

# Raleigh Fire Museum

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[raleighfiremuseum.org](http://raleighfiremuseum.org)

## Monthly Staff Meeting

**Date:** May 12, 2015

**Time:** 7:00 p.m.

**Location:** Station 16

**Present:** Barefoot, Chamblee, Florio, Harkey, Henshaw, Legeros, Walters

## Minutes Approval:

- 1) April 14, 2015

## Finance Report:

- 1) Fund balances
  - a. General fund (checking): \$ 2,957.15
  - b. Reserve funds (savings): \$ 3,951.56
  - c. Apparatus funds (savings): \$ 423.20
  - d. Coin funds (savings): \$25.00
  - e. Ball funds (savings): \$25.15
- 2) Recent activity
  - a. New savings account created for Ball funds. Seeded with \$25 from checking.
  - b. Expense - \$12.95 – Monthly QuickBooks charge.
  - c. Expense - \$22.49 – Touch-up paint, Home Depot.
  - d. Deposit - \$46.34 – PayPal, membership purchases from prior month(s).
  - e. Deposit - \$178.94 – ATM
  - f. Expense - \$1343.00 – Challenge Coins
- 3) Pending activity
  - a. Expense - \$100 – Booth fee for South Atlantic Fire Rescue Expo.

## Fundraising Business:

- 1) Challenge coin update from Legeros
  - a. Coins ordered, shipping date of May 8.

- b. Marketing message/materials drafted:

## NEW CHALLENGE COIN!

**DRAFT – DO NOT DISTRIBUTE**

The Raleigh Fire Museum has produced a new Raleigh Fire Department challenge coin for sale as a fundraiser



**Price \$10**

Challenge coins are available from:

Jan Chamblee – Station 16-C  
John Rehbock – Station 17-A

Tim Henshaw – Office of Fire Marshal  
Ronny Mizell – Training Center

Also available at the Raleigh Fire Museum, located at the training center and open on the second Saturday of each month from 10 a.m. to 2 p.m.

Online sales starting in late summer or early fall

[www.raleighfiremuseum.org](http://www.raleighfiremuseum.org)

April 24, 2015

- c. **Legeros** will distribute coins and quantities to these people:
- Barefoot – 40
  - Chamblee – 40
  - Rehbock – 40
  - Henshaw – 60
  - Mizell – 80
  - Legeros/Museum – 40
- d. **Legeros** will draft email message, for Mizell to send to all members.
- e. Initial sales will be face-to-face, and announced to active personnel only.
- After a couple weeks, or after the next order is received, we will announce to retirees.
  - Coins will be sold at our booth at the Expo in August.
  - We will begin online sales after a period of time, perhaps later in the summer.
    - Maybe before/after Expo.
    - Chamblee will handle fulfilling online sales.
- f. **Legeros** will pay \$202.50 in sales tax for Q2, for all coins.
- This will negate the need to collect/pay after each sale.

**Museum Business:**

- 1) Regular schedule.
  - a. Saturday, May 9
    - i. Florio primary.
    - ii. Boyette secondary.
    - iii. Report from Florio:
      1. Had a great day with Chief Boyette. Nine visitors came today most from Raleigh/Cary area and one from Washington NC. No items were sold. RFD was busy with EMT, EVD and physical timed training.
    - iv. Main gate keypad was not functioning. Discovered Friday night by Legeros, who directed Florio to use lower gate and combination lock as needed.
    - v. **Mizell** adding monthly museum opening to training staff calendar, to help with awareness of last-minute “oh crap” moments that can affect museum activities.
  - b. Saturday, June 13 – “A” platoon.
    - i. Need primary, secondary.
      1. **Legeros** will request detailing of Barefoot and/or Rehbock, if available.
      2. Alternate primary, secondary needed.
        - a. **Legeros** is available.
        - b. **Chamblee** may be available.
        - c. Madison (intern) may be available.
        - d. Carl Young may be available.
- 2) Special events
  - a. Museum was open for retirees at luncheon on May 6.
    - i. Numerous visitors, with a handful recording their name in guest book.
    - ii. One retiree requested copy of black firefighters poster. **Legeros** will follow-up.
    - iii. Three retirees requested information on ordering centennial history book.
      1. Copies are still available.
      2. Ordering info at [www.raleighfiremuseum.org/book](http://www.raleighfiremuseum.org/book)
      3. **Legeros** will follow-up.
  - b. Tour requests increasing, couple per month.
    - i. Updates from **Henshaw**.
      1. He has a couple special tours that are coming up.
      2. Need discussed for a collective calendar, where these events can be recorded and viewed by all members.
        - a. Henshaw presently recording on his personal work calendar.
        - b. **Legeros** will create an online calendar using Google Docs via the museum’s Google account, for staff to view and update online.
- 3) Shirts for staff.
  - a. Henshaw present drawings of his ideas.
  - b. Gray button-down “work shirt”, both short and long sleeve.
  - c. Embroidered design over left breast: “Raleigh Fire Museum.”
  - d. Personalized name possible over right breast.
  - e. **Henshaw** will send graphic design files to Legeros.
  - f. **Legeros** will create some variations in embroidery colors, for group review and selection.
  - g. Henshaw planning to bid both shirt fulfillment and embroidery services.
  - h. Shirt price expected in \$20 range, including embroidery.
- 4) Painting.

- a. Legeros finished touch-up painting.
- b. Quart of matched paint is in closet.

**Apparatus Business:**

- 1) **Henshaw** updates.
  - a. Station 28/Station 29
    - i. RFD working on project with new processes/plans for reserve apparatus. Due in June.
    - ii. Antiques at Station 28 previously considered for moving to Station 29, which opens in June.
    - iii. Museum staff discussed what could/should be moved, if museum has input on decisions.
      1. Moving the 1961 ALF to Station 29 is desired, as closer geographic proximity to Henshaw.
      2. Moving the 1982 Mack and/or 1989 Pierce may be desired, as they look good and may blend best with the modern apparatus, as visitors and tours commence after Station 29 opens.
      3. Moving the 1953 rescue boats could also be good.
    - iv. Museum's highest priority is maintaining and continuing strong relationship with RFD.
    - v. Henshaw will provide updates as they are communicated.
  - b. 1961 ALF.
    - i. As noted in prior meeting, apparatus now in drivable condition.
    - ii. Needs electrical work/rewiring as next operational restoration step.
    - iii. No work planned until decision made about antiques at Station 28/Station 29, and any moving of the 1961 ALF is completed.
  - c. 1936 ALF.
    - i. Henshaw talking with new Asst. Chief of Services, about preferences for storage and other needs.
    - ii. Apparatus continues to be parked under a tarp at the Support Services Center, in surplus vehicle parking area.
  - d. Other antiques.
    - i. No other updates.
- 2) Signs for apparatus
  - a. Still planned. Magnetic with note "if this apparatus needs to be moved or for any problems, call \_\_\_\_\_."
  - b. Phone number will be museum's answering machine, which automatically transcribes and mails to Legeros, Henshaw, Chamblee.
  - c. Might make two signs per truck. One for dashboard, one for pump panel.
  - d. **Legeros** will create prototype for staff review.
  - e. **Legeros** will also drop a note to Mike Ezzell, advising of plans, so he can make other antique committee members aware and/or provide inputs.
- 3) Life net for display at Station 28/Station 29
  - a. Henshaw has a mid-century era life net.
  - b. Presently hanging at Redwood fire station on Highway 98.
  - c. Staff discussed obtaining and hanging at Station 28 or Station 29.
  - d. Could be nice artifact to accompany one or more antiques.
  - e. **Henshaw** will inquire about a photo of same as hanging at Redwood.
  - f. Failing that, Lee Wilson could be asked to swing by on his rounds, perhaps.
  - g. Next step would likely require Car 1/Car 2/Car 4 approval.

## Event Business

- 1) 2015 Ball.
  - a. Updates from **Barefoot**.
    - i. Things rolling along nicely.
    - ii. Ticket price set, and we're about ready to start selling.
    - iii. Group discussed the "toys" component, and how guests will be requested (but not required) to bring a children's toy to the ball.
      1. Suggestion of having the "sleigh" (for storing the toys) in the main hallway, so guests don't have to carry the toys with them while they mingle.
    - iv. Museum will create/supply some historical displays, of some sort.
      1. To be crafted/created closer to the event date.
  - b. Updates from **Henshaw**.
    - i. He's working on posters, and will add tickets to his list.
    - ii. **Legeros** will send a scan of the tickets from the 2012 ball.
  - c. Updates from **Legeros**.
    - i. Web site is [www.raleighfiremuseum.org/ball](http://www.raleighfiremuseum.org/ball).
    - ii. Ticket ordering site is <http://www.raleighfiremuseum.org/ball/tickets.html>
      1. Site is nearly finished.
      2. Ticket ordering will start soon.
      3. Incoming e-mails will be sent to Legeros and Barefoot.
      4. Address will be ball@raleighfiremuseum.org.

## New Business

- 1) Fire Book Swap Meet
  - a. Harkey and Legeros brought numerous unwanted fire books.
  - b. Staff claimed same.
- 2) Expo booth.
  - a. Overall
    - i. Planning to repeat experience offered last year.
    - ii. With addition of challenge coin sales.
  - b. Logistics:
    - i. **Legeros** handling exhibitor registration.
    - ii. **Legeros** will also handle booth logistics, and set-up, break-down, etc.
    - iii. Same booth size as last year.
    - iv. Same booth contents planned as last year.
      1. Raleigh Fire Museum marketing materials.
      2. Three-ring binder/flip book of NC and southeastern fire museums.
      3. One or two monitors, showing historical RFD or NC photos.
        - a. Need one or two laptop/monitor combinations.
    - v. Coins will also be sold.
      1. **Legeros** will handle delivering stock, providing money bag and change, and marketing materials.
  - c. Staffing:
    - i. Needed for both days:

1. Friday, August 14
  - a. C platoon
  - b. Set-up 8:00 a.m.
  - c. Open 9:00 a.m. to 5:00 p.m.
  - d. Two people requested for all times.
    - i. Florio available.
    - ii. Legeros available except during conference talk, will be handling set-up.
2. Saturday, August 15
  - a. A platoon
  - b. Set-up 8:30 a.m.
  - c. Open 9:00 a.m. to 3:00 p.m.
  - d. Break down 3:30 p.m.
  - e. Two people requested for all times.
    - i. Florio available, except likely during parade.
    - ii. Chamblee available. Unknown if driving in parade.
    - iii. Legeros available, will be handling break down.
- ii. Should we again invite fire museum partners to participate?
  1. Last year had staff from Catawba County, Rocky Mount, and Kinston.
    - a. **Legeros** will send messages with invitations to last year's folks, as well as any other NC fire museum contacts.
- d. Related:
  - i. No present plans for RFD booth announced.
    1. Expect Henshaw will be assigned those duties, possibly toward the last-minute.
  - ii. Harkey provided general event updates.
    1. Note the show hours are much longer this year, than last/prior years.

## Old Business

- 1) Marketing materials
  - a. Based on outcome Station 28/Station 29 decision for antiques, marketing materials will need either (a.) remaking as all-new, or (b.) redistributing existing.
  - b. **Legeros** and **Chamblee** will handle.
  - c. Currently, most marketing materials are in storage, and no longer displayed around town.
- 2) Boy Scout projects.
  - a. Awaiting drawings for display table/shelf at museum, from scout who wants to build.
  - b. Rehbock also planning a merit badge program that will involving bringing scouts to the museum, on special dates.
- 3) Offer of Intern
  - a. **Legeros** has been in contact with person.
    - i. Provided reading material, for her orientation. Links to meeting minutes and organizational information on our web site.
    - ii. Informed of museum schedule, with suggestion that she plan to visit during regular opening.
  - b. Staff approved bringing intern on board.
    - i. **Henshaw** has offered to serve as coordinator/manager for intern.
  - c. Group discussed types of tasks she can perform, such as:

- i. Assisting with museum staffing.
    - ii. Performing cleaning or other basic tasks at museum.
    - iii. Assisting with curation, such as inventory or cataloging our holdings.
    - iv. Performing research, or perhaps retiree interviews on tape.
    - v. Providing feedback/input on our web site and social media use.
  - d. Logistical notes:
    - i. She'll be living with her family in Durham.
    - ii. She'll be working a summer job in Durham.
  - e. **Legeros** will arrange a meeting, to introduce her to ourselves.
    - i. Maybe at Station 23 space for starters.
    - ii. Henshaw, Rehbock to be invited.
- 1) Research help requested from COR Museum.
  - a. **Legeros** has handled.
  - b. Chief Harvey and RFD provided newly complied diversity numbers, as well.
- 2) Mangel fire photos at training center
  - a. **Legeros** will handle.
  - b. Group discussed that framing should include protection for sun exposure.
  - c. Still pending.
- 3) Outer Banks antique collection
  - a. Henshaw has requested more information from seller, none received yet.
  - b. From last meeting, group identified a handful of pieces that could be loaned and displayed in the museum.
  - c. **Legeros** will contact the seller, and ask about his offer for loaning, and possible logistics for transfer if he's willing.

**Next Meeting:**

Tuesday, June 9

Location TBD.

Station 29 maybe?

7:00 p.m.

"B" platoon