

# **Raleigh Fire Department Historical Society Meeting Minutes**

**Date:** September 12, 2011

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

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

**Attending:** Wall, Walters, Legeros, Chamblee, Barefoot

**Meeting Opening:** Legeros opened meeting.

## **Minutes Approval:**

- 1) August 1 minutes approved.

## **Budget Report:**

- 1) No donations received since last meeting.
- 2) Checking account has \$193.91.
  - a. These monies are available for RFDHS use.
- 3) Savings account has \$286.71.
  - a. These monies are from challenge coin sales, are being saved for future purposes.

## **Old Business:**

- 1) Coin sales updates.
  - a. 152 sold at Fire Expo.
    - i. \$1,520 income.
    - ii. \$1,080 to Chief McLaurin, for ordering more coins.
  - b. 33 sold through web site so far.
  - c. More sold at Keeter Training Center, total to be determined.
  - d. Walters is researching/planning a per-Battalion coin sale promotion, with personal visits to stations to sell more coins.
- 2) Review of action items from August meeting.
  - a. T-shirt action items, from minutes:
    - i. Group approves previously discussed designs and colors

1. Back design with steamer graphic, revised lettering, etc.
2. Front design pocket patch as designed.
3. **To Do:** Henshaw to contact designer.
  - a. Provide him the EPS steamer design file. The file is already in a format that should be easy and quick for the designer to utilize.
  - b. Request estimated time frame to when t-shirts could begin being ordered.
  - c. We will pay the fee for a second design of \$75.
  - d. We will order at future time based on memberships sold.

**b. To Do:** Update from Henshaw pending.

- 3) Review and debrief of Expo weekend and August museum opening.
  - a. 50/50 raffle generated \$205 for RFDHS.
  - b. Legeros sent thank you note Chief McLaurin, for the bus.
  - c. **To Do:** Legeros to send belated thank you note to NCSFA and Harkey, for their help.
  - d. Group discussed the Fire Expo, and the museum opening.
    - i. Visitors to museum had lots of good comments.
    - ii. Was bus overkill? Should shuttle van be used next time? But bus provides good visibility/promotion for RFD.
    - iii. Legeros noted that coins at the RFD booth did not sell themselves, but required active selling and attention-getting.
    - iv. Legeros reiterated this point as applying to RFDHS activities in general. They require concentrated work at getting people's attention to participate. Marketing is important.
- 4) Review of September museum opening.

- a. Attendees included a retiree and his two adult children, an RFD firefighter and his wife and child, an RFD chief and later with his wife, an RFD inspector.
- b. Legeros noted that some additional items are being displayed, that need signs. Also need signs or updated signs acknowledging donations from retiree Robert Upchurch.

5) Membership materials

- a. Membership forms must be legible, so names can be printed on certificates. **To do:** Legeros, update form to include “print legibly.”
- b. Group decided that membership period of one year will be based on month of payment, instead of fixed calendar dates.

6) Membership drive action plan. Need concepts, direction, processes, message, to accompany prior plans.

- a. Walters proposed plan to promote memberships through station meetings.
  - i. Similar to EMT station meetings, maybe a bit larger.
  - ii. Break city into thirds.
  - iii. Conduct on a Sunday, when training is not happening.
  - iv. Personal visit from RFDHS member, who gives presentation about organization, our goals, our mission, etc.
  - v. Materials to include with visit:
    - 1. Flier to send to stations ahead of visit.
    - 2. Other materials TBD.
  - vi. Presentation content:
    - 1. Show the museum, pictures or even video.
    - 2. Show the antiques, pictures or even video.
    - 3. Why we need their money.
      - a. Running the museum

- i. Stands, shelves, cases, light protection, paper for labels, frames for photos, etc.
  - b. Maintaining the antiques
    - i. One of our goals is to protect the antiques.
    - ii. Keep them running.
  - c. Trailer repairs for the steamer
    - i. Present axles are insufficient.
    - ii. Need new axles for trailer.
  - d. Restoring the antiques
    - i. With more money, we could work on restoring some or all of the 1905 steamer, the 1950 Mack, or the 1982 Mack.
    - ii. Fixing the wheels on the hand-drawn hose cart.
    - iii. Private offer to provide labor for restoring one of the rescue boats.
  - e. Acquisitions
    - i. We have found one of Raleigh's 1960 American LaFrance pumpers.
    - ii. Other items, that we come across, that match what was used in Raleigh in the past.
- 4. Where we want to go.
  - a. Get Station 3.
  - b. Open as museum.
  - c. Idea: Show other museums, as examples of what we want.
  - d. Once we have Station 3, money will be really needed.

- i. Utilities.
- ii. Maintenance.
- iii. Interior transformation to museum space.

vii. Other talking points:

- 1. This is your museum.
- 2. This is your history.
- 3. How can you participate?
  - a. We need bodies, labor, skills.
- 4. What items or artifacts do you have? Are you related to past firefighters? What does your family have?
  - a. Gear, tools, badges, photos, papers, all are wanted.
  - b. We'll take on loan, if needed.

viii. Tee-shirts as membership premiums.

- 1. Group discussed.
- 2. Decision made to offer/include t-shirts to personnel only.
- 3. This will somewhat simplify the ordering/fulfillment process.
- 4. Part of fulfillment process, taking shirts to personnel at stations, can be done by battalion chiefs.

**ix. Action steps:**

- 1. Legeros will start writing a script for presenters.
- 2. Legeros will start creating a PowerPoint presentation.
- 3. Walters will ask McGrath about the station meeting concept.
- 4. Group will plan logistics as needed. Such as breaking city into thirds.

5. Walters will inquire about payroll deductions for personnel purchasing memberships.

**New Business:**

1) Upcoming events

- a. Legeros history talk at Exchange Club meeting.
- b. Legeros history talk at Raleigh City Museum, to be determined.
  - i. City Museum has inquired about a program.
  - ii. **To Do:** Legeros to respond to inquiry.
- c. Fire Prevention Week. See below.
- d. State Fair.
  - i. Discussed in prior meetings, can RFDHS or RFD have a presence at the State Fair.
  - ii. Fire Educator office has related that State Fair booths for RFD are not possible at this time.
  - iii. Group discussed limitations of RFDHS promotion at State Fair.
    1. It would be good to tell the state's firefighters about what we do.
    2. But they wouldn't be able to attend while they were there, save for the one day a month, plus one special day during October.
- e. Coins purchased for display in museum.
  - i. Group decided to spend \$20 to purchase two coins, for RFDHS collection, and display in museum.
  - ii. **To do:** Legeros will purchase, using petty cash.
- f. 2012 Anniversary. See below.

2) Replacement keys

- a. All buildings at training center have had their locks rekeyed.

- b. Legeros and Walters have obtained their new museum keys.
- c. **To Do:** Henshaw to obtain new museum key.
- d. **To Do:** Walters to obtain new main building key.

3) Museum schedule for October through January

- a. Continue opening from 10 to 2 on the second Saturday of each month, through at least January.
- b. This aligns with distributed promotional materials, which note that schedule.
- c. Idea: Could light-duty or special-duty training center personnel have a day/half-day off, and work a Saturday instead?

4) Meeting schedule for October through January

- a. Monday, October 3 at museum.
- b. Monday, November 7 at Station 28.
- c. Monday, December 5 at museum.
- d. Monday, January 9 at museum. Note this is second Monday, rescheduled due to proximity to New Year's Day.

5) Fire Prevention Week.

- a. Should the museum open on special days, or with special activities?
  - i. Discussion and decision.
  - ii. Museum open on Saturday, October 8, regular schedule, second Saturday, 10 to 2.
    - 1. Barefoot staff.
  - iii. Museum open on Saturday, October 15, special date.
    - 1. Chamblee staff.
    - 2. Wall staff.
  - iv. Legeros to conduct history talks on both dates, at noon.
    - 1. Hour length.

2. Public invited.
  3. **To do:** Legeros to check with training staff, and inquire about classroom use.
- v. Can museum dates be publicized, such as through the WRAL community announcements.
1. **To do:** Legeros will work with Campbell, Chief Warner to issue press releases. Legeros will also use his regular channels, blog, etc.
  2. **To do:** Legeros will investigate how to submit a suggestion to WRAL Tar Heel Traveler, to visit the museum.
- b. Should RFHD have a presence at Crabtree Valley Mall, for the regular RFD display tables?
- i. Group agrees that a static display of some sort would be good.
    1. Discussed need for a large poster, showing museum, antiques, listing hours, schedule, web site, etc.
    2. **To do:** Legeros will contact Henshaw, and see if they can produce such a poster.
  - ii. Discussion of selling items (coins, memberships) at the mall.
    1. Legeros recalled discussion with Fire Education office, that selling items at the mall/in that context is probably not a good idea.
    2. Group discussed possible reasons for this, including confusion between the names Raleigh Fire Department and Raleigh Fire Department Historical Society.
      - a. Walters discussed a name change as a future action item, to better separate historical society from city.

6) 2012 activities

- a. Firefighter ball in November.
  - i. Walters related some of the details of this event.



- b. Line-art for ring design. Legeros and Harkey have created first round of graphics. Second round of graphics in progress.
  - i. Ring designer awaiting second steamer graphic, for before producing prototype for review.
  - ii. **To do:** Legeros, check with Harkey on second steamer graphic.

#### 7) Antiques

- a. Chamblee related that he and Amato have checked the brakes on the 1926 American LaFrance, and they are better than previously reported. They just need some work.
- b. Group discussed best methods for historical society being the protectors of the antiques, to maintain security and preservation, and prevent unwanted or unauthorized movement, repairs, etc.
  - i. Discussion of keeping vehicles always inside, versus occasional outdoor displays. Charlotte's steamer visit made a strong impression on Expo visitors, it was noted.
  - ii. **To do:** Walters will talk to McGrath about this objective of ours.

#### 8) Funding sources

- a. Group discussed recent announcement of city taking administrative control of Raleigh City Museum, and implications for possible city funds for historical society in the future.
- b. Discussion of grants, and if RFD Admin personnel could assist with any grant writing.
- c. **To do:** Legeros will contact Kim, a contact at the State Archives, for a recommendation on a starting point for inquiring about sources for museum grants in North Carolina.

#### Recap of Action Items

- Update from Henshaw pending on t-shirts.
- Legeros to send belated thank you note to NCSFA and Harkey, for their help with Fire Expo.
- Legeros, update membership form to include "print legibly."

- Legeros will start writing a script for presenters, for station meeting/membership presentations.
- Legeros will start creating a PowerPoint presentation, for station meeting/membership presentations.
- Walters will ask McGrath about the station meeting concept, for promoting memberships.
- Group will plan logistics as needed, for station meeting/membership presentations. Such as breaking city into thirds.
- Walters will inquire about payroll deductions for personnel purchasing memberships.
- Legeros to respond to inquiry from City Museum for presentation.
- Legeros will purchase two coins for museum collection, using petty cash.
- Henshaw to obtain new museum key.
- Walters to obtain new main building key.
- Legeros to check with training staff, and inquire about classroom use, for FP week history talks.
- Legeros will work with Campbell, Chief Warner to issue press releases about FP week museum openings. Legeros will also use his regular channels, blog, etc.
- Legeros will investigate how to submit a suggestion to WRAL Tar Heel Traveler, to visit the museum.
- Legeros will contact Henshaw, and see if they can produce such a poster about the museum and RFDHS for the FP table at the mall.
- Legeros, check with Harkey on second steamer graphic being produced for ring design.
- Walters will talk to McGrath about this objective of ours, protecting and securing the antiques.
- Legeros will contact Kim, a contact at the State Archives, for a recommendation on a starting point for inquiring about sources for museum grants in North Carolina.

Next Meeting:

Historical Society, Monday, October 3, 7:00 p.m., at Museum