

Raleigh Fire Department Historical Society Meeting Minutes

Date: July 11, 2011

Time: 7:00 p.m.

Location: Museum Trailer

Attending: Barefoot, Henshaw, Wall, Legeros, Chamblee

Meeting Opening: Legeros opened meeting.

Minutes Approval:

- 1) June 6 minutes approved.

Budget Report:

- 1) \$2395 has been deposited from donors, to pay for an order of 100th anniversary challenge coins.
- 2) Check has been written to company for that amount.
- 3) Order should be received within a month.

New Business:

- 1) August 13 Museum Opening
 - a. Fire Expo staff approves if our August 13 opening, on that Saturday, from 10:00 a.m. to 2:00 p.m.
 - i. Are we extending the museum hours?
 - ii. No action taken to extend hours.
 - b. Training staff has been contacted, to request RFD shuttle service between Convention Center and training center.
 - i. Chief McLaurin will ask during Thursday training staff meeting.
 - ii. Fire Expo will provide some signage about the shuttle.
 - c. Group discussed how to have RFD antiques at the museum, as well as participate in the Saturday apparatus parade at 9:00 p.m.
 - i. Discussion and action items are listed below, in a proposal being drafted to take to command staff.
 - ii. Henshaw to take proposal to Chief Richards.
 - iii. Chief Hocutt will have to approval any people pulled from shift.

- d. Museum staffing on August 13 to include Legeros, Chamblee, and Wall.
- e. We'll also notify Chief Poole of our plans to include the antiques, so training staff is aware that we'll have a bit more activity than usual.

2) Proposal for Bringing Antiques to Fire Expo

- a. July 12, 2011.
- b. Objective:
 - i. Participation in Fire Expo parade by antique RFD apparatus.
 - ii. Provide antique RFD apparatus display during museum opening.
- c. Date:
 - i. Saturday, August 13.
- d. Apparatus:
 - i. 1926 American LaFrance, at Station 28
 - ii. 1950 Mack, at Station 28
- e. Drivers, proposed:
 - i. Jan Chamblee, 1926 ALF
 - ii. Tim Wall (retired), 1950 Mack
- f. Preparation
 - i. Chamblee consults with Gary Amato and Billy Neal Perry ahead of dates, to determine any issues involves with the plan.
 - ii. Chamblee, Wall, Tim Henshaw, and others meet at Station 28 on Monday night, August 1, during regular scheduled historical society meeting, and check apparatus.
- g. Schedule
 - i. Vehicles leave Station 28 approximately 6:30 a.m.
 - ii. 1950 Mack provides blocking/safety for 1926 ALF during due to slow travel speed.
 - iii. Vehicles arrive at Fire Expo parade staging area by 7:30 a.m.
 - iv. Vehicles participate in 9:00 a.m. parade.
 - v. Vehicles leave parade approximately 9:45 a.m.
 - vi. Vehicles park at museum trailer at training center by 10:00 a.m.
 - vii. Vehicles leave training center after 2:00 p.m.
 - viii. Vehicles return to Station 28 approximately 3:00 p.m.
- h. Substitution
 - i. If mechanical or other issues present themselves, substitute the 1982 Mack at Station 28 for one or both apparatus.

- i. Contacts
 - i. Jan Chamblee
 - ii. Tim Henshaw

3) Fire Expo Booth

- a) Tim Henshaw has secured a booth for the fire department. He and Ron Campbell will staff, and outfit.
- b) Booth is 20 foot by 10 foot. Exhibit floor is open Friday all day, and Saturday from 10 a.m. to 3:00 p.m.
- c) No fire prevent materials are planned for display. Expo attendees are already familiar with that content.
- d) Recruitment materials are planned for portion of display. Training staff is providing any materials.
- e) History, historical society, and anniversary materials are planned for the remainder of the display.
- f) Group discussed various options of content, presentation, visual aids, etc. Booth to contain the following:
- g) Fire department backdrop.
 - i. This is a large background with modern photos of the fire department.
 - ii. Henshaw/Campbell will bring.**
- h) Reprints of old photos.
 - i. Legeros has supply of overstock, from museum creation process.
 - ii. They are loose, and perhaps can be board-mounted or temporarily framed.
 - iii. Legeros and Henshaw will work on this.**
- i) Audio/visual displays.
 - i. One large-screen television, with DVD player. To play 1950 historical film footage.
 - ii. One monitor, with computer. To play slideshow of historical photos
 - iii. Optional: Second monitor with computer. To play slideshow of modern photos.
 - iv. Legeros and Henshaw will work on obtaining above hardware.**
- j) Historical society materials
 - i. Membership forms, and full packages to sell, t-shirt availability willing.
 - 1. To be created. **Owners TBD.**

- ii. Membership t-shirts will not be sold separately. This was discussed. We don't want a conflict with our membership drive.
- iii. Group also discussed rushing to production a second, fancier t-shirt, for sale.
 - 1. Proceeds were be fewer, per shirt.
 - 2. Require big cash outlay.
 - 3. Pass on this for now.
- iv. Sign about museum and shuttle service. To be confirmed with RFD approval of shuttle proposal.
 - 1. **Expo/Jeff Harkey creating sign(s).**
- v. Photo prints/cards
 - 1. Print additional run of the posed antique apparatus photo that was handed out at the museum opening.
 - 2. Print stickers or labels to affix to back, with museum hours and information.
 - 3. Or, see if double-side cards/prints can be ordered.
 - 4. **Legeros will handle.**
- vi. General information about historical society.
 - 1. To be determined. **Owners TBD.**
- vii. Historical artifacts:
 - 1. Pull from Station 23 storage inventory.
 - 2. Pull from Dillon Building display case.
- viii. Other needs:
 - 1. Free-stand, clear donation box needed.
- k) Anniversary materials.
 - i. Save the date postcard would be good to have, about June 9 muster date.
 - 1. To be determined. **Owners TBD.**
 - ii. Other materials TBD.
 - iii. Web site to be created, raleighfirehistory.org/100.
 - 1. To contain save the date and other advance information.
 - 2. **Legeros will create/maintain.**
- l) Raffle
 - i. **Henshaw will start asking around**, to see if he can scare up some items to be raffled.
 - ii. If enough items are gathered, raffle to proceed.
 - iii. If not, raffled to be cancelled. We have up until the Expo dates.
 - iv. **Walt should have a raffle drum we can use, and other materials.**
- m) Challenge coins for sale.
 - i. If they're ready, they'll be sold.
 - ii. **Owners/process TBD.**
- n) Post meeting ideas from Legeros:
 - i. We have an audio CD with radio traffic from major fires. This could play in the booth, or at least until it becomes too annoying.

4) Other Fire Expo

- a. It was noted that fire departments with antiques would benefit from a personal phone call from someone in RFD, to invite them to participate in the Saturday apparatus parade.

5) Membership Drive

- a) \$24 per year, for everyone. \$18 for retired FFs.
- b) Membership year to be determined. Maybe August to August.
- c) Membership includes:
 - i. Paper certificate
 1. Ready for printing. **Legeros has materials.**
 - ii. Paper card
 1. Ready for ordering, probably from Vista Prints.
2. Legeros will order.
 - iii. T-shirt
 1. See below. **Henshaw handling.**
 - iv. Letter
 1. To be created.
 2. Need ideas on what we want to say.
- d) Memberships available to be sold at Expo booth.
- e) Maybe can be fulfilled at Expo booth, if we have t-shirts ready.
- f) Objective is to begin selling memberships as soon as possible.
- g) Membership form drafted.
 - i. Add check box “no shirt, but thank you” for those that don’t want the shirt.
 - ii. Add e-mail address.
iii. Legeros is creating.
- h) Membership sale strategy or plan needed.
 - i. To be determined.
 - ii. Have talked about starting with personnel, and slowly widening the circle.
- i) Membership fulfillment strategy or plan needed.
 - i. To be determined.
 - ii. Lots of details here.
 - iii. Light duty personnel worth considering.
 - 1. Walt, can you verify that Chief Styons is okay with light duty use as needed?**
 - iv. Battalion Chiefs likely used for distribution of items to station.
 - 1. Walt, can you verify as well?**

6) T-shirts / process

- a) The group discussed the last item to be created for the membership package, a t-shirt.
- b) The group discussed whether including t-shirts in the membership package is still a good idea.
- c) Various aspects were discussed, including time and labor to fulfill orders, how station deliveries will be handled versus postal mailing.
- d) Points were made that mailed memberships will probably be minimal.
- e) Also the amount of effort required during this early period of the historical society is necessarily greater in the first couple of years.
- f) Just happens to also be taking place as we approach anniversary year.
- g) We'll just all have to perhaps put in a bit more time and energy.
- h) Group decided to continue with plans for including t-shirts in memberships.

7) T-shirts / design

- a. Tim Henshaw shared three designs.
- b. Two colors: red and blue.
- c. Design based on RFD apparatus door scrawl.
- d. Group discussed the design elements, and possible variations.
- e. **Legeros will send designs to everyone.**
- f. Input requested within the next few days.
- g. **Henshaw to incorporate/facilitate changes based on feedback.**
- h. **Henshaw to then order a couple dozen**, to include shirts for ourselves, and an amount to be fulfilled at the Expo, with sold memberships.
- i. Henshaw to ask designer if he'll wave or delay his design fee.
- j. After initial run of shirts, plan to order on on-demand, based on sold memberships.

Action Items: See above in bold/red.

To Do List for Next Meeting:

- 1) Finalize booth.
- 2) Finalize shirt design.
- 3) Finalize membership packet.
- 4) Check and inspect antiques for parade.
- 5) Confirm shuttle service as provided by RFD.
- 6) Confirm command approval for antique participation.

Meeting Closing:

Upcoming Meetings:

The next meeting is Monday, August 1, 2011, at Station 28.