

## Board Meeting Minutes

Motion #02-07-06

Pursue trade with Golden Gate Railroad Museum of Trainmaster Mars lights for California Zephyr Skirts and any other available parts. Motion made by Director Vicknair, seconded by Director Stiles. All directors present voted in favor – Motion carried.

Director Breitwieser reported that the Beanery/Gift Shop combination is moving forward and should be completed in the coming weeks. She was able to obtain new shelving and fixtures to be utilized toward this end. The floor has been painted using volunteer help and donated materials.

DEPARTMENT REPORTS: Director Vicknair reported that work continues on the code correction issues. He further advised that he is currently over budget due to changes in planned electrical work and pending plumbing issues with the shower car.

Motion #02-07-07

Request to increase facilities budget in the amount of \$1,000 to cover additional costs surrounding code corrections. Motion made by Director Vicknair, seconded by Vice-President Brehm. All directors present voted in favor – Motion carried.

Director Vicknair advised that he is in the process of converting the east end of the Office car into a secure file room with fire suppression capability.

President McClure advised that clean-up efforts on the property continue. He also requested budgetary authority in the amount of \$750 to acquire Class II Roadbase to improve the shop access road and access to the Wheel Garden. Dan Brady advised this would fall under maintenance and already appears in the budget.

Mr. Brady advised that additional items requested for spending authority, specifically \$900 toward fundraising, \$1,500 for batteries, \$500 for library and archives, are already covered in the budget and do not require additional approval.

President McClure reported the opportunity to purchase another Dodge pickup truck with recently rebuilt motor and transmission, including running gear and miscellaneous parts to repair the Society's Dodge pickup for \$500. There will also be a need for additional maintenance.

Motion #02-07-08

Purchase of Dodge truck to effect repairs to Society equipment for the amount of \$500. Motion made by Director Brehm, seconded by Vice-President Brehm. All directors present voted in favor – Motion carried.

Director Vicknair advised that the fundraiser has gone out and we are already beginning to receive responses and donations.

Director Vicknair reported that Director Cochran informed him that all membership materials have been turned over to Susan Scarlett.

Director McClure reported that the opportunity drawing tickets have been printed and are available to those willing to support. Marta Egan reminded the Board that one of the obligations of a Board of Directors is to support fundraising activities through participation.

Ms. Egan advised that the arrangements for the Golf Tournament and Dinner continue to move forward. She asked that the Board talk to people about in-kind donations for silent auction.

Director McClure asked that it be noted for the record her appreciation of Ms. Egan's leadership in coordinating these efforts and

bringing her knowledge of fundraising events to the FRRS. This sentiment was echoed by many present at the meeting.

### COMMITTEE REPORTS:

Director Vicknair advised that the contract for participation at Truckee Railroad Days has been approved and will be presented to the President for signature. He is also gathering volunteers and asked that anyone interested in participating contact him directly.

PRESIDENT'S REPRESENTATIVE REPORT: Marta Egan advised that she has been collecting information and details regarding the Union Pacific Grant. The grant writer she is working with has advised a cost for services of \$100-150. Ms. Egan requested amending her contract to remove items she had determined are not worth pursuing and to reflect additional duties she has been asked to perform.

Motion #02-07-09

Acceptance of proposed changes to contract for services of Marta Egan. Motion made by Director Vicknair, seconded by Director Breitwieser. All directors present voted in favor – Motion carried.

LEGAL COUNSEL REPORT: No report at this time.

STATUS OF SURPLUS PROPERTY REPORT: No report at this time.

OTHER: Marta Egan advised that Director Habeck and President McClure have done a fantastic job with the property clean up. She wanted to express her thanks for their hard work. President McClure stated that the credit needed to go to his volunteer crew.

John Walker advised that he is searching for 96' of industrial shelving for the continuation of work on the Simplot/Archives car.

### ADJOURN:

Meeting adjourned at 8:54 p.m.

### August 3, 2002

President Rod McClure called the meeting to order at 6:01 p.m. The following directors were present: Frank Brehm, Kerry Cochran, Steve Habeck, Norm Holmes, Gail McClure, Hank Stiles, Eugene Vicknair. Directors Andy Anderson and Jan Breitwieser were unable to attend.

Visitors present: Don Borden, Marta Egan (staff), Alan Turner (staff), Charlie Walls.

### CORRESPONDENCE:

No correspondence was presented.

### CONSENT AGENDA:

Minutes – Approval of the minutes of the regular meeting held 07/13/02.

Financial Reports – Marta Egan presented a year-to-date profit and loss statement and expense/revenue to budget comparison on behalf of Dan Brady.

Motion # 02-07-01

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Approval of consent agenda reports as presented. Motion made by Director Vicknair, seconded by Director Brehm. All Directors present voted in favor – Motion carried.

### OLD BUSINESS:

**CAMP CAR MOVEMENT REPORT:** Director Vicknair asked that this item be carried over to the next regular meeting so that he may gather and present anticipated costs associated with the movement of the car to Portola.

**CABOOSE RIDE FARES:** Marta Egan advised that due to comments made by patrons and lost ridership, Director Breitweiser is recommending a change to the fee schedules for entrance and caboose rides. She further advised that the suggested donation for entrance had been adjusted to \$5 for adults, \$2 age 14-17, and \$1 for under 14. Director Breitwieser will present these items at the next regular meeting.

**FEATHER RIVER SHORT LINE EQUIPMENT:** President McClure reminded the board that we have no written agreement for the FRSL caboose and paymaster cars, and he is very concerned about the Society's liability regarding same. He proposed that the board consider the following solutions to this issue: Ask the FRSL to remove their equipment from our property, pursue ownership of equipment, or obtain a signed agreement removing liability for the equipment.

Marta Egan recommended that Alan Turner draft an agreement addressing this issue. Mr. Turner advised the Board that a contract could be drafted, however, the protection provided would be partial in as far as if the other party does not have the resources to cover a third party claim, responsibility would fall back to the Society. However, if the release is for liability for damage to the property, the Society would not be responsible. He recommended we act on this as soon as possible.

President McClure stated that upon his review of the records, the Society has spent approximately \$5,000 on this equipment to date.

Motion # 02-07-02

Motion to proceed with drafting of a hold harmless agreement with regard to liability on the Feather River Short Line Equipment (caboose and pay car). Motion made by Director Vicknair, seconded by Director Holmes. All Directors present voted in favor – Motion carried.

Mr. Turner asked that President McClure forward all details regarding the equipment to him for pursuit. It was also recommended that entrances to the caboose be sealed with plywood as soon as possible.

**HAP MANIT PROPERTY:** President McClure advised that materials that belonged to Hap Man it are contained in two box cars on property and Judy McGrath volunteered to clean them out over a year ago. Director Cochran recommended Ms. McGrath be asked if she wishes to continue with the project. Director Holmes stated there is an agreement with Mr. Man it's son that the Society would salvage and split proceeds on sale of any items of worth.

Alan Turner advised that if Mr. Man it's estate is closed and these items were addressed in the estate, there should be established owners with whom we should be in contact. If these items were not addressed in the estate, then there arguably the Society would be the owner of the property. Status of the estate needs to be determined so that we know who to work with.

President McClure requested that Marta Egan check on the status of the estate including Order of Probate, Inventories and Disposition Order. The Board was in agreement that determination of ownership and disposition proposals would be readdressed with respect to these issues

in 90 days.

### NEW BUSINESS:

#### COMPLETE PAINTING AND BODY WORK ON VIA LOUNGE:

Director Vicknair advised that since Director Cochran had revived the interior work project on the crew lounge car, he would recommend that the remaining exterior body work and paint be done. He also recommended that the Board look at putting air conditioning in the car as funding becomes available. Director Cochran advised that the Board did approve a budget of \$5,000 for air conditioning in the car last year. Director Habeck believes it would cost less than \$1,000 to complete remaining exterior body work and paint.

Motion # 02-07-03

Motion to establish Steve Habeck as project manager for the VIA/Crew Lounge car to complete exterior body work and interior electrical work, with air conditioning work pending confirmation of available funds. Motion forwarded by Director Brehm, Director Vicknair. All Directors present voted in favor – Motion carried.

**NON-FRRS EQUIPMENT LEASES AND LIABILITIES:** President McClure advised that he had been working on a draft Lease/Use Agreement to cover the Society with respect to financial and liability concerns on non-Society equipment on property. Director Holmes advised that there are agreements in place on several pieces of equipment and President McClure advised he had heard the same from several of the equipment owners as well. He would like to see these documents updated and run through legal counsel. The Board was comfortable with President McClure working with legal counsel on these drafts for presentation to the Board at a future regular meeting.

**FIRE PREVENTION:** President McClure advised the Board he would recommend the appointment of Director Brehm as Fire Marshall for the Society. He reported he had done a preliminary inspection of the property and discovered that the water tank/sprayer kept at the picnic area did not work, nor did any of the hydrants on the property. Director Brehm stated he has been in contact with an organization that may have the hydrants necessary and was also looking at obtaining a used brush rig. Alan Turner also advised he may have connections toward that end.

Motion # 02-07-04

Motion to accept appointment of Frank Brehm as Fire Marshall for the Feather River Rail Society as a Department Head under Facilities. Motion forwarded by Director McClure, seconded by Director Habeck. All Directors present voted in favor – Motion carried.

### GOOD OF THE ORDER:

**PRESIDENT'S REPORT:** President McClure reported that hobos have been marking equipment on the property and, per the Union Pacific Special agent in Sparks, NV, these marks identify the Portola Railroad Museum as a "safe jungle" or safe place to stay/eat/clean up. He asked that the Security Committee established at the prior regular meeting meet to discuss and act upon this issue.

Clean up efforts on property continue. President McClure advised that he was looking for specific direction regarding the WPMW Airstream Trailer and Gordon Wolleson's VW Bus. Director McClure said she and Director Brehm had talked about approaching Airstream for technical assistance and/or sponsorship of restoration of the trailer as a

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mobile gift shop. President McClure was directed by the Board to investigate disposal of the VW with Mr. Wollerson.

President McClure advised he would be entertaining bids to have the two west end shop doors recently replaced/salvaged installed as replacements for the east end shop doors.

Visitorship for Portola Railroad Days was good. Gift Shop sales were better than they have been since the late 1980's. Marta Egan suggested a committee be formed soon to begin planning efforts for Portola Railroad Days 2003.

President McClure reported that Susan Scarlett recommended appointment of a new membership committee chairman. He stated he would like to appoint Director Brehm as Membership Committee Chairman and that he focus on dues fee structure and combining Historical Society memberships with Regular membership. Director Vicknair reminded the Board that membership falls under the purview of the Secretary and he would accept Director Brehm in that position.

President McClure advised he recommended there be an RAL Coordinator and that Director Holmes be appointed to that position, working in cooperation with all involved in the program. The RAL program would continue under the Operating Department.

Lastly, President McClure asked for input from the Board if there was any concern regarding his continued chairmanship of the A&D Committee. There were no objections.

### DIRECTOR'S REPORTS:

Director Brehm reported that he would appreciate submission of all articles for the Train Sheet in a timely manner to assist him with meeting publication deadlines.

Director Vicknair advised he was in contact with individuals who may be able to donate parts for the Zephyr Project as well as information on historically correct colors and patterns for carpet and paint, and some interior decorations. Marta Egan stated she may know someone who can assist with the dome frames.

Director Holmes reminded the Board that Dan Brady requested he create a historical basis for the Society's restricted funds. He asked that the Board review this information and e-mail him with any corrections or changes. Director Holmes also recommended that an audit committee be empanelled to look at the appropriations and account balances reported by the treasurer. Discussion continued regarding an audit that was started two years ago, but not completed due to the cost of the project, as well as the work currently in progress on the accounting records. President McClure advised he would speak with Mr. Brady.

Directors Stiles, McClure, Cochran, and Habeck had nothing to report.

### DEPARTMENT REPORTS:

**FACILITY REPORT:** Director Vicknair reported that the office car is now fully functional electrically. He has spoken with Director Cochran and Eric Stephens regarding the tel-com requirements and what needs to be done with respect to completion of this work.

He also said he needs to speak directly with the City's Building Inspector regarding the plumbing for the shower car to assure code corrections are done right as the requirements provided were unclear. He stated that Mr. Stephens has agreed to be the Facility Electrician and will put together a complete wiring diagram for the property.

Director Vicknair advised he had failed to thank Ron and Teri Renish for work they had done on the gift shop, installation of new water heater in the shop, installation of water heater straps and other miscellaneous repairs. He apologized for the oversight.

**ROADMASTER REPORT:** President McClure reported that once the weather cools, he will be working on completing tie work on the Balloon Track.

**FUNDING REPORT:** Director McClure reported good response to fundraising projects including \$3,440 from direct mail project and \$800 from opportunity drawing tickets with the majority of these sold through the gift shop.

Marta Egan advised that work is progressing on the fundraising dinner and golf tournament. She does need assistance with stuffing envelopes and solicitation of tee sponsorships, direct financial support and donations of items for silent auction. She also asked that Board members be available and present at the dinner to provide public relations to the attendees.

### COMMITTEE REPORTS:

**PORTOLA RAILROAD DAYS:** Item addressed earlier in the meeting. No additional discussion.

**TRUCKEE RAILROAD DAYS:** Marta Egan reported that she was approached by a representative of the Truckee Regulators, a volunteer group which stages old west style "gunfights", if the Society would be able to provide a car with dining style seating, a refrigerator and stove/oven which they would use as a fundraising opportunity for the Society. It was suggested that Director Vicknair and Ms. Egan work together on this potential project.

Director Vicknair advised one of the event sponsors will be purchasing television advertising space that prominently features the 805A and 2001. He also asked that anyone willing to volunteer as docents please contact him.

Director Vicknair stated there was a conflict with respect to the September Board meeting due to participation in Truckee Railroad Days. It was recommended that the location of the meeting be changed to Truckee to resolve the conflict.

Motion # 02-07-05

Motion to change location of regularly scheduled September 2002 Board Meeting to Truckee. Motion forwarded by Director Stiles, seconded by Director Habeck. All Directors presents voted in favor, with the exception of Director Cochran who abstained – Motion carried.

**PO POLICY COMMITTEE:** Marta Egan reported that the committee had not convened to discuss and requested this item be tabled. President McClure advised that Susan Scarlett asked that he let the Board know her recommendation was to discard the policy as currently written as it was cumbersome and that Department Heads should be held accountable for their budgets.

Motion # 02-07-06

Motion to discard present purchase order policy. Motion forwarded by Director Stiles, seconded by Director Vicknair. All Directors present voted in favor – Motion carried.

**A&D COMMITTEE:** SP Beet Gondola/SN Boxcar

Director Vicknair advised he had received a query from another Museum expressing interest in trading a 1919 SN boxcar without trucks for an SP beet gon. He asked that the A&D Committee entertain this trade. President McClure advised he would approach this with the committee and report back to the Board.

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**SECURITY COMMITTEE:** Addressed earlier in the meeting. No additional discussion.

**MAGNOLIA TOWER COMMITTEE:** Director Vicknair stated he was requested by President McClure to head up acceleration of this project as Gary Hall was out of the country and the issue was becoming extremely time-sensitive. He advised that the contract provided by Amtrak was a boilerplate railroad contract that did not apply to the situations regarding the tower. Mike Deeble, our insurance provider, offered to try and renegotiate a special contract with his contacts at Amtrak appropriate to our situation. Vic Neves continues to work on local issues with respect to dismantling of the tower for transport.

**PRESIDENT'S REPRESENTATIVE REPORT:** President McClure suggested to the Board that Marta Egan's Contract be extended by one month through October so she may assist in wrap up of the 2002 operating season and current fundraising projects.

Motion # 02-07-07

Motion to extend Marta Egan's contract in writing by one month. Motion forwarded by Director Brehm, seconded by Director Stiles. All Directors present voted in favor – Motion carried.

Ms. Egan advised that she and Director Holmes provided a presentation at a local Rotary Club meeting. She also advised that there is a Senior's group tour scheduled October 13, 2002 for which she asked for a volunteer docent. Director Holmes advised he would be glad to assist.

Ms. Egan further advised that a "G" gauge train found when cleaning out the storage room would be included as a silent auction item at the fundraising dinner, if there was no objection from the Board. There was also an "N" gauge train donated by Don Beale which is currently displayed in the shop and on silent auction through Railfan Photographer Day.

President McClure reported that with six weeks to go, there appears to have been no activity toward planning Railfan Photographer Day. Director Brehm reminded the Board that the Historical Society was to handle these arrangements. President McClure recommended Director's Brehm and McClure work to try and bring this together.

**STATUS OF SURPLUS PROPERTY REPORT:** No status of surplus property report was given.

**LEGAL COUNSEL REPORT:** Alan Turner advised that the Motion for Summary Judgement with respect to the Silver Hostel was granted. Negotiations and scheduling of additional hearings regarding settlement of the case, including accounting of attorney fees, continues.

**CLOSED SESSION:** No closed session was held.

**OTHER:** Director Brehm asked that all Department reports be submitted to the Secretary on the Monday prior to the meeting in an effort to streamline the meetings. Director Vicknair reminded the Board this was already required by written policy.

**ADJOURN:**

Meeting adjourned at 8:22 p.m.

Respectively Submitted  
Gail A. McClure

## Fire Marshal Position

By Frank Brehm

Recognizing a need for fire prevention services at the museum President McClure has created a Fire Marshal's position. I have been appointed to fill this position. I see the mission of this position to provide measures for life and property protection from fire; and address environmental, and accessibility issues through education, inspections and training.

The Goals and Purposes of this position are to provide member training and education of fire safety and prevention methods and practices. To preserve and improve the welfare of the society through advocacy of policies and procedures designed to increase fire safety and fire prevention and further the understanding of fire prevention practices through interaction and communication of ideas from the membership.

I have already identified some areas that need attention. Support for fire suppression on the grounds is severely limited as all of the fire hydrants are out of service and need to be replaced. The pump and motor on the water trailer is no good and needs to be replaced. All of the fire extinguishers need to be inspected, serviced and certified by a licensed extinguisher company. New batteries are needed for the smoke detectors in the sleeping car and new detectors need to be purchased and installed in the lounge car.

A Fire Extinguisher Training Program needs to be put in place that includes the fire extinguisher rating system, the PASS( Pull, Aim, Squeeze, Sweep) system of operation and hands on operations when available. This training helps to comply with OSHA training requirements.

Fire Lanes will be suggested which are designed for fire department emergency access. They are used to provide a space for fire engines to park for emergency operations. Ambulances or police vehicles may use this area for emergency operations when needed.

There is much to be accomplished and I welcome any help and/or suggestions from the membership. In closing I would like to offer the following safety tip for the upcoming holiday season.

A Christmas tree is a living thing. Look after it carefully as you would a cut flower. Once you select a Christmas tree, follow these suggestions to keep it fresh and safe:

1. If you buy a tree several days before you plan to set it up, store the tree outdoors or on a cool porch or patio until you are ready to decorate it. Make a straight cut across the butt end of the tree about one inch from the end. This opens the tree stem so it can take up water. Store the tree upright and place the butt end in a container of water. An area that provides protection from the wind and sun will help the tree retain its moisture.
2. When you bring the tree into the house for decorating, make another fresh cut across the trunk about an inch from the original cut. Use a tree stand that holds plenty of water.
3. Trees are thirsty. They may drink up to four liters of water per day, so be sure to check daily and supply fresh water as needed. A stand which holds at least four liters of water is recommended. If you allow the water level to drop below the bottom of the tree, a seal will form just as it does on a cut flower and a new cut will be necessary.
4. Place your tree away from fireplaces, radiators, television sets and other sources of heat. Turn off the tree lights when you leave and before you retire at night.
5. Avoid the use of combustible decorations. Check all electric lights and connections. Do not use lights with worn or frayed cords and **NEVER** use lighted candles on a Christmas tree.

Following these care and precaution measures should ensure an attractive tree that stays fresh indoors for two to three weeks. Enjoy the holiday season but be cautious with your Christmas tree. When large amounts of needles begin to fall off, it's time to get rid of the tree.