

Raleigh Fire Museum

PO Box 31084, Raleigh, NC 27622
www.raleighfiremuseum.org



Monthly Staff Meeting

Date: January 13, 2014 (postponed one week)

Time: 7:00 p.m.

Location: Station 16

Present: Chamblee, Harkey, Henshaw, Legeros

Minutes Approved:

- 1) December 8, 2013

Finance Report:

- 1) Fund balances
 - a. General fund (checking): \$ 3,686.96.
 - b. Reserve funds (savings): \$ 3,938.54.
 - c. Engine 1 funds (savings): \$ 421.81..
- 2) Recent expenses, paid
 - a. 12/11 - Amazon, video camera and memory card: \$194.94
- 3) Upcoming expenses, **staff voted to approve:**
 - a. Book of 20 stamps for mailing combined campaign letters: \$9.20.
 - b. Annual renewal of postal box: \$124.
 - c. Annual renewal of web site domains, in April: \$7.
 - i. Raleighfiremuseum.org
 - ii. Raleighfirenews.org
 - iii. Raleighfirehistory.org.
 - iv. **Staff voted to approve** renewals for two year period.
 - d. Annual renewal of Fire Museum Network subscription: \$30.
- 4) Past expenses, **staff voted to approve** reimbursement to Mike Legeros
 - a. March 13, 2013 - Deluxe - \$65.6
 - i. Personalized envelopes for mailing fliers, included in history book
 - b. March 29, 2013 - FedEx Office - \$56.04
 - i. Fliers for history book
 - c. April 1, 2013 - Nvision.com - \$21.10
 - i. Domain renewal for raleighfirehistory.org, raleighfirenews.org
 - d. July 7, 2013 - Amazon - \$16.98
 - i. Rack card holders
 - e. July 22, 2013 - Amazon - \$31.49
 - i. Rack card holders
 - f. August 19, 2013 - Key Harbor - \$4.27
 - i. Museum key copy
 - g. September 11, 2013 - Aries Print - \$156.08
 - i. Rack cards

- h. September 13, 2013 - Lowes - \$5.99
 - i. Key copies
- i. September 20, 2013 - Staples - \$12.80
 - i. Three pack zipper cash bags
- j. November 14, 2013 - USPS - \$4.33
 - i. Shipping of history book
- k. November 16, 2013 - USPS - \$4.33
 - i. Shipping of history book

Museum Business:

- 1) Regular schedule.
 - a. Saturday, January 11 – C platoon
 - i. Staffing:
 - 1. Harkey
 - 2. Legeros, reserve
 - ii. **Harkey** provided recap of attendance and events from Saturday..
 - b. Saturday, February 8
 - i. Staffing
 - 1. Legeros
 - 2. Helpers from United Professional Firefighters Association of Raleigh, for special event.
 - 3. See below.
- 2) Tracking incoming/outgoing objects
 - a. **Legeros** has added a clipboard in the rear of the museum, with custom forms for tracking any objects that are brought to or leave the museum. Such as:
 - i. Merchandise sold
 - ii. Artifacts received.
 - b. This will help with keeping better track of artifacts, merchandise, and such.
- 3) Shirts for staff
 - a. **Harkey** presented an idea for a button-down shirt, modeled after the gray shirts originally worn by the Raleigh Fire Department:



- b. **Harkey** will send the design in an e-mail to staff, for input.

- c. He's looking at vendors/sponsors, to obtain free shirts.

4) Black History Month

- a. Proposal from United Professional Firefighters Association of Raleigh.
- b. See attachment at bottom of this document.
- c. Staff approved museum participation in event.
- d. **Legeros** will send a message to the Fire Chief.
 - i. Advising that the museum is planning the event with the UPFFA.
 - ii. That we'll be contacting a couple of the Assistant Chiefs:
 - 1. Training, to ensure nothing's happening on the drill pad that day.
 - 2. OFM, for assistance with media relations.
 - iii. Request input or communication of concerns, if he has any.
- e. **Legeros** will staff the museum that day.
 - i. He'll commence contact with the UPFFA contact, to begin event planning.

5) Children's items

- a. Should the museum purchase a stock of kid's helmets or other materials, for distribution during regular or special events?
- b. Staff discussed possibilities, including helmets or coloring books.
- c. **Legeros** and **Henshaw** will research some options and present recommendations to staff.

6) Roof Leak Update

- a. The Training Division Chief informed today that the lead has been repaired.
- b. Further work to be done includes:
 - i. Replacing trim.
 - ii. Wet-vac of water from carpet.
- c. **Legeros** will send a note of appreciation, for Training's help with the leak.

7) Viper radios added to display cases:

- a. Two radios provided, one with keypad, one without.
- b. Plus accessories
- c. Group discussed protecting the radios from remaining charge in batteries.
- d. Recommended to coat battery terminals in petroleum jelly, or cover with clear nail polish.



Apparatus Business:

- 1) Antique apparatus updates.
 - a. Proposal from Capt. Peurso, regarding parking changes at Station 28.
 - b. He's planning to change the parking arrangement of the antiques, to provide a safer environment for children who are visiting, and improve the presentation of the rigs.
 - c. Requests from Capt. Ezzell, about equipment and apparatus.
 - d. He's sent a request to the Chief of Services, in the context of his "apparatus committee," with requests for the department's apparatus fleet.
 - e. Staff discussed both items, and the need for communication between the four interested parties: fire museum, fire department "apparatus committee," Station 28 Captains, and Services Division.
 - f. **Henshaw** and **Chamblee** serve as the staff apparatus staff.
- 2) Engine 1 updates
 - a. **Henshaw** continues to work on procuring the title for Old Engine 1.
 - b. **Henshaw** is planning to schedule a work day, to perform electrical work on Old Engine 1. He estimates \$200 of expenses, which staff has approved.
 - c. He's also look at sponsorships/donations of materials from auto parts suppliers, for the museum.

Membership Business:

- 1) United Way/Combined Campaign updates.
 - a. The fire museum has received combined campaign information, via postal mail.
 - i. Eighteen fire department members pledged donations. Five do not wish to be acknowledged.
 - ii. Each donor's name, mailing address, and pledge amount is provided.
 - iii. Total donations are \$884.00, over the twelve month period.
 - iv. Donations ranged from \$26 to \$104.
 - v. Acknowledgment letters are requested for those wishing acknowledgment.
 - vi. Payments will be made on April 15, 2014, July 15, 2014, October 15, 2014, and January 31, 2015.
 - vii. There is a ten-percent campaign management fee, which is noted. Presume that will be deducted from the total.
 - viii. Chief McGrath was CC'ed.
 - b. **Legeros** will handle printing and sending acknowledgement letters, over the coming weeks.

Old Business

- 1) Oral history recordings
 - o **Legeros** has started videotaping oral history interviews, using the museum's new video equipment.
 - o Tramp Dunn was interviewed on January 12. Second session is planned.
 - o Thanks to Jan Chamblee, who conducted a trial interview and equipment test in December.
- 2) Bookkeeping / QuickBooks
 - o **Harkey** has an accountant who could perform annual QuickBooks preparation, as well as annual finance review and/or tax preparation.
 - o **Harkey** will get a quote, and bring back to staff.
 - o Group discussed options for purchasing local versus cloud-based QuickBooks.

- o **Legeros** and **Harkey** will research and bring recommendations to staff.

New Business

- 1) Artifact inventory/recording needs
 - a. Current status of inventory.
 - i. **Legeros** is working on improving the museum's inventory of holdings.
 - ii. Station 23 storage space was cleaned, improved in November.
 - b. Incoming/outgoing recording sheet added at museum.
 - i. Clipboard with attached pen has been placed in museum storage room.
 - ii. Please record any object brought to or leaving the museum, including sold merchandise.
 - c. Past Perfect software
 - i. That's the recommended software, for maintaining museum inventory.
 - ii. It's been licensed by the city museum. **Legeros** will research obtaining a copy/license for the museum.
 - iii. Freeware museum software from a different vendor is also available.

- 2) Start of year organizational needs? What plans should we make for 2014? (postponed from prior meeting)
 - a. **Legeros** raised discussion of what "new year" planning should be made?
 - b. Proposal to cascade question to the museum membership.
 - c. Number of active members is about twenty.
 - d. Group discussed best channels for soliciting input, as well as inviting people to participate.
 - e. **Legeros** will draft a short e-mail message, and create a short web-based survey, with these questions:
 - i. Here are some of the possible priorities for the Raleigh Fire Museum for 2014:
 1. Opening/staffing the museum each month.
 2. Having monthly/quarterly work days, for apparatus, artifacts, cleaning, etc.
 3. Getting Old Engine 1 to run.
 4. Restoring Old Engine 1.
 5. Hosting another Day out with the Fire Department family event in the fall.
 6. Another Fireman's Ball
 7. Etc.
 - ii. Question: Out of these priorities, please pick the three that you'd rate the most important to you?
 - iii. Question: What's not listed as priority, that should be?
 - iv. Question: Do you want to help with anything you've listed as priority?
 - v. Question: What else would you like to tell us?
 - f. Staff will review, and determine next steps for contact members and/or wider audience.

Next Meeting

Monday, February 3
Museum
A platoon

Attachments

Proposal for Black History Month Event at Raleigh Fire Museum

Partnership with United Professional Firefighters of Raleigh

Point of Contact: Firefighter Kamilah Webb

The United Professional Firefighters of Raleigh have proposed a partnership with the Raleigh Fire Museum, for a special event in February at the regular monthly museum opening and during and in the context of Black History Month.

At a minimum, they would like to volunteer their time to assist with anything we need done, or with normal business operations, during the regular scheduled opening on Saturday, February 8, from 10 a.m. to 2 p.m.

At a maximum, they'd like to center the entire day around a firefighter portrait collage that Mike Legeros and Blaise Harris created in late 2012. See below for details on the photo, which was created for Raleigh's African American Culture Complex and Mr. and Mrs. Palmer.

They'd like to do a presentation of the framed photo, to the complex and the Palmers. They are available to be there at 1:00 p.m., for such a presentation. The UPFFR members would be volunteer their time from 10:00 a.m. to 2:00 p.m., and conduct the presentation at 1:00 p.m.

Additionally, they'd like to have the training engines on display for children. Maybe have balloons, and plastic helmets and stickers to distribute.

They would promote the event via word-of-mouth, social media, and also see if local news agencies were interested in attending for the presentation. They'd invite all the current African American members to participate, and encourage them to come out and bring their families, along with other young people who might be interested in the fire service.

Additionally, they'd like to locate (if they can) a video about African-Americans in the fire service, to play during the museum's hours.

Finally, they are open to any additional ideas that the fire museum organization has.

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Q: Who are the Palmers?

A: Dr. E. B. and Mrs. Juanita Palmer house the African-American Cultural Complex in their home. They began in 1984 collecting artifacts and information highlighting the achievements of African-Americans. The facility started as a small house and has become one of the Triangle's premiere African-American attractions. Members of the association have volunteered their in the past?

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Q: What is the photo project that Mike Legeros assisted with?

A: This was a photo montage created by Mike Legeros, for the United Professional Firefighters of Raleigh and through a collaboration with Firefighter Blaise Harris:

