

Raleigh Fire Museum Organizational Report

January 1, 2013 to September 1, 2014



Contents

- Introduction
- What is the Fire Museum?
- Organizational History
- Financial Report
- Merchandise
- Memberships
- Donated Money
- Museum Visitor Report
- Accomplishments
- Officers, Staff, and Volunteers
- Going Forward
- Contact

Introduction

This document presents a summary of the Raleigh Fire Museum's activities in 2013 and the first eight months of 2014.

It includes an overview and history of the non-profit organization, a report on finances, and details on merchandise and memberships.

Donors are recognized and museum visitors are tallied. Accomplishments are listed in detail, along with current officers, staff members, and volunteers. The document concludes with a sketch of future plans and the organization's contact information.

What is the Fire Museum?

The Raleigh Fire Museum (RFM) is a non-profit charitable organization that created and operates the physical Raleigh Fire Museum. It also functions as a steward for the City of Raleigh Fire Department's (RFD) historical artifacts and materials.

The museum is located in a modular classroom building at the fire department training center. The property is owned by the City of Raleigh.

Historical artifacts and materials, including a library of log books, are stored at Fire Station 23. There's also a historical display on the second floor of the Dillon Building, next to the fire department administration offices.

The Raleigh Fire Museum owns a 1961 American LaFrance pumper that original served as Engine 1. It is stored at Fire Station 28, along with other antique apparatus owned by the City of Raleigh.

The museum is also obtaining a donation of a 1936 American LaFrance pumper that also originally served as Engine 1.



1961 American LaFrance



1936 American LaFrance

Organizational History

The Raleigh Fire Museum was created by a group of current and former city firefighters and fire department supporters in 2008. The organization was originally named the Raleigh Fire Department Historical Society. In 2010, they were incorporated as a non-profit charity. In 2012, they changed their legal name to the Raleigh Fire Museum.

Work on the museum started in 2010, with the fire department's donation of a modular classroom building at the training center. Fire department members donated nearly \$1,200, which was used to build fixtures and purchase display cases, as well as print and frame photographs. Firefighters also helped prepare the trailer for occupancy by building additional walls and adding a special sliding door. The museum held its grand opening on June 14, 2011.

Today, the Raleigh Fire Museum conducts monthly museum openings, as well as special events and tours. The organization and its staff also participate in numerous activities related to the preservation and presentation of the history and heritage of the Raleigh Fire Department.

Financial Report

Income

The Raleigh Fire Museum is funded exclusively through public and private donations, and the sale of memberships and merchandise.

Balances

The organization maintains a checking account for operational expenses, and two specialized savings accounts.

Current balances:

- General fund (checking): \$ 3,672.78
- Reserve funds (savings): \$ 3,944.18
- Apparatus funds (savings): \$ 422.41.

Expenses

Major and notable expenses in 2013 and 2014:

Mar 2013	Portable signs for displaying outside museum during open hours.	\$477.00
Mar 2013	Printing and mailing materials, for fundraising and marketing inserts in fire department centennial history books.	\$56.04
Mar 2013 - Sep 2013	Marketing materials, including photo cards, rack cards (2000), rack card displays, and tabletop signs.	\$442.88
Apr 2013	Sign for 1961 American LaFrance pumper, listing donors.	\$96.00
Jun 2013	Apparatus expenses for special event, including fuel and materials for magnetic marketing signs.	\$80.53
Sep 2013	Directional signs for streets and informational signs for training center fence and fire museum building.	\$325.59
Dec 2013	Video camera.	\$194.94
Jul 2014	Booth at South Atlantic Fire Rescue Expo, including registration fee, banner signage, media holders, and materials.	\$312.64

Regular and recurring expenses include:

Fire Museum Network membership dues, annual	\$30.00
Post Office Box fee, annual	\$120.00
QuickBooks online subscription, monthly	\$10.96
Sales Tax payments to state, quarterly	Varies
Web site domain name fees, annual www.raleighfiremuseum.org www.raleighfirehistory.org www.raleighfirenew.org	\$31.65

Merchandise

The Raleigh Fire Museum sells merchandise to raise money. Sales are conducted in locations including:

- Fire museum
- Fire department facilities, including fire stations
- Web site, via PayPal payments
- Postal orders.

Merchandise sold in 2013 and 2014:

- Challenge coins
- Centennial tee shirts
- Centennial stickers
- Centennial history books
- Survivor bracelets.

Sales Totals

Totals for sales in 2013 are not available. Sales in 2014 include 44 coins (\$10 each), 12 shirts (\$5 each), and 14 bracelets (\$5 each).

PayPal Fees

Fees paid to PayPal, for transactions conducted on the museum web site:

- 2013 - \$49.05.
- 2014 - \$6.27.

Survivor Bracelets

These hand-woven bracelets were donated in 2014 by Senior Firefighter Shannon Haeck. They are priced at \$5.00. She donated a quantity of approximately forty. They are still in stock.



Centennial Merchandise

Coins

Beginning in July 2011, challenge coins were sold by RFD and RFM as a fundraiser for centennial events conducted in 2012. They were subsequently sold as a fundraiser for the fire museum organization.

- Quantity of 1,230 ordered over nine months, in three parts. Last order of 300 in April 2012.
- Priced at \$10. Plus 336 sold at \$8 to Raleigh Professional Fire Fighters Association.
- Sold at various locations and online. Shipping cost added for coins sold via web site.
- Cost \$5096.50 including \$100 die fee. Supplied by All About Coins.
- Sales tax paid \$723.01. Profit of \$3,621.68.
- Sold out in August 2014.



Shirts

Beginning in June 2012, centennial tee shirts in two colors and both adult and children sizes were sold by RFM.

- Quantity of 517 ordered.
- Price varied, from \$15 to \$8 to currently \$5.
- Sold at the museum, at special events, and at fire stations.
- Cost \$3,673.93. Supplied by J&E Uniforms.
- Dozens of shirts still in stock.



Stickers

Beginning in August 2012, centennial stickers were sold by RFM.

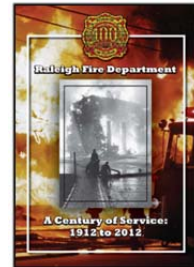
- Quantity of 200 ordered.
- Priced at \$5, then lowered to \$3, or two for \$5.
- Sold at the museum, and at fire stations.
- Cost \$342. Supplied by Hills Signs.
- Sold out within two years.



History Books

The Raleigh Fire Department published a commemorative book to celebrate their centennial history in 2012. The project was funded through pre-sales of the books to active and retired personnel, and the general public.

The book was delivered from the printer in April 2013. The museum received twelve complementary copies from the publisher and 41 copies as a donation from the Raleigh Fire Department for sale as fundraiser.



Disposition of the 53 copies:

- Five copies retained for reading (two), display case (one), and archive (two) purposes.
- Two copies given in appreciation for donated services or photos:
 - Jeff Harkey
 - *News & Observer*.
- Twelve copies donated to libraries, archives, museums, and organizations:
 - National Fire Academy library.
 - North Carolina Collection – University of North Carolina.
 - North Carolina State Archives.
 - North Carolina State Archives photo division.
 - North Carolina State Fireman’s Association.
 - North Carolina State Government Library.
 - North Carolina State University library.
 - Raleigh City Museum.
 - Wake County library – Cameron Village Regional Library.
 - Wake County library – North Regional Library.
 - Wake County library – Olivia Raney Local History Library.
 - Wake County library – Richard B. Harrison Library.
- Twenty-two copies sold:
 - Priced at \$60.
 - Resulting profit \$1320.
 - Sold at museum, via web site.
 - Additional charges for postage added to web site orders.
 - Sold out within two years.

Sales Tax Paid

The Raleigh Fire Museum pays 6.75% sales tax on merchandise sold.

- Q1 2013 - \$ 18.16
- Q2 2013 - \$ 5.20
- Q3 2013 - \$ 36.85
- Q4 2013 - \$ 31.02
- Q1 2014 - none
- Q2 2014 - \$ 2.53
- Q3 2014 - \$ 25.89

Memberships

Since November 2011, the Raleigh Fire Museum has sold annual memberships as a fundraiser. They are priced at \$24 for active firefighters and the general public, and \$18 for retired Raleigh firefighters.

Members receive a personalized membership certificate, a membership card, and a letter of acknowledgement.

Fire department members who pledged money to the museum for 2014, via the city's Combined Campaign in the fall of 2013, also received new or renewed memberships.

As of September 1, 2014, the museum has fourteen members. Renewals will be requested from expired members.

Membership Sales

2013

- PayPal – Nine regular.
- PayPal – One retiree.

2014

- PayPal – Four regular.
- Cash/museum – One regular.
- Cash/museum – One retiree
- Combined campaign – Fifteen regular.

Donations

Money

The Raleigh Fire Museum also receives monetary donations, including from fire department members who participated in the city's Combined Campaign in the fall of 2013. Eighteen donors pledged \$884 in annual donations between \$26 and \$100, to be withdrawn as portions from their monthly paychecks.

Individual donors in 2013 included retired Captain Ben Johnson (\$100 including membership), Captain Rich Coats (\$50), and Lieutenant Donovan Pitz (\$50). In 2014, donors included the Bay Leaf Fire Department, which gave the museum \$100 in appreciation for a history talk conducted by Mike Legeros.

The museum also collections money from a donation box at the museum.

Goods and Services

The Raleigh Fire Museum also receives non-monetary donations of goods and services from a variety of individuals and organizations, and most prominently from the Raleigh Fire Department and its generous provision of physical space for the fire museum.

Staff members have also provided donations, such as \$230 worth of stamps from Ronny Mizell and \$55 worth of photo postcards from Mike Legeros, for history book flier inserts in March 2013.

The Raleigh Fire Museum also recognizes the time and efforts of the fire department's antique committee. They help maintain and operate the city's fleet of vintage fire apparatus. Their work has greatly contributed to the preservation and presentation of the Raleigh Fire Department's history.

They are led by Mike Ezzell and Pat Murphy, and their members include Jan Chamblee, Tim Duke, Billy Janke, James Lawrence, Josue Olmeda, Jeff Pearce, John Sealey, and Greg Wheeler.

Also, thanks to the time and talents of Al Hogan at Station 28, for his contributions to the care and feeding of the antiques.

Artifacts

The Raleigh Fire Museum continues to receive donations of firefighting equipment and fire department memorabilia, both from the Raleigh Fire Department and from the personal collections of members, retirees, and the general public.

Donors in 2013 and 2014 included:

- Bartholomew, Steven – Captain.
- Bridgers, Ernest – Retired Lieutenant.
- Dean, Nancy – Daughter of Asst. Chief John Godwin
- Edwards, Creighton – Retired Lieutenant.
- Ennis Family – Retired Captain.
- Godfrey, Dave – Retired Captain.
- McLaurin, Frank – Retired Battalion Chief.
- North Carolina Museum of History.
- Rehbock, John – Captain.
- Taylor, Dean – Captain.
- Upchurch, Robert – Lieutenant.
- Wilson, Allen – Battalion Chief.

Museum Visitors

The Raleigh Fire Museum is located in a modular classroom building at the Keeter Training Center at 105 Keeter Center Drive.

The museum is open on the second Saturday of each month, from 10:00 a.m. to 2:00 p.m. It is also opened for special events and arranged tours.

	2014	2013
Jan	12	0
Feb	31	31
Mar	22	16
Apr	29	6
May	20	45
Jun	36	38
Jul	37	45
Aug	51	12
Sep		39
Oct		9
Nov		11
Dec		2
Total	238	254

Accomplishments

2013

- Created short promotional video of museum. (January)
- Created donor sign for the museum's 1961 American LaFrance pumper. (February)
- Created portable outdoor signs for museum. (February)
- Provided promotional materials for insert into centennial history books, distributed by the fire department. Quantity 500. (March)
- Donated centennial history books to various libraries and museums. (April)
- Facilitated creation of shelves and furnishings at Station 23 storage space. (Spring)
- Installed new starter motor on 1961 American LaFrance pumper. (June)
- Created promotional rack cards, created free standing signs for Station 1, Station 28, Dillon building. Also distributed cards to locations including fire stations, libraries, museums, and visitor centers. (June)
- Obtained phone number and voice mailbox. (June)
- Assisted with staffing fire department booth at South Atlantic Fire Rescue Expo. Also assisted with antique parade. (August)
- Created road, fence, and building signs for museum. (September)
- Hosted special event at the museum, Day Out with the Raleigh Fire Department. (September)
- Participated in combined campaign fundraiser with city employees. (Fall)
- Purchased video camera, for recording oral histories. (December)

2014

- Conducted special event with United Professional Firefighters Association, for black history month. Also created poster for museum of all retired or fallen black firefighters. (February)
- Created Gmail address for museum and migrated a previously local computer-based retiree mailing list. (February)
- Conducted online survey of fire department personnel and museum members, for input on museum organizational goals for 2014. (February)
- Created YouTube page. (February)
- Starting using QuickBooks for bookkeeping. (March)
- Started selling survivor bracelets as fundraiser. (April)
- Exhibited at South Atlantic Fire Rescue Expo. Also, researched and created display materials about fire museums in neighboring states. (July)
- Assisted fire department with crafting governance guidelines for city's antique fire apparatus. (Summer)
- Conducted tours at museum and Station 28 for Parks & Recreation summer camps. (Summer)
- Acquired 1936 American LaFrance pumper. (Summer/Fall)

In addition to these organizational accomplishments, museum staff members and volunteers have assisted the Raleigh Fire Department—as well as local, state, and regional fire service organizations—on a personal level with numerous historical and public education-related projects. They are too numerous to list.

Officers, Staff, and Volunteers

Officers

The officers for 2014:

- Mike Legeros, President
- Tim Henshaw, Vice President
- Jan Chamblee, Secretary/Treasurer.

Officers are elected in February of every other year and serve two-year terms.

Staff

The staff for 2014:

- David Barefoot
- John Fanning
- Jeff Harkey
- Ronny Mizell
- John Rehbock
- Alan Walters – Former Vice President
- Tim Wall
- Plus officers.

The officers and staff meet once a month, currently the second Tuesday of each month at 7:00 p.m. The location varies between the fire museum, Fire Station 23, and Fire Station 28.

Minutes of each meeting are recorded, and posted to the web site www.raleighfiremuseum.org.

Volunteers

People who have also helped staff the museum and conduct special tours include:

2013

- Ron Campbell
- Staff member spouses.

2014

- David Boyette
- Ron Campbell
- United Professional Firefighters Association in February.

At the South Atlantic Fire Rescue Expo in July 2014, museum booth staffing was assisted by:

- Vinny Florio.
- Guy Basden, Kinston fire museum
- David Pruitt, Catawba County fire museum
- Ron Rapier, Rocky Mount fire museum.

Other Help

The Raleigh Fire Museum also acknowledges the many individuals who have donated and continue to donate their time and energy to assist with organizational and museum projects, great and small. The members of the Raleigh Fire Department, from all ranks and all divisions, continue to provide invaluable assistance for operation of the physical fire museum and the mission of the fire museum organization. The support of Fire Chief John McGrath and his command staff cannot be understated.

Going Forward

The Raleigh Fire Museum's plans for the remainder of 2014 and early 2015 include:

- Continued regular operation of the museum.
- Fundraising through the City of Raleigh's the annual Combined Campaign.
- Acquisition of a 1936 American LaFrance pumper, followed by conditions assessment and storage.
- Operational and cosmetic restoration of the museum's 1961 American LaFrance pumper.
- Designing a Raleigh Fire Museum challenge coin as a fundraiser.
- Planning for a Raleigh Fire Department ball in November 2015.

The organization also has a laundry list of needs, great and small. There also many opportunities for volunteer participation. The needs include:

- Creating a Board of Directors.
- Appointing a dedicated bookkeeper.
- Promotional and marketing assistants.
- Audit/inventory of artifacts, both at the museum and in storage.
- High-level organizational/business planning, toward a goal of a permanent museum space.
- Specific planning toward using Station 3 as a permanent museum space.

Contact

You can contact the Raleigh Fire Museum by email, telephone, or postal mail:

E-mail: contact@raleighfiremuseum.org

Phone: 919-964-1070

Mail: PO Box 31084

Raleigh, NC 27622

Web sites and social media accounts include:

www.raleighfiremuseum.org

www.facebook.com/RaleighFireMuseum

www.youtube.com/raleighfiremuseum

www.twitter.com/ralfiremuseum

This is version 1.0 of this document.

Last updated September 10, 2014.