

Raleigh Fire Museum – Annual Report

January 1, 2015 – December 31, 2015



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Introduction

This document presents a summary of the Raleigh Fire Museum’s activities in the calendar year 2015. Our accomplishments include opening the museum to 411 visitors, including 286 during our regular monthly openings; staffing monthly openings and special events with volunteers and detailed personnel; raising \$5663.50 from donations, merchandise, and membership sales; mentoring our first summer intern; exhibiting at the South Atlantic Fire Rescue Expo; self-funding a fireman’s ball attended by 290 people; acquiring a 1936 American LaFrance pumper that formerly served the city; and using social media and mailing lists to promote museum activities and fire department news.

What is the Fire Museum?

The Raleigh Fire Museum (RFM) is a non-profit charitable organization that created and operates the physical Raleigh Fire Museum. It also functions as a steward for the City of Raleigh Fire Department’s (RFD) historical artifacts and materials, and provides support to the education and information missions of the department.

The museum is located in a modular classroom building at the Keeter Training Center at 105 Keeter Center Drive. The property is owned by the City of Raleigh. Historical artifacts and materials, including a library of log books, are stored at Fire Station 23. There's also a historical display on the second floor of the Dillon Building, next to the Office of the Fire Chief.



Fire Museum



Library at Station 23



Dillon Building Display

The Raleigh Fire Museum owns two pieces of apparatus: a 1961 American LaFrance pumper in operational condition, and a 1936 American LaFrance pumper in non-operational condition. Both were operated as Engine 1 in their service with the city. The Raleigh Fire Department also owns antique fire apparatus, which are stored at Fire Station 28, and other locations.



1961 American LaFrance



1936 American LaFrance



Antiques at Station 28

Organizational History

The Raleigh Fire Museum was created by a group of current and former city firefighters and fire department supporters in 2008. The organization was originally named the Raleigh Fire Department Historical Society. In 2010, they were incorporated as a non-profit charity. In 2012, they changed their name to the Raleigh Fire Museum.

Work on the museum started in 2010, with the department's donation of a modular classroom building at the training center. Fire department members donated money and time to build fixtures and purchase display cases, to print and frame photographs, and to prepare the trailer for occupancy. The museum held its grand opening on June 14, 2011.

Today, the Raleigh Fire Museum conducts monthly museum openings, as well as special events and tours. The organization and its staff also participate in numerous activities related to the preservation and presentation of the history and heritage of the Raleigh Fire Department.

Financial Report

Balances

The Raleigh Fire Museum maintains a checking account for operational expenses, and four specialized savings accounts.

Current balances:

	Type	Balance
General fund	Checking	\$1889.98
Reserve funds	Savings	\$ 3959.85
Apparatus funds	Savings	\$ 424.08
Coin funds	Savings	\$ 2075.97
Event funds	Savings	\$ 827.12
Total		\$9,177.00

Income

The Raleigh Fire Museum is funded exclusively through public and private donations, and the sale of memberships and merchandise.

Source	Total
Donations	\$2246.50
Merchandise Sales	\$3105.00
Membership Sales	\$312.00
Total	\$5663.50

Expenses

Major expenses in 2015, excluding the Raleigh Fireman's Ball:

Date	Expense	Amount
Spring	New Challenge Coins	\$2,966
Feb 2015	Towing of 1936 American LaFrance	\$200
Jul 2015	Four ball tickets, complimentary for museum supporters	\$200
Jul 2015	Booth at South Atlantic Fire Rescue Expo	\$100
Nov 2015	Shirts for staff	\$382
Dec 2015	Steamer gong	\$514
Dec 2015	Three portable road signs, for monthly openings	\$150
Dec 2015	Protective tarps and supplies, for 1936 American LaFrance	\$120

Fireman's ball expenses:

Expense	Cost
Food service	\$11,207
Decorations	\$3,800
Disk jockey	\$650
Projector	\$125
Total	\$15,782

Note: This event was self-funded through ticket sales and firefighter donations.

Regular and recurring expenses include:

Expense	Frequency	Amount
QuickBooks online subscription	Monthly	\$12.95
Sales Tax payments to state	Quarterly	Varies
Fire Museum Network membership dues	Annual	\$30.00
Post Office Box fee	Annual	\$120.00
Web site domain name fees www.raleighfiremuseum.org www.raleighfirenews.org	Annual	\$25.00

Merchandise Sales

The Raleigh Fire Museum sells merchandise to raise money. Sales are conducted in locations including:

- Fire museum
- Fire department facilities, including fire stations
- Web site, via PayPal payments
- Postal orders.

Merchandise sold in 2015:

	Price	Quantity	Total
Challenge coins	\$10	300	\$3,000
Centennial t-shirts	\$5	14	\$70
Survivor bracelets	\$5	7	\$35
Total			\$3105

PayPal Fees

Fees paid to PayPal, for transactions initiated from the museum web site:

	Amount
Ball tickets	\$334.73
Coins	\$9.77
Donations	\$1.26
Memberships	\$3.02
Total	\$348.78

Challenge Coins

The Raleigh Fire Museum created a new challenge coin in 2015, for sale as a fundraiser.

- Quantity of 600 ordered in two parts
- Cost \$2,966 including \$100 die fee. Supplied by All About Coins
- Sales tax paid \$404.10
- Profit to be realized: \$3,034
- Priced at \$10
- Sold at the museum, by museum members, and from the museum's web site.
Shipping cost added for coins sold online
- Over 300 sold by end of year
- Still in stock.



Centennial T-Shirts

The Raleigh Fire Museums sells t-shirts created for the 2012 centennial.

- Quantity of 517 ordered in 2012
- Cost \$3,673.93. Supplied by J&E Uniforms
- Priced at \$5
- Sold at the museum
- Still in stock.



Survivor Bracelets

The Raleigh Fire Museums sells hand-woven bracelets donated in 2014 by retired Senior Firefighter Shannon Haeck.

- Quantify of 40 donated
- Priced at \$5.00
- Still in stock.



Sales Tax Paid

The Raleigh Fire Museum pays 6.75% sales tax on merchandise sold. Tax was paid in advance of sales, upon delivery of the tee shirts and challenge coins. Tax is paid after the point of sale for bracelets.

Tax paid in 2015:

	Amount
Q1	\$1.43
Q2	\$0.68
Q3	\$203.18
Q4	\$202.50
Total	\$407.79

Memberships

Since November 2011, the Raleigh Fire Museum has sold annual memberships as a fundraiser. They are priced at \$24 for active firefighters and the general public, and \$18 for retired Raleigh firefighters. Members receive a personalized membership certificate, a membership card, and a letter of acknowledgement.

Fire department members who pledged money to the museum for 2015, via the city's Combined Campaign fundraiser in the fall of 2014, also received new or renewed memberships.

As of December 31, 2015, the museum has forty-four members. Renewals will be requested for expired memberships.

Membership Sales

	Quantity	Amount
One year renewal, active/civilian (\$24)	3	\$72
One year renewal, retiree (\$18)	1	\$18
Two year renewal, active/civilian (\$48)	1	\$48
Three year renewal, active/civilian (\$72)	1	\$72
Five year renewal, active/civilian (\$120)	1	\$120
Total		\$330

Donations

Money

The Raleigh Fire Museum received monetary donations in 2015, including from fire department personnel who participated in the city's Combined Campaign in the fall of 2014. Thirty-three donors

pledged \$1814 in annual donations between \$20 and \$104, to be withdrawn as portions from their monthly paychecks.

Summary of Donations

Notes	Amount
City of Raleigh 2015 Combined Campaign, 33 donors	\$1814.00
Others donors	\$290.50
Donation box in museum	\$142.00
Total	\$2246.50

Goods and Services

The Raleigh Fire Museum also receives non-monetary donations of goods and services from a variety of individuals and organizations, and most prominently from the Raleigh Fire Department and its generous provision of physical space for the fire museum.

The Raleigh Fire Museum also recognizes the time and efforts of the fire department's antiques committee and other department members. They help maintain and operate the city's fleet of vintage fire apparatus. Their work has greatly contributed to the preservation and presentation of the Raleigh Fire Department's history.

Artifacts

The Raleigh Fire Museum continues to receive donations of firefighting equipment and fire department memorabilia, both from the Raleigh Fire Department and from the personal collections of members, retirees, and the general public.

Museum Operation

The Raleigh Fire Museum is located in a modular classroom building at the Keeter Training Center at 105 Keeter Center Drive.

The museum is open on the second Saturday of each month, from 10:00 a.m. to 2:00 p.m. It is also opened for special events and arranged tours.

Summary of museum activities in 2015:

- Opened one day each month on regular schedule.
 - Included Fire Prevention Week event at October opening, with two antique fire engines, and materials and activities for children.
- Conducted special tours, and opened for special events, including:
 - Four (4) tours of museum and Station 28, for Parks & Recreation history camp in July and August
 - Recruit academy family day on April 2

- Explorer annual banquet on April 11
- Retiree luncheon on May 6.
- Visitors:
 - 286 total visitors, at monthly openings
 - 411 total visitors, at monthly openings and special events.
- Staffing:
 - 108 total volunteer hours, by nine volunteers
 - 7 total hours by one detailed firefighter.

Museum Visitors Report

Visitors in 2015

	Monthly Opening	Plus Special Events	Notes
Jan	60	60	
Feb	18	18	
Mar	19	25	
Apr	49	69	Includes recruit academy family day
May	9	19	Includes retiree luncheon
Jun	29	29	
Jul	25	83	Includes three Parks & Rec summer camp tours
Aug	8	37	Includes Parks & Rec summer camp tour
Sep	8	8	
Oct	25	27	
Nov	14	14	
Dec	22	22	
Total	286	411	

Visitors 2012 to 2015

	2012	2013	2014	2015
Jan	23	0	12	60
Feb	16	31	31	18
Mar	13	16	22	25
Apr	63	6	29	69
May	27	45	20	19
Jun	8	38	36	29
Jul	36	45	67	83
Aug	30	12	51	37
Sep	8	39	25	8
Oct	24	9	40	27
Nov	18	11	23	14
Dec	0	2	10	22
Total	266	254	366	411

Accomplishments

2015

Huge Project – Fireman’s Ball

In November 2012, the Raleigh Fire Museum and the Raleigh Fire Department sponsored a fireman’s ball at the Raleigh Convention Center. This was the concluding event for the fire department’s centennial activities that year.

Based on the popularity of the event, and feedback from attendees, the fire museum organization began planning to hold a second fireman’s ball in three years, and possibly every three years after that.

The 2015 Raleigh Fireman’s Ball was held on November 21. The event was self-funded through ticket sales and firefighter donations.

Event details:

- 290 attendees
- \$15,782 cost, self-funded. See page four for expense details
- \$1,300 additionally donated, to help cover costs
- \$826.62 remaining balance, retained by museum for next fireman’s ball or similar event.

Major Projects

Our major projects last year included:

- 1936 American LaFrance acquisition in February. This 400 series pumper, which originally served as Engine 1, was purchased by a private owner in 1976. He restored the truck to operational condition, and gave rides to neighborhood children. He passed away in recent years and his wife generously donated the apparatus to the Raleigh Fire Museum. Our future plans include a conditions assessment, long-term planning for storage and preservation, and eventual operational and/or cosmetic restoration
- 1961 American LaFrance mechanical improvements: new starter, new batteries, new starter wiring, new fuel lines, new drip pans
- New challenge coins. See page five
- Expo booth. The Raleigh Fire Museum again exhibited at the South Atlantic Fire Rescue Expo at the Raleigh Convention Center, providing information about our and other fire museums, generating interest in our organization, and selling merchandise
- Hurst tool acquisition and display. Vintage tools donated by Stony Hill Fire Department, and added to museum along with historical display.

Minor Projects

Numerous minor projects included:

- Antiques handout created as joint project with Antiques Committee, for display at the South Atlantic Fire Rescue Expo, and later at the museum and at Station 28
- Brochure holder installed outside museum (provided by RFD)
- Combined Campaign fundraising to RFD personnel
- Digitized historical RFD videos, and posted to YouTube
- History programs continued for new RFD recruits and new RFD staff
- Laptop replacement at museum with donated equipment, completed in January 2016
- Leather straps added to hand hose reel in museum
- Mangel fire photo reprints, for training center foyer and museum display
- Painted storage room door and frame at museum
- Poster of Raleigh Fire Chiefs created for museum
- Relocated hose reel to other end of museum, and improved accessibility to museum using rear door and ramp
- Research help on historical topics, for RFD and other groups
- Spring 2015 organizational update sent to members and others
- Gong acquired for 1905 steamer. Completed in January 2016
- Tiller delivery promotion via video, including history, by museum staff and RFD.

Internal Tasks

Some of our internal-facing accomplishments included:

- Developed application process for future museum volunteers, including background checks
- Bookkeeping consultation on QuickBooks
- Elected officers for two years in February

- Purchased staff shirts with embroidery. They replace identification cards on lanyards, for identifying personnel during events
- Accepted our first summer intern, Madison Scott from Durham, a sophomore attending college in Ohio, and pursuing career experience in museum work.

Signage

New and improved signs last year included:

- Improved signage for 1870 alarm bell in museum
- Portable road signs for placement on Keeter Center Drive and South Wilmington Street, to direct foot, bicycle, and vehicle traffic to museum, during monthly openings
- Replacement road signs for South Wilmington Street (provided by RFD)
- Magnetic signs for placing on our antiques, with contact information.

In addition to these organizational accomplishments, museum staff members and volunteers have assisted the Raleigh Fire Department—as well as local, state, and regional fire service organizations—on a personal level with numerous historical and public education-related projects. They are too numerous to list.

Officers, Staff, and Volunteers

Officers

The officers for 2015:

- Mike Legeros, President
- Tim Henshaw, Vice President
- Division Chief Ronny Mizell, Secretary/Treasurer.

Officers are elected in February of every other year and serve two-year terms.

Staff

In addition to the above officers, the staff for 2015 was:

- David Barefoot
- Jan Chamblee – Former Secretary/Treasurer
- Vinny Florio
- Jeff Harkey
- John Rehbock
- Alan Walters – Former Vice President.

The officers and staff meet once a month, currently the second Tuesday of each month at 7:00 p.m. The location varies between the museum, Station 16, Station 20, and Station 29.

Minutes of each meeting are recorded, and posted to the web site www.raleighfiremuseum.org.

Volunteers

People who have also helped staff the museum and conduct special tours in 2015 include:

- David Boyette
- Ron Campbell
- Carl Young.

At the South Atlantic Fire Rescue Expo in July 2015, museum booth staffing was assisted by:

- Guy Basden, Kinston Fire Museum.

Other Help

The Raleigh Fire Museum also acknowledges the many individuals who have donated and continue to donate their time and energy to assist with organizational and museum projects, great and small. The members of the Raleigh Fire Department, from all ranks and all divisions, continue to provide invaluable assistance for operation of the physical fire museum and the mission of the fire museum organization. The support of Fire Chief John McGrath and his command staff cannot be overstated.

Looking to 2016

The fire museum organization is planning to address resource and infrastructure issues in 2016. Our focus areas include:

- Expanding our pool of available staffing for monthly museum openings.
 - Our goal is a minimum of two people per opening, one of whom is an active, retired, or former city firefighter.
 - Our optimal number is three or four people, with the two “staffers” aided with one or two “assistants.” These people assist with overflow, when attendance is higher. They also provide coverage or assistance for meal runs, or other needs.
 - We have trained staff on “B” and “C” platoons, who can be requested to be detailed. Beginning in late 2015, we also started requesting an “A” platoon firefighter be detailed, if available, if our internal resources were insufficient.
 - In the spring of 2016, we’ll begin working with the Raleigh Fire Explorer Post, to utilize their members for further staffing help.
- Addressing apparatus and other storage needs.
 - In December 2015, we started looking at outside (non-city) space, for housing the museum’s two pieces of apparatus.
 - The fire department has historically provided apparatus bay or outdoor space for storage and parking, but current projects and needs are limiting available space at department facilities.
 - The fire department also provides space for our organization at the training center (museum space) and Station 23 (artifact storage).
 - Our staff has started developing ideas for longer-term facility needs, are working on ideas around utilizing the training center as a future space, when the facility’s functions are moved.

- This idea is planned in parallel to plans for using Station 3 as a future museum or educational space.

Mailing Lists and Social Media

Mailing Lists

The Raleigh Fire Museum maintains a pair of mailing lists, sent from raleighfiremuseum@gmail.com

- Interest List – Distribution of monthly meeting announcements, meeting agendas, and other news, for people interested in fire museum business.
- Retiree List – Distribution of information for retired and former fire department members. Notably, illness and death announcements, special events including annual retiree luncheons, and electronic distribution of the quarterly newsletter produced by Mike Legeros.

Social Media

The Raleigh Fire Museum uses these social media channels:

- Facebook – www.facebook.com/raleighfiremuseum
- Twitter – www.twitter.com/ralfiremuseum
- YouTube – www.youtube.com/raleighfiremuseum

We use social media for promoting and announcing:

- Event announcements:
 - Monthly museum openings
 - Special museum events
 - Related events at other venues.
- Historical web content:
 - Pages added to our web site
 - Photos added to our web site
 - Videos added to our YouTube channel
 - Postings or pages created by Mike Legeros, on his sites or channels
 - Related content on other channels or sites.
- Fire department news
 - Newsletter publications
 - Media coverage, if particularly notable.
- Fire department personnel activities:
 - Promotions
 - Retirements
 - Deaths, notably retirees.
- Fire department events:
 - Promotion ceremonies
 - Public meetings
 - Special events.

Contact Information

Contact the Raleigh Fire Museum by email, telephone, or postal mail:

E-mail: contact@raleighfiremuseum.org

Phone: 919-964-1070

Mail: PO Box 31084, Raleigh, NC 27622

Web sites and social media channels include:

www.raleighfiremuseum.org

www.facebook.com/RaleighFireMuseum

www.youtube.com/raleighfiremuseum

www.twitter.com/ralfiremuseum

This is version 1.1 of this document.

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