

**General Superintendents Report**  
**Kerry Cochran**



**Date:**           **April 27, 2017**

**General Superintendents Report**

By the time you read this, Annual Crew Training will be completed and the crews will be ready to start the 2017 operating season.

Several members braved the winter weather to attend the first crew training session with 3 to 8" of snow and ice in some locations. The snow hampered the crew training, as we had an 8 ½ hour power outage at the time of the training and forced us to perform all the training without an computer and projector. Paul Finnegan and Rick Gruninger handled most of the training this year as I needed to attend the monthly Board of Directors meeting.

There are so many volunteers that help around the museum all the time and I would be remised if I did not say thank you to all of you. Your help is needed to keep the place running and helping our visitors.

Keep Alert, Be Safe.

**Mechanical Department**

Look for Bil Jackson's, CMO report.

The mechanical department has been working very hard to get our equipment read for RAL and Operations this year.

**Steam Department**

The steam crew has been very busy working on the WP165, please visit the WPRR steam blog, <http://wprsteam.blogspot.com/2017/04/springtime-in-portola.htm>

See the latest news on the WP165

**Facilities Department**

Charlie Spikes has been busy getting the facilities ready for us for the 2017 season and have been busy making repairs and general maintenance on our facilities so we can get to work this yard.

## **Museum Store**

I have ask Leisa Wesch is she would take over the operation of the Museum Store last month and she accepted my invitation.

Leisa has been working with several other volunteers to get the museum store rearranged, cleaned up and get inventoried so that we have products to sell to the general public.

Leisa has been working with Eugene Vicknair on the new POS (Point of Sale) system so that we can be ready for the season.

## **Historical/Archive Department Report**

In my last report, I described the number of box cars that had Historical/Archive materials stored within them.

We have started to inventory each of the cars to determine what materials are in each and start the process of recording all the donations. This will not be a fast project as it will take time to go through each box, bin, paper bag, or other assorted items that have been donated to us.

One of the new things that you will find on the Historical/Archive WEB pages is, the FRRS History page, where several old FRRS (Portola Railroad Museum) WPRM documents will be available for viewing. This look back into the FRRS's history (by document) should give everyone a look back into the days when we started, thru our tenth year anniversary right in to, today.

One of the things I hope everyone will find an interest in, is the Grand Opening 1985 flyer announcing the opening of the museum and train rides.

The Circle the Wagons, Tenth year anniversary program

And the first printed Rules Book

I hope that you all will take a look and give us feedback on this concept.

If you come across and Historical/Archive, Donated materials, Please contact one of the staff of the Historical/Archive Department and let them know that the materials have been received and where it is located so that it can be moved to proper storage.

Director Frank Brehm has been lending a hand with all the documents needed to make sure that we have operating policies and procedures in place to account for the Arthur Walter Keddie Railroad library.

## **Working Group Meetings**

In the background during the non-operating season, there is some hard work going on for not only the operating department, but the museum also.

Paul Finnegan, Kenneth Finnegan, Rick Gruninger and Kerry Cochran, have been working on various Operating Department procedures for next year's training classes and adding more content to the training for our volunteers.

During these meeting, there are other thing that have been brought up that concern the overall operation of the museum and the volunteers. These items relate to Safety, Volunteer records, Volunteer Training, RAL Operations and several other issues.

During these discussion there will be some new additions to the several of the museum documents and we will be adding a new volunteer's manual. The volunteer's manual will be a living document that will give all of our volunteer's written guidance on what the museum expects from them, general information, emergency forms (so if there is an emergency with a volunteer, we know who to contact) organization chart and information on the facilities.

This manual is in draft form right now and we hope to have it published sometime during the year.

As always, there as so many volunteers that help around the museum all the time and I would be remised if I did not say thank you to all of you. I may have missed some specifically by name, however all of your help is greatly appericaleted.

Kerry Cochran  
Director, General Superintendent.