIES

### Recruitment Plan (Pat)

- Pat indicated that the recruiting class is sufficient, such that no newspaper ads will be run.

### Training - new (Bill P.)

Some highlights of the separate training planning meeting held February 10 are show below. Please reference Bills meeting minutes that have separately been distributed for supplemental information

- Orientation (Location: Southdale Library – Helen Young Room Classroom):
  - Sunday March 24 @ 12:30-2:30pm and 2:30-4:30pm
  - Wednesday March 27 @ 5:30-7:30pm
- Classroom (CHSL Carbarn)
  - Sunday April 7 @ 1-3pm and 3-5pm
  - Wednesday April 10 @ 5:30-7:30pm
  - Sunday April 14 @ 1-3pm (if needed)
- Training (on car)
  - The training start date (TBD) will be determined by the weather and track conditions, hoping for early April
  - The 2024 CHSL training schedule will be: M/T/TH/F @ 12-2pm, 2-4pm, 4-6pm (new) and 6-8pm

### Recertification

- An initial meeting to discuss expectations and take the quiz will be mandatory
- Quiz.
  - To support a more thorough discussion of expectations, safety issues, and general operating policies the recertification quiz will be done in paper at an onsite meeting. We will not be using an online quiz.
  - The quiz will highlight safety issues. **Bruce, John, and others to collaborate in developing the questions.**
- Recertification Check Rides will be required for operators with less than 10 hours of operation in 2023
- POS refresher training will also be required

### Foremen training/ recertification (required)

- **Bruce and John to develop a draft outline** to be shared with the Committee for discussion

### ENGINEERING (Keith)

- Keith will be leading efforts prior to start-up to check switches and perform basic maintenance
- (CHSL) A tie replacement program is planned for the Fall of 2024 and will be scheduled to avoid conflicts with the operations
- (CHSL) With the removal of the old, wooden platform, new step boxes will be built and installed to allow safe entry and entry to the cars
- (CHSL) A canopy for the platform is under discussion

### NEW FOREMEN

- Names submitted, with some level of email consensus
  - Katie Baron
  - Jerry Betz

### MISC. ITEMS

- Rate changes. No rate changes were discussed at the meeting