

## Raleigh Fire Department Historical Society Meeting Minutes, Draft

**Date:** Oct. 20, 2010

**Time:** 7:30pm

**Location:** History Trailer, Keeter Training Center

**Meeting Opening:** Legeros opened meeting

### **Minutes Approval:**

1. Sep. 14, 2010 minutes approved as written

### **Budget Report:**

1. Checking \$100.00.
2. Savings \$47.00.

### **Old Business:**

1. EMT Instructors for trailer access
  - a. Amato talked to Bart Travis, who talked to other EMT instructors. They are willing to show the history trailer to personnel during breaks.
  - b. Trailer key can be checked out from Kathy.
  - c. Approval of plan likely required from Chief Poole.
  - d. Legeros also talked to Brian Sherrill at KTC about plan, and he supports.
  - e. Legeros is awaiting response on a formal note to Sherrill, and will follow-up. **Action item for Legeros.**
2. United Way campaign as fundraising channel
  - a. Barefoot noted that this year's campaign is already underway.
  - b. United Way says it is a partner agency program. They will consider us, but may give precedent to agencies that address charitable needs.
  - c. Pay check deductions are also a possibility. But \$50 yearly minimum may be required.
  - d. United Way charges 16 cents on each dollar to process donations.
  - e. Goal is having RFDHS as write-in choice for next year's United Way campaign.
  - f. Barefoot is still gathering information. **Action item for Barefoot.**
3. October fundraiser
  - a. Legeros completed the letter to personnel, based on RFDHS input.
  - b. Chief McGrath has sent the letter to personnel, along with his own personal message.
  - c. Division Chiefs will work to further notify each shift.
  - d. Battalion Chiefs will collect money from each shift, and give to DCs.
  - e. Walters will collect money from DCs.

- f. Henshaw will collect money from Training, Services, Prevention, and Administration.
  - g. Walters and Henshaw will deposit monies after last collection date of Nov. 2.
  - h. Legeros noted future discussion is needed on how to spend monies collected.
4. Donation box for trailer
- a. Legeros has asked Chief McLaurin to build box.
  - b. He'll follow-up with Bumpy. **Action item for Legeros.**
5. Membership cards:
- a. Layout ideas
    - i. Steamer in the back, writing over top, scrolls on the corner of the cards, writing.
      1. Member #
      2. Name
      3. Dates
      4. Logo on back, with slogan

Member in good standing...

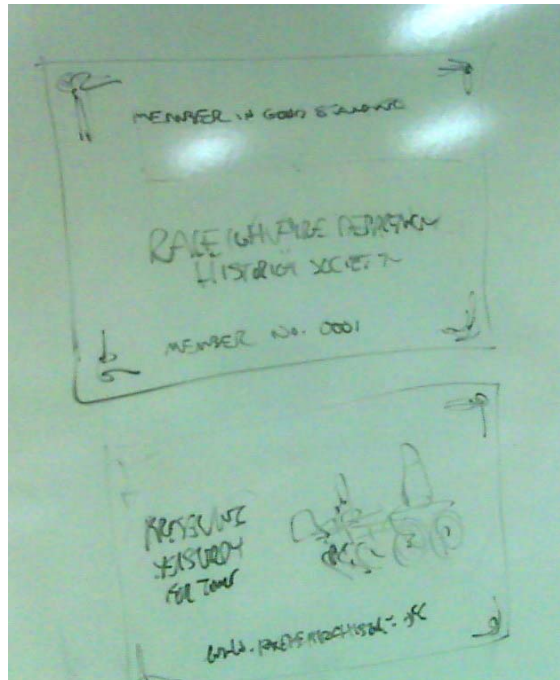
RFD Historical Society...

Member number ....

Preserving yesterday for today...

Steamer logo/graphic

Web site address



- b. Format
  - i. Business card or hard plastic id type card?
  - ii. Paper card stock is cheaper
  - iii. One-color is cheaper
- c. Numbering?
  - i. Does your # stay with you for life or is the number recycled?

- ii. What happens if members don't renew? Is their number reused?
- d. What does the card get you?
  - i. Card
  - ii. Form Letter
  - iii. Different perks for different donation levels?
- e. Who makes the card?
  - i. Numerous vendor/commercial options
  - ii. Paul can perhaps make
- f. Prices/levels suggestions
  - i. \$12 per year gets
    - 1. Card
    - 2. Thank you letter with blank space for writing donation amount
  - ii. \$26 per year gets
    - 1. Above, plus
    - 2. T-shirt
- g. Time frame
  - i. March/April suggested as time frame for membership drive
- h. Sketched drawing
  - i. Legeros sketched a sample design on the whiteboard.
  - ii. He'll draw an electronic version and send to the group. **Action item for Legeros.**
- i. Questions for fire museum seminar
  - i. **Action items for Walters and Legeros**, to ask about
    - 1. Membership levels
    - 2. Membership card numbers

### **New Business:**

1. PayPal for Donations
  - a. Legeros affirmed the group's agreement, via prior e-mail messages, on opening a PayPal account for RFDHS, and adding PayPal donation functionality to web site.
  - b. Group discussed need for alternate donation methods, notably by mailed check.
  - c. Legeros has already created donation page on web site, with address for mailing checks.
  - d. Legeros will execute PayPal addition. **Action item for Legeros.**
2. Earlier Action Items
  - a. Legeros noted status of earlier action items of his, all pending:
    - i. Drafting a letter to Charlie Chappell's widow to inform of RFDHS, and availability to receive any monies still available for donations.
    - ii. Splitting By-Laws into two documents, by-laws and standing orders.
    - iii. Networking with the City Museum staff.

3. Digital Media Presentation
  - a. Legeros mentioned learning about a new digital presentation of Indianapolis Fire Department historical photos.
  - b. He'll share with group. **Action item for Legeros.**
  - c. Food for thought on digital presentation of history.
4. Old Hydrants
  - a. Walters noted status of finding any older, two-nipple hydrants.
  - b. He now has a contact at the Water Department.
  - c. All old hydrants have been replaced, or are being replaced.
  - d. If we know of any old hydrants still being used, we can contact the Water Department.
  - e. Group discussed last-known locations of old hydrants, such as Lake Boone Trail.
  - f. Amato will try to find the old hydrant he recalls located on Lake Boone Trail. **Action item for Amato.**
5. Storage Space
  - a. Legeros provided an update on RFDHS storage space.
  - b. Thomas working on finishing shelving at Station 23.
  - c. Light duty personnel have also been working on tasks at Station 23
    - i. Photographing all artifacts
    - ii. Inventorying all log books
    - iii. Indexing all log books
  - d. Legeros is planning on labeling log books, based on index numbers.
6. Old Photos For Dillon Building
  - a. Legeros is working with Chief Styons to provide photos around the display case in the Dillon Building.
  - b. He notes that RFDHS thus has access to hundreds of old RFD photos, which can be easily reprinted for display in the history trailer.
7. 2012 anniversary updates
  - a. Walters is chairing the 2012 anniversary committee.
  - b. Legeros is a member of the 2012 history book committee.
  - c. The history book committee has written an executive summary, which command staff is reviewing.
  - d. Legeros will forward summary to RFDHS members. **Action item for Legeros.**
8. Hose House Tour
  - a. Legeros noted that a second tour of the old hose house will be scheduled.
  - b. He'll announce a November date soon. **Action item for Legeros.**
9. Promotional Ideas
  - a. Barefoot raised a question on how we can promote RFDHS to others who are not firefighters?
  - b. Could we get perhaps get WRALs Tarheel Traveller to visit the history, and perhaps profile the 1870 alarm bell.

- c. Legeros offered idea of News & Observer story that he could write about old engine houses in Raleigh.
  - d. Group agreed such promotion ideas are ideally aligned with the membership drive in March/April.
- 10. Board of directors
  - a. Walters noted that we need to talk about establishing a Board of Directors.
  - b. Time frame might be before February, so a board is in place for the membership drive and citizen invitations in March April.
  - c. Future action item for discussion.
- 11. Old hose cart
  - a. Walters noted that the hose cart is stored at Station 23, in two sections in two places.
  - b. Amato and Henshaw will both pay a visit and look at the hose cart, to see if it can be assembled and displayed in current condition in the history trailer. **Action items for Amato and Henshaw.**
- 12. Station 3 as historic property
  - a. Legeros recounted the prior meeting's ideas about submitting Station 3 as a candidate for historic property designation with the city.
  - b. Walters has action item of asking the Chief McGrath about same, if a submission impacts any RFD planning.
  - c. Also needed is information on submission process, which Legeros can gather. **Action items for Legeros, Walters.**
- 13. Newsletter idea
  - a. Walters suggested adding historical content to the RFD newsletter.
  - b. Such as a half- or whole-page of historical information each issue, and more than just the regular RFDHS updates. **Action item for Legeros.**
- 14. Web site visitor counts
  - a. Barefoot asked about RFDHS web site visitor counts. Can a counter be added to the web site?
  - b. Legeros took as action item, and to also add Google Analytics tracking to the site, which will allow more detailed visitor reports. **Action item for Legeros.**
- 15. Posting historical photos
  - a. Henshaw suggested that historical photos could be periodically posted to the RFDHS web site as a draw for visitors, such as the Beacon Ambulance Service photos recently posted to the Legeros photo site.
  - b. Instead of posting to Legeros, consider posting to RFDHS. **Action item for Legeros.**
- 16. Meeting time
  - a. Legeros asked about meeting times, and suggested slightly earlier time.
  - b. Group agreed to change next meeting time from 7:30 p.m. to 7:00 p.m.
- 17. Fiscal year

- a. Legeros asked about our fiscal year, and if we should deviate from already established calendar year as fiscal year.
- b. Group voted for no change.

**To do list for next meeting:**

1. Amato and Henshaw, look at old hose cart.
2. Amato, look for old hydrant on Lake Boone Trail.
3. Barefoot, continue research on combined campaigns.
4. Legeros and Walters, ask questions at fire museum seminar.
5. Legeros, add counter to web site.
6. Legeros, add PayPal to web site.
7. Legeros, check with Brian Sherrill.
8. Legeros, create version of membership card design.
9. Legeros, expand newsletter with historical content.
10. Legeros, follow up with Bumpy.
11. Legeros, gather information on historic property submissions.
12. Legeros, schedule November hose house tour.
13. Legeros, share history book summary with RFDHS.
14. Legeros, share IFD digital media site.
15. Legeros, try posting photos to web site.
16. Walters, determine executive opinion on submitting Station 3.

**Meeting Closing:**

**In Attendance:**

Legeros, Walters, Amato, Barefoot, Henshaw

**Upcoming Meetings:**

November 16, 2010 at 7:00 p.m., Station 17, "C" shift  
Note time change