

Raleigh Fire Department Historical Society Meeting Minutes

Date: August 1, 2011

Time: 7:00 p.m.

Location: Station 28

Attending: Henshaw, Wall, Walters, Legeros, Chamblee

Meeting Opening: Legeros opened meeting.

Minutes Approval:

- 1) July 11 minutes approved.

Budget Report:

- 1) We have \$20 more dollars since the last meeting, due to donation box.

Old Business:

Booth at Next Week's Conference

- 1) Booth
 - a. Set booth up in History Trailer as a mock up
 - i. **To do:** Henshaw, Campbell doing this week.
 - b. Arrange pictures around the back boards
 - c. Determine monitor placement, etc.
- 2) Monitors
 - a. Find two display monitors that can be used from Wed-Sat
 - i. Prefer larger than 20" each
 - ii. Determine what laptops/DVD players will be used for the show
 - iii. Determine what to show
 - iv. **To Do:** Henshaw is trying to find equipment:
 1. Two monitors. Largest size found so far are 21-inch in Fire Prevention.
 2. One laptop
 3. One DVD player, or second laptop with DVD player
 4. Monitor cords, power cords, power strips for both
- 3) Pictures
 - a. Determine if extra historical reproduced photos can be attached to the back drop

- i. If possible, any mounted photos should be kept pristine, for possible resale.
 - ii. **To Do:** Legeros will gather Monday night, for Henshaw to pick up tomorrow.
 - b. Determine if more photos are needed
 - i. **To Do:** Henshaw, Campbell, Legeros as needed
 - c. Borrow the current photos Ron has made up and the Raleigh Patch
 - i. **To Do:** Campbell pass pictures to Henshaw
- 4) Raffle Prizes
 - a. Determine vendors to solicit for raffles
 - i. Chic-Fila
 - ii. Dominos
 - iii. **To Do:** Henshaw is soliciting items from vendors.
 - b. Determine who has a raffle tumbler that we can borrow
 - i. **To Do:** Henshaw is trying to find a tumbler, or even just a big box.
 - c. Purchase tickets for a 50/50
 - i. **To Do:** Henshaw will purchase
 - d. Three or more drawings will occur (Depending on the amount of raffle donations)
 - i. One big 50/50 winner
 - ii. Two or more donated raffle items given away
 - iii. All money after drawings will go to historical society
- 5) Sign Board
 - a. Create Sign Board for the museum to have in convention center by booth
 - i. Place on it museum hours
 - ii. Place on it the bus pick up location
 - iii. Place on it the bus run times
 - iv. **To Do:**
 - 1. Expo staff are providing 2 foot by 3 foot sign board(s) about shuttle, plus tripod.
 - 2. Legeros will make sign with shuttle times.
- 6) Recruitment Material
 - a. Collect all printed material
 - i. **To Do:** Captain Noble
- 7) Historical Society
 - a. Determine if artifacts can be brought up and set on the table
 - i. Maybe a fire alarm box
 - ii. Maybe one of the large extinguishers
 - iii. Old Uniforms
 - iv. **To Do:** Artifacts to use include:

1. Alarm box from Henshaw
 2. Siren light from Dillon Building, Henshaw will get
 3. Old fire helmet owned by Legeros
- b. Determine if memberships are going to be sold at the booth or at the museum
- i. Determine what forms then need to be at the booth
 - ii. Materials to be provided:
 1. Membership applications.
 - a. Retiree membership rate confirmed as \$18.00.
 - b. Need to add date field to form.
 - c. Form should say “receive items within 60 days after August 20.”
 - d. **To Do:** Legeros will submit finished form to Henshaw.
 - e. **To Do:** Henshaw will provide printing.
 2. Examples of membership certificate, card, t-shirt design.
 - a. **To Do:** Legeros will create, either print or send to Henshaw to print.
- c. Provide a donation box
- i. **To Do:** Legeros will collection old alarm box mail box from Station 23. It has a slot in the top.
 - ii. **To Do:** Legeros will make sign to affix, says “historical society donations.”
- d. Legeros appearances at booth
- i. **To Do:** Legeros will announce in promotional materials that he’ll be at the booth on Friday from 10-11 and 4-5, and on Saturday from 10-12.
 - ii. If people want to come by and talk, etc.
 - iii. He’s teaching his class on Friday, from 1:30 to 3:00 p.m.
 - iv. Walters will be at the museum on Saturday.
- e. Photo cards showing antiques.
- i. Add museum hours and address on the back.
 - ii. Name and web site already on the front.
 - iii. Save the date for anniversary muster, not included. Separate cards, see below.
 - iv. **To Do:** Materials to be provided:
 1. Photo cards 140 count, by Legeros.
 2. Labels for back, with museum hours and Station 28 location, by Legeros

8) Anniversary Committee

- a. Determine what the anniversary committee wants at the booth
 - i. Muster save the date cards
 - ii. Muster flyers
 - iii. Muster registration forms
 - iv. Coins for sale
 1. RFDHS will have as many as 100 coins for sale at Expo.
 2. Selling at \$10 each.
 - v. **To Do:** Things at the booth:
 1. Save the date cards. Henshaw is providing.
 2. Coins for sale. Henshaw will handle getting coins, money bag, collection/transfer process, etc.

Membership T-Shirts

- 1) Group approves previously discussed designs and colors
 - a. Back design with steamer graphic, revised lettering, etc.
 - b. Front design pocket patch as designed.
 - c. **To Do:** Henshaw to contact designer.
 - i. Provide him the EPS steamer design file. The file is already in a format that should be easy and quick for the designer to utilize.
 - ii. Request estimated time frame to when t-shirts could begin being ordered.
 - iii. We will pay the fee for a second design of \$75.
 - iv. We will order at future time based on memberships sold.

Saturday Morning Parade

- 1) Determine which pieces of apparatus will make the trip
 - a. 1926 LaFrance out due to brakes
 - i. Unable to find free transport on flatbed at this time.
 - b. 1950 Mack to be used.
 - c. 1980 Mack to be used.
- 2) Check them to ensure drive ability
 - a. Task performed during meeting.
 - b. Trucks started, fluids checked, fueled at nearby gas station.
- 3) Request drivers
 - a. **To Do:** Henshaw, Contacted Chief Styons and requested Gary Amato, Billy Neal, Jan Chamblee, and Tim Wall

- i. All approved to drive.
- 4) Determine their location on Saturday
 - a. Leave Station 28 at 6:30 a.m.
 - b. Additional details TBD.
 - c. After parade, both 1950 Mack and 1982 Mack will be driven to museum, and remain until 2:00 p.m.
- 5) Confirmed Ladder 4 and Engine 13 will be in parade.
 - a. Both in parade.
 - b. Ladder 4 to return to service.
 - c. Engine 13 to assist Charlotte with steamer needs.
- 6) Register RFD Antique Fire Engines in Parade.
 - i. **To Do:** Legeros will register on web site.

Next Saturday's Museum Opening and Shuttle Service

- 1) Membership Sign Up
 - a. **To Do:** Legeros/Henshaw will create duplicates of materials that'll be at the booth, for the museum.
- 2) Hours
 - a. 10:00 a.m. to 2:00 p.m.
- 3) Manning
 - a. Walters will open museum about 9:40 a.m.
 - b. Chamblee, driving one of the antiques.
 - c. Wall, driving another of the antiques.
- 4) Apparatus
 - a. Chief McLaurin is going to pull out the KTC pumpers and USAR trucks and have them on display in upper lot for visitors of the museum to look at if down time should occur between bus times.
 - i. **To Do:** Chief McLaurin.
- 5) Bus
 - a. Bus needs to be able to circle training tower for drop offs.
 - i. **To Do:** Chief McLaurin.
 - b. Use cones to keep clear.
 - c. Trips will occur to schedule provided.

Leave RCC	Leave KTC
10:00	
10:30	10:45
11:00	11:15
11:30	11:45
12:00	12:15
12:30	12:45
13:00	13:15

13:30	13:45
	14:00

6) Parking

- a. Use parking spots by building.
 - i. **To Do:** History Society.
- b. Early morning class at KTC will be ladder training with four engine companies, should be complete by lunch.

New Business:

- 1) Selling stuff on the web.
 - a. Wait until after Expo to address.
 - i. Coins, memberships, etc.
 - b. Selling memberships beyond the Expo booth.
 - i. Expo sales will test process, forms, etc.
 - ii. Can start selling to the troops, on web site, etc.
- 2) Long-term apparatus needs. Discussed.
 - a. Brakes for 1926 LaFrance
 - b. Trailer replacement for 1905 steamer, by June 2012.
 - c. Antique vehicle insurance policy for fleet.

Next Meeting:

Anniversary Committee: Aug 15 at KTC, 08:30

Historical Society: Sep 12, 7:00 p.m, at Museum

Note date change due to holiday weekend