

Date: July 1, 2013

Time: 7:00 p.m.

Location: Station 16

Present: Chamblee, Henshaw, Harkey, Walters, Legeros

Minutes Approval:

- 1) June 4, 2013

Budget Report:

- 1) Fund balances
 - a. General fund (checking): \$ 3,860.23
 - b. Reserve funds (savings): \$ 3,933.53
 - c. Engine 1 funds (savings): \$ 421.27
- 2) Recent expenses
 - a. Rack cards: \$110
 - b. Truck signs: \$15
 - c. Fuel for 1982 Mack: \$50
- 3) Recent income
 - a. Donation from Ben Johnson, \$100 (minus membership purchase).
- 4) Upcoming expenses
 - a. Second quarter sales tax.

Museum Business:

- 1) Dates and Events
 - a. Regular schedule.
 - i. Saturday, July 13
 1. **Harkey primary**
 2. **Legeros secondary**
 - a. **Legeros has drafted instructions to assist Harkey and others with operation.**
 - ii. Saturday, August 10
 1. **Chamblee primary**
 2. **Walters possibly, if in town**
 3. Fire Expo weekend
 4. Special considerations?
 - a. No additional hours presently planned.
 - b. No shuttle service discussed.
 - b. Special event.
 - i. "Day out with the Raleigh Fire Department."
 1. Saturday, September 14
 2. Regular scheduled museum opening
 3. From 10:00 a.m. to 2:00 p.m.
 - ii. Features/attractions

1. Museum open
 - a. One or more staff members to give tours
 - b. Retirees invited to share memories
 2. Antiques
 - a. One or more Raleigh antiques brought to event.
 - b. Local owners perhaps also invited.
 3. Companies
 - a. Wanting full training assignment.
 - b. Or at least one engine, ladder, and rescue.
 - i. Wanting equipment displayed around the truck, laid out.
 - ii. Cherry Point Air Show style.
 - iii. Display stations from 10:00 a.m. to 2:00 p.m.
 4. Training tower
 - a. Wanting one or two engines, ladder, rescue, to perform a demonstration after 12:00 noon.
 - b. Live smoke/burning probably not necessary. Just show/demonstrate arrival, set-up, entering, exiting with a dummy, brought down ladder.
 5. Training center
 - a. Building will be open.
 - b. Training staff present, for tours.
 - c. Interior attractions/features even desired? Or keep outdoors?
 6. Booths or tents
 - a. Fire safety/education station with Sparky.
 - b. Others?
 7. Food
 - a. Should we try to have food, such as hotdogs, popcorn, snow cones, drinks?
 - b. Could be vendors.
 - c. Could be city-provided food equipment.
 - d. Could be museum-provided food equipment.
 - e. Food might help keep people at the event longer.
 - f. **Group is requested to think about food, and respond/decide within 30 days.**
 - i. **We need to decide if YES, we're doing food, and if yes, what's the scope?**
 8. Promotion
 - a. Save the Date to be mentioned on FireWatch/RTN.
 - b. Public Affairs to be utilized.
 - c. Museum channels/site.
 - d. Legeros channels/site.
 - e. Etc.
 9. Challenges/Questions
 - a. Difficult or even impossible to estimate attendance.
 - i. Thus can't guarantee numbers for, say, food vendors.
- iii. **Henshaw organizing.**
- c. Special requests.
 - i. Country Doctor Museum, October 12.

1. Located in Nash County.
2. Requesting help with fire safety or apparatus display.
3. Referred to Capt. Tim Wilson, who is Fire Chief of Bailey FD.
4. Henshaw was point of contact.
- ii. Morrisville Fire Safety Day, Saturday, October 5.
 1. Requested by Fire Marshal Shandy Padgett.
 2. Asking if we could bring an antique to their event.
 3. Group discussed this event and the nature of such requests.
 4. Decision to decide later, closer to October.
 5. **Henshaw is point of contact.**
- iii. Warrenton Fireman's Day Parade, Saturday, August 28
 1. Attempting to break world's record for longest fire truck parade.
 2. Museum advocates participation by Raleigh apparatus and department.
 3. **Henshaw talking with chiefs about logistics and resources.**
 4. **Henshaw is point of contact.**

2) Signage

- a. Two signs created promoting museum and Station 28.
 - i. One placed inside display cabinet at Dillon Building foyer.
 - ii. One placed inside watch room window at Station 1.
 - iii. Legeros was point of contact.
- b. Outdoor signs being designed for training center.
 - i. Three signs
 1. Road signs noting "museum his way."
 2. Gate sign noting hours, contact info.
 3. Building sign noting hours, contact info.
 - ii. Chief of Training approves.
 - iii. **Legeros has created mock-ups.**
 1. **Legeros and Henshaw will review building sign.**
 2. Next step is determining materials and prices.

3) Collateral

- a. Color fliers created promoting museum and Station 28.
 - i. Distributed to all stations and fire department facilities.
 - ii. Legeros was point of contact.
- b. Rack card created promoting museum and Station 28.
 - i. 1000 printed.
 - ii. Will be delivered this week.
 - iii. **Legeros handling first steps: creating list of distribution locations, and initial distribution of cards.**

4) Artifact Concern

- a. The newly acquired glass extinguisher and mounting shelf need to be secured inside a display cabinet, to prevent possible damage.
- b. **Legeros will handle.**
 - i. Post-meeting note: Has been moved inside the second cabinet, lowest shelf, beside gas mask.

Fire Expo Business

1) Museum

- a. Will be open on Saturday of that weekend. See above.

2) Exhibit Floor Booth

- a. Raleigh Fire Department expects to have a booth.
- b. Exact size and location to be determined.
- c. Exact function and staffing to be determined.
 - i. Might be oriented or focused on recruitment.
- d. Museum can have presence at varying levels.
 - i. Sign and fliers only.
 - ii. Add light artifacts, if space is available.
 - iii. Add raffle for a history book, with book displayed, if space is available.
- e. Staff availability only partially known:
 - i. Henshaw not available.
 - ii. Legeros possibly available.
 - iii. Chamblee not available, staffing museum.
 - iv. Harkey not available.
- f. Decisions will likely be made close to event date, perhaps same week.
- g. Henshaw will communicate to Harkey as many known details as soon as possible.**
- h. Henshaw is lead on communication/coordination.**
- i. Harkey is one of the Expo event planners.**

3) Fire Truck Parade

- a. Saturday, September 14.
- b. Group discussed having/bringing one or more RFD antiques to parade.
 - i. Steamer participation not yet known. Being handled by Capt. Ezzell and his people.
 - ii. Trailer transport preferred for 1926 ALF and 1950 Mack. However, museum presently does not have ready access to trailer transportation, nor procedures for same.
 - iii. 1961 ALF is out of service, due to starter work.
 - iv. 1982 Mack is road-ready, and can be driven to event.
- c. Group discussed options:
 - i. Leave all trucks at Station 28, to provide attraction for visiting firefighters that weekend.
 - ii. Bring 1982 Mack to parade, for event only.
 - iii. Bring 1926 ALF or other truck to convention center, for show floor display.
- d. Henshaw is lead on communication/coordination.**

Apparatus Business:

1) Old Engine 1

- a. Starter motor was pulled last month, during work session.

- b. Title, tags, insurance work continues.
- 2) Work days and meeting schedule.
- a. Proposed schedule for rest of year:

Date	Platoon	Proposed Location	Notes
Monday, July 1	C	Sta 16	
Monday, Aug 5	A	Sta 28	<ul style="list-style-type: none"> • Engine 1 / antiques work, after a short meeting? • Legeros out of town
Monday, Sep 2	C	Sta 16	<ul style="list-style-type: none"> • Labor day, but tail end of three-day weekend. • No rescheduling needed?
Monday, Oct 7	A	Sta 28	<ul style="list-style-type: none"> • Engine 1 / antiques work, after a short meeting?
Monday, Nov 4	C	Sta 16	
Monday, Dec 2	A	Museum	

Membership Business:

- 1) Memberships.
 - a. Small number received in May.
 - i. Legeros handling fulfillment of paper goods.
- 2) Membership channels.
 - a. United way campaign requirements.
 - i. From prior meeting, it appears as easy as "writing in" the museum, when RFD members submit their forms in October.
 - ii. Future action item to further verify, as well as announce to personnel.
 - b. City credit union
 - i. Barefoot provided information about prior "firefighter fund" process that the credit union provided, and that utilized payroll deductions.
 - ii. **Barefoot is awaiting further information from credit union.**
 - c. Recruits
 - i. **Legeros is conducting history talk and museum talk on Monday, July 8.**

History Books

- 1) Donations
 - a. Latest donations:
 - i. North Carolina State Government Library
 - ii. North Carolina Collection at UNC.
 - b. Donations still under consideration:
 - i. North Carolina State University library.
 - ii. More local library branches.
- 2) Sales report.

- a. Approximately 10 copies remaining of museum's stock.
 - b. Printer probably has 50 or 60 on hand. Haven't checked.
 - c. **Legeros has action item to create paper record of all sales and donations.**
- 3) Future plans
- a. One copy has been retained by museum, for possible raffle at Expo in August.
 - b. **Legeros will be inquiring about digital copy of book pages, for archival or repurposing.**

New Business

- 1) Phone number
- a. Museum has obtained a phone number and answering system.
 - b. Uses Google Voice, a free service.
 - c. Our number is 919-964-1070.
 - d. Legeros is administrator of system. He has also recorded an initial outgoing message.
 - e. Voicemail notifications are sent to contact@raleighfiremuseum.org, along with transcriptions.
 - f. **Legeros, Henshaw, and Chamblee will create a process for responding to phone messages.**

Other Old Business

- 1) Finances and bookkeeping – **Pending action item for Legeros.**