

Raleigh Fire Museum

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raleighfiremuseum.org

Monthly Staff Meeting Minutes

Date: January 13, 2014

Time: 7:00 p.m.

Location: Museum

Present: Chamblee, Florio, Legeros, Carl Young, Melissa Peters

Minutes Approval:

- 1) December 9, 2014

Finance Report:

- 1) Fund balances
 - a. General fund (checking): \$ 4,595.18
 - b. Reserve funds (savings): \$ 3,948.26
 - c. Apparatus funds (savings): \$ 422.85
- 2) Recent activity
 - a. Deposit on 1/13 - \$70.12, membership renewal (three years)
 - b. Deposit on 1/13 - \$60.50 donation, collected by Carl Young.
 - c. Charge on 1/11/15 - \$106 to USPS for annual PO box fee.
 - d. Deposit on 1/11/15 - \$51 cash from museum donation box.
 - e. Deposit on 1/11/15 - \$70.12
 - i. \$72 membership renewal (three years)
 - f. Deposit on 12/29 - \$50 cash
 - i. \$48 membership renewal (two years) and \$2 donation.
 - g. Deposit on 12/22 - \$293.50, transfer of PayPal funds
 - i. \$300 donation from Raleigh Professional Firefighters Association

Finance Business:

1. Tax filing for 2014.
 - a. Due on the 15th day of the fifth month after end of our fiscal year. E.g. May 15.
 - b. **Legeros** to complete.

Membership Business:

1. We should receive notification of combined campaign donors this month.
2. Two renewals in December, for two- and three-year periods.
 - a. **Legeros** is/will print and email letters of acknowledgement.

Museum Business:

- 1) Regular schedule.
 - a. Saturday, Jan. 10 – “C” platoon
 - i. Legeros was primary.
 - ii. Florio was secondary.
 - iii. Carl Young also assisted.
 - iv. Report from Saturday.
 - b. Saturday, Feb. 14
 - i. **Chamblee** primary.
 - ii. **Florio** secondary.
 - iii. **Legeros** will also contact David Boyette, and offer staffing opportunity.
- 2) Larger Crowds
 - a. Group discussed the extraordinarily large crowd at the last museum opening.
 - i. Sixty people attended during the regular opening.
 - ii. First time such a large number of people have ever attended a regular opening.
 - iii. Most were parents with children.
 - iv. Word appears to have lately spread in local parenting sites or forums.
 - b. We had three people that day, Mike and Vinny, and Carl helping.
 - i. There was a training engine also parked at the bathhouse.
 - ii. Visitors were often drawn directly to the engine, and crowds repeatedly gathered there.
 - iii. At times, it was seemingly “standing room only” inside the museum.
 - iv. There were also occasionally “children running around” inside the museum.
 - c. Group discussed concerns and issues for future openings.
 - i. One goal, exert more control as needed with “guiding” or “directing” people both inside and outside the museum.
 - ii. Guided tours inside may not be possible, if there are people continually coming and going. Instead, consider focusing attention on meeting, greeting, and overseeing the people.
 - iii. Guided tours of any apparatus outside have their own issues. See attachment.
 - iv. And site-wide, visitors walking, exploring should be limited to museum, bathhouse, and apparatus parked therein. With escorts at all times. See attachment.
- 3) Drill Pad Issues
 - a. Group discussed the different “experiences” that are possible for visitors, depending upon the training schedule:
 - i. Full pad with active training and moving apparatus.
 - ii. Full pad with active training and parked apparatus.
 - iii. Partial pad, with active training or parked apparatus.
 - iv. Empty pad.
 - v. Etc.
 - b. Group discussed issues and approaches to showing visitors fire engines, when they’re available on the drill page.
 - c. See attached summary of that discussion.
 - d. **Legeros** will consult the training center schedule for the next number of months, to pre-plan what each opening day’s pad activity will likely consist of.
- 4) Shifts for staff

- a. Henshaw update, post-meeting: he's obtained some staff review, and should have examples to share at the next meeting.
- 5) Audience Tracking
 - a. Visitor log book has been modified, with additional space for "how did you hear about us" and "comments."
 - b. Visitors will now sign both pages of the log book, with date and name and place on origin on left page, and "how did you hear about us" and "comments" on right page.
- 6) Visitors in 2014

| | 2014 | 2013 | 2012 |
|-----|------|------|------|
| Jan | 12 | 0 | 23 |
| Feb | 31 | 31 | 16 |
| Mar | 22 | 16 | 13 |
| Apr | 29 | 6 | 63 |
| May | 20 | 45 | 27 |
| Jun | 36 | 38 | 8 |
| Jul | 67 | 45 | 36 |
| Aug | 51 | 12 | 30 |
| Sep | 25 | 39 | 8 |
| Oct | 40 | 9 | 24 |
| Nov | 23 | 11 | 18 |
| Dec | 10 | 2 | 0 |
| | 366 | 254 | 266 |

Collection Business:

- 1. Plastic backboard has been added to museum collection, placed in museum by **Legeros**. Same was a surplus item from Station 15.

Apparatus Business:

Post meeting updates from Henshaw:

- 1. 1936 ALF
 - a. He and his rollback operator are waiting on a date and time with sunny skies. Would like two days of sunny/dry weather prior to getting the truck, to make less of a mess of the donor's yard.
- 2. 1961 ALF
 - a. Siren light lens? He has a lead on a couple replacement lenses. One person wants \$350, the other is asking \$250. He thinks those are a little high priced and he's trying to find a cheaper one.
 - b. Restoration updates? Two batteries, wires, and switches were ordered two weeks ago. Waiting for them to arrive.

Event Business

- 1. 2015 Ball
 - a. Post-meeting update from Barefoot:

- i. Date has been changed to Saturday, Nov. 21. Same weekend as Raleigh Christmas parade.
- ii. That's the original date that we wanted, but the convention center had someone else in mind. Because they requested this move, they're also giving a discount on our cost.
- iii. Barefoot is crafting a save the date email for the troops, with goal date of February 1. Once he sends, Legeros will resend to retirees.
- iv. June 1 is the target date for ticket purchases to start. Thus, maybe May 1 or earlier a web page/site should be in place.
- v. PayPal will again be used for payments, with Legeros managing incoming monies, and moving to dedicated checking account.
- vi. Table-based online reservation system is sought, so people can (a.) buy tables and/or (b.) choose seats based on tables. Harkey can likely implement same. **Legeros** and **Harkey** will research, to determine what systems are available, and how they work and/or what they cost. (And if they integrate with PayPal, if they'd handle the money, etc.)
- vii. If said reservation system can't be implemented, whole tables will be sold on the web site along with tickets. Barefoot will then contact table buyers individually, and figure out their requests and preferences based on whatever paper-based system he manages.
- viii. Barefoot is thinking perhaps offering 1/3 of the tables for sale as whole tables. At least initially. But this is open to input.
- ix. Question, can firefighters from other departments be invited? Answer is probably yes. Barefoot is going to ask a few folks, here and there, what they think about that. The appeal to "outside folks" would be "they want to hang with RFD people they know." (Versus if we had some Big Honking Fire Centric Program or Purpose.)
- x. Barefoot and Hayes are basing their plans on 500 seats sold. Maximum capacity is probably 700 to 750. Ticket price is anticipated but not firmed (yet) at \$45.
- xi. Block of rooms will be available at Marriott, for both Friday and Saturday night. Rates slightly higher than last time. Barefoot will probably also distribute a list of names of hotel guests, around the time of the ball. Just names, so people can connect with others staying at the hotel as desired.
- xii. As noted in earlier discussions, they're thinking/planning of a "holiday donation" aspect, with perhaps a sled as the "bin" for presents. Could be a local charity. Could be national. Say Wounded Warriors. Or maybe it should be something more fire-based. UNC Burn Center? Lots of room and time to ponder, discuss.

2. Spring social.

- a. Post-meeting update from Henshaw: Still working on this. Need to get some dates for consideration/approval.

New Business

1. Suggestions, questions from Carl Young:

- a. The museum could recognize the people who have directly helped, by listing their names on a sign, and perhaps hanging on the railing of the deck. This would help preserve the heritage of those who came before, and those who came after.
- b. Names of former or fallen members could be recognized with a special "exhibit" leading to/away from the museum, such as flags lining the driveway. This could be a good way to make sure their sacrifice isn't forgotten.

- c. Could gift items for fire stations be collected at the time of the holidays? Carl makes gift baskets for some stations. They contain snacks and goodies. Last year, he placed a collection bin at NCSU. This year, he'd like to place a collection bin at the museum, beginning in either October or November.
- d. Staff discussed the first two suggestions ahead of meeting via e-mail. Those are good suggestions, and definitely likely when a permanent space is obtained.
- e. Staff is requested to consider the collection bin request.

Old Business

1. Elections in 2015
 - a. Two-year elections to be conducted at next month's meeting for:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - b. Staff members are requested to consider positions they're willing to fill.
 - c. Current officers are:
 - i. President Mike Legeros
 - ii. Vice President Tim Henshaw
 - iii. Secretary/Treasurer Jan Chamblee

Next Meeting:

Tuesday, February 10
Location TBD

Attachments:

January 13, 2014 – Staff Meeting Attachment #1

At the meeting, we discussed some of the issues associated with visitors and their physical presence on the drill pad and training grounds. Here's some of what we discussed and conclusions that were reached:

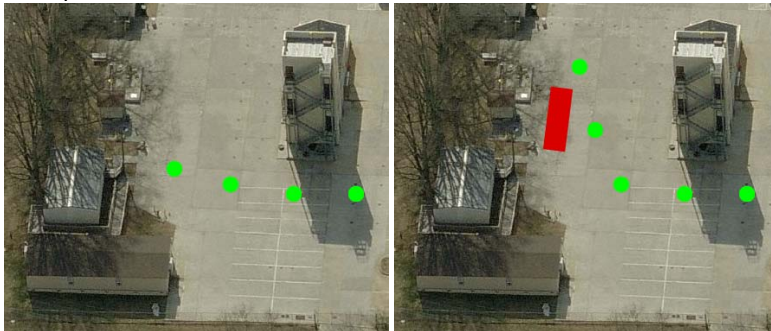
- Visitors should be escorted at all times on the drill pad
 - o Why? Lots of good reasons. Safety of people. Respecting the space we have access to. Etc. etc.
- Exceptions are the "museum area" and adjoining restrooms, and the parking area.
 - o That's the "public space" for our purposes.
- When we have a training engine (or other truck) parked at the museum/restrooms, visitors should be "grouped" when the truck is shown.
 - o For example, all people gather at the cab. Let any kids climb into seat. Then move the people to the rear passenger compartment. Then move people to the pump panel. Etcetera.
 - o Self-tours and "running around the engine" should be discouraged.
 - o Consider even place cones/tape in FRONT of the engine, until such times as dedicated tours are done.
 - o We could consider additional signage, along the lines of "Please come inside to request a fire truck tour."

- What if visitors ask “can we be shown the training tower?” “Can we go see that bus over there” etcetera.
 - o We should probably refrain from taking people any farther than the museum space, restrooms, or parking area.
 - o When there are multiple groups or larger number of visitors, doing so takes the staffer away from the museum and/or apparatus. They should probably stay by the museum and/or apparatus.
 - o When there’s “nobody else there” and you want to make a special exception, use your best judgment. Such as a visiting firefighter.
 - o No visitors should be taken inside the training tower, on the training tower stairs, etc. That’s probably a good policy.

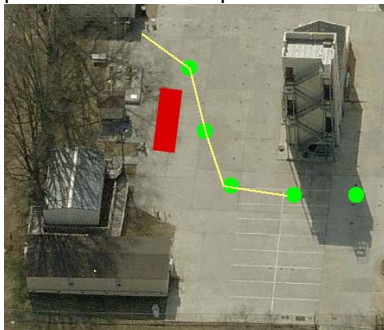
- What about when pad training is in progress, such as tower activities? Can we take visitors to the classroom-side of the tower, so they can watch?
 - o By default, keep visitors by the museum, the restrooms, or parking. Consider that the “viewing area” if you will.
 - o When there’s “nobody else there” and you want to escort a family to the “other side,” use your best judgment.
 - o When there are crews in a state of “hanging out”, you can approach and ask if anyone wants to talk to or show their truck to the visitors.

- What sort of rope or tape or barriers should be used, during museum openings?
 - o When pad activities are present, use the green traffic cones to establish boundaries between “our space” and “their space.”

- o Examples:



- o We also talked about using a barrier, such as yellow rope or scene tape, which we could attach to, say, painted dowel rods placed in the cones:



- Or we could spend some \$\$\$ and get fancy cone barriers:



- For now, **Legeros** will look into getting some scene tape, and maybe buying some dowel rods, nails, and florescent green spray paint.
- Other things we talked about:
 - Visitors LOVE having a fire engine that they can see, and place their hands on We should make an objective to have an engine present at each opening, where possible.
 - **Legeros** will work on a better process for asking training staff if a training engine can be left out, the night before a museum opening. This is also contingent on the presence/absence of scheduled apparatus activity on the drill pad.
 - Workarounds. When RFD member is staffing museum, they can pull a training engine out. Legeros has also been assisted in the past by firefighters attending classes, who pulled the engine out on their.
 - Should visitors be walked down to the “shed” where the two training engines are parked? Thinking probably not, as a rule. Nor walked to the bus and USAR truck. The exception is perhaps on super-slow days. We really should concentrate our staff to “our space”.
 - Free-ranging visitors around the pad and training center, as noted above, should be discouraged and for obvious reasons.