

# Raleigh Fire Museum

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



## Monthly Staff Meeting Minutes

**Date:** November 4, 2013

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

**Location:** Station 16, C platoon

**Attending:** Barefoot, Chamblee, Harkey, Legeros, Henshaw (via telephone)

### Minutes Approved:

- 1) October 14, 2013

### Budget Report:

- 1) Fund balances
  - a. General fund (checking): \$ 3,533.33.
  - b. Reserve funds (savings): \$ 3,936.79.
  - c. Engine 1 funds (savings): \$ 421.62.
- 2) Recent income
  - a. History book purchase, 11/2, \$63.50.
  - b. Donation from D. Pitz, \$50.
  - c. Donation from R. Coats, \$30
  - d. Queued donation, for earlier history book purchase, \$70.
    - i. **Henshaw to deposit/transfer check to Legeros.**

### Museum Business:

- 1) Regular schedule.
  - a. Saturday, November 9 - C platoon
    - i. Staffing:
      1. **Barefoot.**
      2. **Legeros.**
  - b. Saturday, December 14 - B platoon
    - i. Tentative staffing:
      1. **Chamblee.**
      2. **Henshaw.**
- 2) Recent artifact acquisitions:
  - a. From Ernest Bridgers:
    - i. Framed print of panoramas as printed by Gary Knight (placed in museum)
      1. **Legeros to send acknowledgement letter.**
  - b. From Ron Campbell:
    - i. Oversized posters of the bell removal, from the November 2008 ceremony. Couple oversized prints of recruits in action.

- ii. Couple posters showing mailbox addresses, from years ago.
- iii. Giant "bio pack" breathing apparatus and box. Large red suggestion/ballot box.
- iv. Small red suggestion box (placed in museum).
- v. Small pike pole (placed in museum).
- vi. Film slides of building construction and arson investigation class materials.
- c. From Station 3:
  - i. Bible donated in 1959, with a neat inscription therein (placed in museum)
- d. From Training Center
  - i. VHS video tapes from 1990s, of recruit academy events and graduations, retirement conversations, and classes with Chief Pickard.
    - 1. Training staff requested conversion to DVD, if possible.
    - 2. Chief Mizell converting some other VHS tapes (not in set donated to museum).
      - a. **Legeros to ask Chief Mizell** about his transfer resource.
      - b. **Harkey to inquire** of resource he recently used for transfers.

### **Apparatus Business:**

- 1) Request received for 1926 pumper to appear at community event on December 7.
  - a. Apparatus is currently not approved for road travel.
  - b. Renting a trailer, with requestors footing the bill, is one idea.
  - c. **Henshaw to check with Services, Operations about possible use.**
- 2) Inspections of antiques.
  - a. The 1926, 1950, and 1982 pumpers are not approved for road travel.
  - b. Inspections are pending, via Services.
- 3) License plates
  - a. Henshaw reports that license plates have been delivered for the 1926, 1950, and 1982 pumpers.
  - b. Title and tag work still pending for old Engine 1.
- 4) Engine 1 electrical work
  - a. **Henshaw to propose a Friday/Saturday/Sunday** date for wiring/rewiring.
  - b. Two people minimum needed, likely Henshaw and Chamblee.
  - c. Day time / whole day desired, likely starting post-shift for Chamblee.
- 5) Future Engine 1 work
  - a. Discussion(s) needed in the future, regarding types/scope of needed work and availability of materials.

### **Membership Business:**

- 1) United Way updates.
  - a. October 30 was collection deadline for forms within department.
  - b. By mid-October, we should have an idea of participation percentage among personnel.

### **Old Business**

- 1) Adoption of meeting/museum schedule for 2014.
  - o See proposed schedule below.
  - o Adopted.
  - o Group shared early ideas for Fire Expo week in August.

- Open house(s) in the afternoon/evening, for visiting firemen?
  - Thursday afternoon/evening might be good, after the planned barbecue event.
- 2) Video recording equipment from museum.
  - Legeros provided a recap of the video equipment idea, and preliminary range of expected cost for new or used equipment.
  - Harkey will donate a Flip video recording device.
  - Legeros has procured a donated tripod.
  - **Legeros will collect the Flip camera from Harkey, and install at museum.**
- 3) Bookkeeping / tax resource.
  - Staff reviewed proposal from a bookkeeper.
  - Group discussed current needs, including feedback communicated earlier by absent staff members.
  - Group reach conclusions:
    - Resources needed
      - Bookkeeping software, likely QuickBooks for Non-Profits.
      - Consultation for starting/setting-up software.
    - Resources not needed at present
      - Annual tax return preparation.
      - Quarterly/periodic account reviews.
  - Staff to further research:
    - Best pricing for software.
    - Best pricing for consultation to start/set-up software.
      - **Harkey will ask for pricing from consultant** that his business has used.
    - Local versus cloud-base software.
    - Availability of a dedicated/donated older laptop, for software.

## New Business

- 1) Request for 1926 pumper at Brooklyn neighborhood candlelight event.
  - a. See above, under apparatus business.
- 2) **Artifact inventory software**
  - a. **Past Perfect has been licensed by some city departments. Maybe we can get a copy.**
  - b. **Not discussed, overlooked.**
  - c. **Moved to December meeting.**
- 3) Legeros adventures
  - a. Reported on visits to three fire museums in northern California, photos posted to [www.legeros.com/firepics](http://www.legeros.com/firepics).
  - b. Has submitted seminar proposal for the Raleigh Fire Expo next year, on "Researching, Preserving, and Presenting Your Fire Department History."
- 4) Payment / Cash ideas
  - a. Group discussed ideas for improving accountability of using museum money to pay for expenditures.
  - b. Goal is minimize staff members paying out of pocket, and requiring reimbursement.
  - c. Idea #1 – Obtain VISA debit card from credit union, assign one or more to staff members.
  - d. Idea #2 – Use more petty cash payments.
  - e. **Legeros will research obtaining debit cards.**

**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		
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, December 2  
A platoon  
Museum