



## Feather River Rail Society

P O Box 608 • Portola, CA 96122 • museum 530.832.4131 • office 530.832.1657 • fax 530.832.1854 • www.wplives.org

**Museum Manager Bulletin #1  
April 28, 2004**

**To all Directors, Department Heads and Volunteers**

**Welcome back for the 2004-operating season!**

**As you have probably already noticed, there have been some changes here at the railroad museum. There are other changes, which may not be apparent at first glance.**

**1) Security: Thanks to your efforts, the FRRS has acquired over five million dollars worth of equipment, archives and tools over the last twenty years. The security of our property is paramount. We have worked very hard to get all of this stuff and we have to be vigilant in keeping it safe from theft, vandalism and harm.**

**The museum is open 10-5 daily. For those of you who have keys to doors and gates, it is very important that you secure these doors and gates before 10 am and after 5 pm. Do not assume that someone else will do it for you. Please do not assume that it is okay to just leave things open. The general public will enter into any area that is not physically blocked or is left open. For their safety and the safety of our property, please keep doors and gates closed and locked when not in active use. Please notify a supervisor, director or the museum manager if something needs to be locked up or if you need access.**

**2) The old Operating Department Office is now a private office. The people who work in these offices have important jobs here at the museum and are entrusted with a lot of responsibility. Important papers and records are kept in this office. We respectfully ask you to stay out of this office unless you have business there.**

**A new volunteer lounge is being constructed in the old "Silver Debris" outfit car. The FRRS has spent a lot of money and time to provide volunteers with a relaxing place to kick back and relax. When completed, the car will have an entertainment center, computer and a kitchen area for your enjoyment. You are welcome to kick back and relax in this car during breaks and after hours.**

**In the meantime, the Conference Room (old gift shop) has been set up with a color TV, VCR and DVD player. The microwave, coffee pot and crew refrigerator have also been moved into this room. Please use this room for breaks, meetings and to relax in the evening until the new volunteer lounge is completed.**

**3) The FRRS provides volunteers with free drinks in the refrigerator located in the Conference Room. Food and drinks in the gift shop are solely for sale to our visitors and are strictly accounted for. Please do not take drinks or snacks from the gift shop without paying for them. If your favorite drink is not available in**

**the volunteer refrigerator, please ask the gift shop if you can exchange it for one in the gift shop. Volunteers do get a discount in the gift shop on snacks and drinks.**

**If there are no drinks available in the volunteer refrigerator, complain to Kerry Cochran as these drinks come out of his budget. Please do not waste drinks or food. And please remove your leftover food from the refrigerator when you leave the museum.**

**4) Parking: With the startup of the operating season, we will begin enforcing the NO PARKING RULE on the north side of the building. We are required by law to keep this area clear for use as a fire lane. Please do not park in this area unless you are actively in the process of loading or unloading. Volunteers are asked to park in the parking lot or on the east end of the building near the Reefer cars. The paved area at the end of the dock is reserved for handicapped parking.**

**5) Your suggestions for safety or productivity improvements are essential to improving the museum and ensuring the safety of our volunteers and visitors. Please feel free to contact the museum manager, department heads and directors with your suggestions and observations.**

**Thank you for your valuable contribution to the FRRS. We genuinely appreciate your service and your cooperation.**

**John Walker  
Museum Manager**