

White Pine Historical Railroad Foundation's  
**Nevada Northern Railway Museum**  
A National Historic landmark

1100 Avenue A  
PO Box 150040  
Ely, Nevada 89315

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**Management Board**

John C. Gianoli, Chairman  
Steve Leith, Vice-Chairman  
Jerry Cesak, Member  
Terry Gust, Member  
Randy Larson, Member  
William L. Withuhn, Member  
Shane Bybee, City of Ely

## General Notice 1

Date: February 5, 2009

To: All Personal

Subject: General Orders and Notices

It is the responsibility of all train service personal to the check the General Orders and General Notices boards ***every time*** you come on duty. After reading the General Order or Notice, initial the acknowledgement forms under the appropriate General Order or Notice. You only need to initial once that you have read a General Order or General Notice. But they need to be reviewed every time you enter service.

Furthermore, if you do not understand a General Order or Notice it is your responsibility to ask for clarification.

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Mark S. Bassett  
Executive Director  
Nevada Northern Railway

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William A. Allen  
Trainmaster  
Nevada Northern Railway

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Shane Bybee, City of Ely  
Mark Bassett, Executive Director

## General Notice 2

Date: April 2, 2009

To: All Personal

Subject: Appointments

The following individuals have been appointed to the following positions:

### Operations:

1. Mark S. Bassett, Chief Operating Officer
2. William (Skip) Allen, Deputy Operating Officer and Trainmaster
3. Gene Rogers, Chief Conductor
4. J Joan Bassett, Chief Dispatcher

### Shop:

1. Albert Gledhill, Master Mechanic\*
2. Levi Garcia, Shop Helper

All question or concerns that would have been directed to the CMO or Shop Forman should be director to the Master Mechanic.

### Designated Supervisory Locomotive Engineer (DSLE)

1. Ron Taylor
2. Kelvin Martinez
3. Al Gledhill
4. Kurt Dietrich
5. William A. Allen

### Track Inspectors

1. Ron Taylor, Roadmaster
2. Kurt Shull
3. Mark Bassett
4. Al Gledhill
5. William (Skip) Allen

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Executive Director

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## **General Notice 3**

Date: April 2, 2009

To: All Personal

Subject: Appointments

The following individuals have been appointed to the operations committee:

5. Mark S. Bassett, Chief Operating Officer
6. William (Skip) Allen, Deputy Operating Officer and Trainmaster
7. Albert Gledhill, Master Mechanic
8. Gene Rogers, Chief Conductor
9. J Joan Bassett, Chief Dispatcher
10. Ron Taylor, Roadmaster, DSLE
11. Steve Leith, Board Member
12. Kelvin Martinez, DSLE
13. Kurt Dietrich, DSLE

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## General Notice 4

Date: April 2, 2009

To: All Personal

Subject: Qualified Operators

The following individual is qualified to operate the motor grader:

14. Kelvin Martinez

The following individuals are qualified to operate the backhoe:

- |                    |                   |
|--------------------|-------------------|
| 1. Kelvin Martinez | 4. Ron Taylor     |
| 2. Al Gledhill     | 5. Casey Gledhill |
| 3. William Allen   | 6. Nevada Baldwin |

The following individuals are qualified to operate the overhead crane in the RIP:

- |                    |                  |
|--------------------|------------------|
| 1. Kelvin Martinez | 3. Ron Taylor    |
| 2. Al Gledhill     | 5. William Allen |

The following individuals are qualified to operate the overhead crane in the machine shop:

- |                    |                              |
|--------------------|------------------------------|
| 1. Kelvin Martinez | 5. Ron Taylor                |
| 2. Al Gledhill     | 6. Kurt Shaul                |
| 3. William Allen   | 7. Levi Garcia (In training) |
| 4. Casey Gledhill  |                              |

The following individuals are qualified to operate the portable hydraulic equipment:

- |                |                  |
|----------------|------------------|
| 1. Al Gledhill | 3. Ron Taylor    |
| 2. Kurt Shaul  | 4. William Allen |

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Mark Bassett, Executive Director

The following individuals are qualified to operate the hirail trucks:

- |                    |                              |
|--------------------|------------------------------|
| 1. Kelvin Martinez | 5. Ron Taylor                |
| 2. Al Gledhill     | 6. Kurt Shaul                |
| 3. William Allen   | 7. Levi Garcia (In training) |
| 4. Casey Gledhill  | 8. Mark Bassett              |

Only qualified operators are allowed to operate Nevada Northern Railway Museum equipment.

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Executive Director

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## General Notice 5

Date: April 2, 2009

To: All Personal

Subject: Shop Rules

The following rules have been developed to protect you and our priceless artifacts.

1. Use common sense – it is your life and body. If you don't know ask! If you don't understand ask again. Never attempt to do anything unless you completely understand the task at hand.
2. When working in the shop, you must wear work boots, and have safety glasses and ear protection available as needed.
3. On the shop doors - either open or close the doors all the way. It is permissible to open a door only 4' and leave it there. Whenever operating a door, stay at the control panel until the door is stopped.
4. If you are not qualified to use a piece of equipment in the shop then you can not operate it. It is your responsibility to contact the shop staff to learn how to properly use a piece of equipment.
5. Clean up after yourself at the end of every day or when you complete a project. Put the tools away and clean up the work area.
6. Before you turn on the shop air compressor, check its oil level. If you are the last one out make sure the air compressor is turned off.
7. Diesel engine head brakeman will assist the engineer in the daily hostling of the locomotive. They will top off fluids as needed.
8. Steam engine crews will assist in the hostling of their engine.
9. If you find a mechanical problem - notify the shop staff immediately.
10. All personnel will check the shop board for any daily notices.

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Mark S. Bassett  
Executive Director

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Al Gledhill  
Master Mechanic

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## General Notice 6

Date: June 5, 2009

To: All Personal

Subject: East Ely Wye Operations

The preferred direction of movement around the East Ely Wye is entering in on the north wye switch and exiting on the south wye switch.

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Mark S. Bassett  
Executive Director

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William Allen  
Trainmaster

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## General Notice 7

Date: June 5, 2009

To: All Personal

Subject: Phone and Camera Use by Rental Engineers

All rental engineers are governed by the Nevada Northern Railway Rulebook. Special attention shall be given to Rule 1.24 Electronic Devices. For the purposes of this rule cameras are considered electronic devices.

- 1.24 Electronic Devices** – The following are our policies concerning electronic devices:  
**1.24.1 Personal Devices** - All personal electronic devices must be turned off and any ear pieces removed from the ear and placed in your locker, grip or personal vehicle before train service personnel sign in for duty.

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Executive Director

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William Allen  
Trainmaster

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## General Notice 8

Date: June 20, 2009

To: All Personal

Subject: Train Audio System

1. The PA Amplifier has been physically moved to the top of the cabinets in the concession area. This cleaned up the unsafe nest of wiring and provides air flow around the heat sink. Please note the cardboard cover over the input knobs for mic one and mic two. This means there is no need to readjust either inputs. Only Bruce, Mark or Skip is authorized to adjust these inputs. The only manipulation at the start of the excursion is to turn the power on!
2. To the right of the PA Amplifier is a receiver for RaeNell's wireless microphone. This has NO on/off switch. Either RaeNell or Gerry will turn the receiver on or off at the end of the run. The wireless microphone is RaeNell's personal mic, it goes home with her.
3. When the hand held mic was used, RaeNell or Gerry will set up the amplifier for the next narrator. The only test you will need to do is turn the amplifier and the cabled microphone on and speak.
4. A black cable with a 1/8 inch stereo jack is now hanging next to the DC Voltmeter under the cabinets. This is set for adding a boom box, an iPod or computer audio. Levels for this is set by the item being used. DO not try to set audio levels on the PA for these items. If the audio levels are set high on the iPod, as an example, will overdrive the PA Amplifier causing distortion.
5. Individual volume controls have been installed on each speaker in the two coaches and in the caboose. These are not to be touched by train crew for any reason. RaeNell and Bruce have spent hours equalizing audio levels throughout the train. This was accomplished with 75 to 80 passengers and normal ambience levels as the train moved. The Master volume control can be increased but is now at the maximum output. You will notice that the audio levels on the flat car can be lower than elsewhere. This is especially noticeable when the caboose is close to the locomotive and when the flat car is full of passengers.

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6. The speaker in the caboose has been moved to the right side above the bench. A food container has a volume control with a knob. This should be kept low most of the time, but can be adjusted if we have paid passengers in the caboose.

7. Train crew should pay attention to the new wiring between the caboose and flat car, and the flat car to the coach. Take a few minutes to familiar yourself with the new connectors for the audio lines. This is a four pin microphone connector. The collar can be turned counterclockwise to unlock then slowly wiggle the connector out of the jack. Reverse this process to reconnect it. This keeps the connection clean and dry from the elements. Please when breaking the cars apart, as we do throughout the season, hang the coil cable up safely. Do not allow it to drag on the ground.

8. Should you have problems with the PA System notify your conductor, it is he or her responsibility not yours. Feel free to give me a call or have the dispatcher call me at home. If you have any questions about the new upgrades feel free to call me.

A lot of hours and money has been invested to eliminate problems with the PA System. Please follow the above guidelines. If you have any questions or concerns let us know. With your help this will be a trouble free season.

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Mark S. Bassett  
Executive Director

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Bruce Palmer  
NN Ry Radio Guy

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## General Notice 9

Date: July 17, 2009

To: All Personal

Subject: Steam Crew Report Times

1. Steam crews are to report, be signed in and at their locomotive 2½ hours before train time on the first train of the day, this includes rentals too.

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Mark S. Bassett  
Executive Director

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William Allen  
Trainmaster

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## General Notice 10

Date: July 17, 2009

To: All Personal

Subject: General Notice Number 6

1. General Notice Number 6 is cancelled.

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Executive Director

---

William Allen  
Trainmaster

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## **General Notice 11**

Date: July 17, 2009

To: All Personal

Subject: Vandalism and Trespassing

1. The Foundation prosecutes all incidents of vandalism.
2. The railroad buildings, grounds, right-of-way and tracks are private property. The public is allowed in designated areas at authorized times. If you find personnel in or on the facilities, approach them and inquire if they are part of one of our programs. If they reply no, explain that they need to be part of the program or leave the property. If the person refuses to leave contact Sheriff's Department and museum staff.
3. If you observe vandalism, immediately contact the Sheriff's Department and then approach the vandal. If possible try to keep the vandal on the property until the Sheriff's department arrives. If you discover vandalism after the fact notify the Curator.
4. In the case of trespass along the railroad right-of-way notify the Dispatcher. When there is no dispatcher contact the Sheriff's Department directly when it makes sense to do so. For example if a motorbike is speeding along the fill, it will most likely be gone before a Deputy can arrive, so don't call the Sheriff's Department. But if a vehicle is parked close to the track, then call the Sheriff's Department.

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Mark S. Bassett  
Executive Director

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William Allen  
Trainmaster