

Raleigh Fire Department Historical Society Meeting Minutes

Date: April 4, 2011

Time: 7:00 p.m.

Location: Museum Trailer

Meeting Opening: Legeros opened meeting.

Minutes Approval:

- 1) Minutes for March 7, 2011, approved.
- 2) Minutes for February 7, 2011, approved.

Budget Report:

- 1) Checking balance is \$249.42.
- 2) Savings balance is \$47.12.

Old Business:

- 1) Membership Drive.
 - a. Certificate
 - i. Legeros showed first designs for a membership certificate.
 - ii. Group discussed the amount of detail and how fancy the certificate should be. Varying opinions.
 - iii. Adding a single color was suggested, such as red tinting or fill to some of the steamer graphic, as well as other places.
 - iv. Legeros to determine printing costs, both black and white and with single color.
 - v. Legeros to also find and determine costs for parchment paper stock.
 - b. Membership Card
 - i. Design to be based on certificate graphic elements.
 - ii. Legeros to determine printing costs.
 - c. Other projects related to membership drive not discussed, some due to absence of project owners.
- 2) Tee Shirt

New Business:

- 1) Publish meeting schedule
 - a. Proposal to establish and publish a meeting schedule for next six months.

- b. This will provide personnel and retirees with advance notice of RFDHS meetings.
- c. Group agreed on following schedule and meeting locations for first Monday of each month at 7:00 p.m.:
 - i. May – Station 28
 - ii. June – Museum Trailer
 - iii. July – Museum Trailer
 - iv. August – Station 28
 - v. September – Museum Trailer
 - vi. October – Museum Trailer

2) Museum trailer publicity in spring newsletter

- a. Group discussed best language for describing status of trailer in coming newsletter.
- b. Need to accurately and communicate current availability of trailer access, which is limited.
- c. Want to avoid such situations as, say, retired members making unplanned visits to training center to see museum, and cannot gain access.

3) Museum preview days

- a. Group discussed idea of holding “preview days” for the museum trailer, such as on a number of Saturdays.
- b. Trailer would be open from 10:00 a.m. to 2:00 p.m. and staffed with one or two RFDHS members.
- c. Personnel would be invited, with dates announced on e-mail and internal RFD web site. Retirees would be notified via newsletter and e-mail. We might request RSVP, as well.
- d. Group decided on three dates:
 - i. Saturday, April 16, 10 a.m. to 2 p.m.
 - ii. Saturday, April 30, 10 a.m. to 2 p.m.
 - iii. Saturday, April 14, 10 a.m. to 2 p.m.
- e. Purpose of preview days is to communicate that “we’re ready to show what we have” but “we are not 100 percent open.”
- f. Also communicate the following about trailer access:
 - i. Access planned for personnel attending EMT training.
 - ii. Planning for grand opening at later date, perhaps with city officials.
 - iii. Plans to be developed for other people to access, visit, etc.
- g. RFDHS would handle all aspects of event, and not require anything from training staff.
- h. Proposal needs to be reviewed by Chief of Training. Also have questions for Chief Poole, such as... if a security check of premises needed before departing after use?
- i. Legeros will summarize this proposal, and send to RFDHS members in the next day or two.

- 4) Trailer access for personnel
 - a. Chief Walters has talked to training staff about personnel access to museum trailer during EMT classes.
 - b. He or a designate will have 15 or 20 minutes to talk to personnel, likely right before a break or right before lunch.
 - c. Personnel can then visit the museum trailer during the break, or during lunch.
 - d. Chief Walters wants the time to tell personnel about RFDHS and what we're doing.

Action items for next meeting:

- 1) Legeros send preview days proposal to RFDHS members.
- 2) Walters talk to training staff about preview days idea.

Meeting Closing: Closed by Legeros.

In Attendance: Legeros, Wall, Walters

Upcoming Meetings: Monday, May 2, 2011, at 7:00 p.m. at Station 28.