

Raleigh Fire Museum

PO Box 31084, Raleigh, NC 27622
www.raleighfiremuseum.org



Staff Meeting Minutes

Date: October 14, 2013

Time: 7:00 p.m.

Location: Station 28

Present: Barefoot, Chamblee, Henshaw, Legeros

Minutes Approval:

- 1) September 9, 2013.

Budget Report:

- 1) Fund balances
 - a. General fund (checking): \$ 3,453.93.
 - b. Reserve funds (savings): \$ 3,936.03.
 - c. Engine 1 funds (savings): \$ 421.54.
- 2) Recent expenses
 - a. Rack cards, ~\$150.
- 3) Recent income
 - a. Donations, \$50 and \$30 from firefighters.
 - b. Renewal, \$24 from citizen.

Museum Business:

- 1) Regular schedule.
 - a. Saturday, October 12
 - i. Staffing
 1. Chamblee.
 2. Legeros (partial).
 - ii. Nine visitors.
 - iii. Painting started of door/frame.
 - b. Saturday, November 9 - C platoon
 - i. Tentative staffing:
 1. Henshaw.
 2. Barefoot.
 - c. Saturday, December 14 - B platoon
 - i. Tentative staffing:
 1. Chamblee.
 2. Henshaw.
- 2) Collateral
 - a. Another 2,500 rack cards delivered.

b. Cards currently placed at:

- Fire museum
- Station 1
- Station 5
- Station 6
- Station 28
- Fire Administration
- Fire Educator's office
- Raleigh City Museum
- NC History Museum
- Cameron Village Regional Library
- North Regional Library
- Olivia Raney Local History Library
- Raleigh Visitors Center Kiosk Area, indoors, between Marriott and Convention Center.

c. Resources:

- **Legeros leading project.**

Apparatus Business:

- 1) Two-axle, hitch-drawn trailer now available for transporting the steamer, and possibly the 1926 pumper.
 - a. Steamer transported to Warrenton last month, for world's record fire engine parade attempt.
 - b. Capt. Ezzell continues to lead efforts with the steamer.
- 2) Title of old Engine 1 (and others?) still in process of being obtained.
 - a. **Henshaw leading project.**
- 3) Engine 1 starter motor was replaced after staff meeting on October 13.
 - a. Electrical shorts discovered after installation.
 - b. Starter/battery system needs to be rewired.
 - i. **Henshaw to lead project.**

Membership Business:

- 1) United Way combined campaign underway
 - a. Solicitation issued by museum for participation by fire department members.
 - b. High degree of participation anticipated.
 - c. Forms returned from all personnel on October 30.
 - d. After that date, we should find out the number of personnel who contributed.
 - e. Museum will make 82% of donated monies.
 - f. We should plan for a department-wide communication in November, thanking the contributors, citing the number of contributors, noting our past, present, and future projects, etc.
 - i. **Legeros to lead that communication project.**

New Business

- 1) Meeting/museum schedule for 2014.
 - o Proposed schedule distributed.
 - o **Staff requested to review and provide input at November meeting, prior to adoption.**
- 2) Antique fire truck in Raleigh Christmas parade
 - o Museum was contacted by Raleigh Downtowner magazine. They were interested in sponsoring an antique fire truck in the Raleigh Christmas parade.

- Henshaw has offered to provide his own personal antique apparatus, at his own expense.
 - He has requested a trade with the magazine providing news coverage and/or advertising for museum.
 - **Henshaw is awaiting additional details.**
- 3) Video recording equipment for museum.
- Proposal to obtain video recording equipment for museum.
 - Video camera would be present at all regular museum openings.
 - Visiting retirees or retiree family members would be invited to speak on camera about their memories.
 - Retirees can also be asked a handful of canned questions, to help assemble a compilation of clips of different retirees answering the same questions.
 - Museum staff would be educated on using camera, so any person staffing museum can operate.
 - Camera could also be used at retirement parties, other special events, and for other needs.
 - **Legeros to lead this project.** He'll begin by investigating buying/obtaining a video camera and tripod.
- 4) Artifact donation from Brandon Hopkins.
- Fire department/fire alarm/fire protection system signage found at antique dealer.
 - **Barefoot will ask Brandon** to send a phone photo, prior to acquisition, to assess size and nature of artifact.
- 5) Bookkeeping and tax preparation.
- **Legeros talking to possible bookkeeping/tax preparation resource.**
- 6) Another fireman's ball in 2015
- Battalion Chief Mike Hayes and Captain David Barefoot have formed a committee of two, to investigating holding another ball in 2015.
 - Based on input from personnel, three-year intervals are desired.
 - Location is intended to be the same, Raleigh Convention Center.
 - Weekend is intended to be the same, third weekend in November, and same day as Raleigh Christmas parade.
 - Fire Chief has given approval of idea.
 - Theme may be changed to Christmas party, and with toys-for-charity as secondary theme.
 - Museum requested to consider again providing their support, including holding monies.
 - Staff approved supporting the project.
 - **Barefoot is museum liaison for project.**
 - **Legeros will investigating any tax/income implications,** for holding monies.

Attachment – Proposed Schedule for Next Year

| | Meeting | Shift | Location | | Museum Open | Shift | | Staff |
|----------|---------|-------|----------|-----------------------|-------------|-------|--|-------|
| Jan 2014 | 1/6 | C | Sta 16 | | 1/11 | C | | |
| Feb 2014 | 2/3 | A | KTC | | 2/8 | B | | |
| Mar 2014 | 3/3 | B | Sta 28 | Includes antique work | 3/8 | C | | |

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|-----------|------|---|--------|-----------------------|-------|---|-------------------|--|
| Apr 2014 | 4/7 | A | Sta 16 | | 4/12 | B | | |
| May 2014 | 5/5 | B | KTC | | 5/10 | C | | |
| June 2014 | 6/9 | A | Sta 28 | Includes antique work | 6/14 | B | | |
| July 2014 | 7/7 | B | Sta 16 | | 7/12 | C | | |
| | | | | | 7/26 | A | Fire Expo weekend | |
| Aug 2014 | 8/4 | A | KTC | | 8/9 | A | | |
| Sep 2014 | 9/1 | B | Sta 28 | Includes antique work | 9/13 | C | | |
| Oct 2014 | 10/6 | A | Sta 16 | | 10/11 | A | | |
| Nov 2014 | 11/3 | B | KTC | | 11/8 | C | | |
| Decr 2014 | 12/1 | C | Sta 16 | | 12/13 | A | | |

Next Meeting

- 1) Monday, November 4.