

Raleigh Fire Museum

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



Monthly Staff Meeting Minutes

Date: December 8, 2013

Time: 7:00 p.m.

Location: Fire museum

Present: Barefoot, Henshaw, Legeros

Minutes Approved:

- 1) November 14, 2013

Budget Report:

- 1) Fund balances
 - a. General fund (checking): \$ 3,900.96.
 - b. Reserve funds (savings): \$ 3,937.60.
 - c. Engine 1 funds (savings): \$ 421.70.
- 2) Recent income
 - a. History book purchase from summer, \$70 – Deposited 11/25
 - b. Donation from Primose School, Falls of Neuse Road, to Ron Campbell, for presentation he did, \$50 – Deposited 11/25
 - c. Sale of two coins and one sticker by Henshaw, \$33 – Money kept by Henshaw in his supply of petty cash.
 - i. Five coins transferred to Henshaw from museum inventory.

Museum Business:

- 1) Regular schedule.
 - a. Saturday, December 14 - B platoon
 - i. Staffing:
 1. **Chamblee.**
 2. **Henshaw**, tentative.
 - a. **Legeros** will contact Henshaw late week, and replace him as needed.
 - b. Saturday, January 11 – C platoon
 - i. To be determined
- 2) Recent artifact activity
 - a. Two surplus VIPER radios plus accessories received from RFD.
 - i. Stored in museum back room.
 - ii. Surplus batteries to be obtained from Paul.
 - b. Bible from Station 3.
 - i. Recently obtained, added to museum.
 - ii. Returned to Station 3 at their request.
 - c. Housecleaning at Station 23.
 - i. Recently performed by Legeros.

- d. Log book research on Mangel fire, 1988 tornado.
 - i. Recently conducted by Legeros.
- 3) Tour requests
- a. Alice Chen, bringing family on Saturday, Dec. 14, regular museum date.
 - i. **Chamblee** has been informed of same.
 - b. Kelly-Sue Skimin, requested private tour on Monday, Dec. 23.
 - i. **Henshaw** will handle, and follow-up with her directly.
- 4) Tour request form
- a. Raleigh Fire Department adding new web-based contact form.
 - b. Will include a link/page for requesting both museum and Station 28 tours.
 - c. Will include form fields for requestor contact information and other details.
 - d. **Henshaw** working with IT staff on same.
 - e. Should be in service by January.

Apparatus Business:

- 1) Antique apparatus updates.
 - a. Operations Chief has implemented new policy on the fire department's antiques.
 - b. None to be operated by volunteers, only by personnel who are on-duty.
 - c. Does not apply to Old Engine 1, owned by Museum.
- 2) Tag, title for old Engine 1.
 - a. Services Chief has offered to add Engine 1 to city roster. This would require titling to city.
 - b. Annual costs is \$50 for tag, \$100 for insurance.
 - c. **Henshaw** requests museum consider this issue.
 - d. No necessary hurry, as Engine 1 can't be started or moved at present.
- 3) Engine 1 electrical work.
 - a. **Henshaw** will plan a work day in/around January, to get wiring, starter, battery working.
 - b. **Henshaw** to send a general list of parts/expenses to staff, for review ahead of time. Estimate \$200-ish.
 - c. He is also looking at possibly enlisting one or more sponsors, from local companies, who might be interested in helping on the project.

Membership Business:

- 1) United Way updates.
 - a. No updates received yet.
 - b. **Henshaw** will ask Marissa in Administration if she has any update.

Old Business

- 1) Video recording equipment from museum.
 - o Camera purchase authorization sought.
 - o Panasonic V100K 42x Intelligent Zoom SD Camcorder, \$175 shipped from Amazon.
 - o SD 32GB memory card, \$20 shipped from Amazon.
 - o Staff approved purchase.
 - Proxy affirmative votes cast by e-mail, from Chamblee and Mizell.

- **Legeros** will handle procurement.
- 2) Bookkeeping / tax resource, further research by staff:
 - Best pricing for QuickBooks software.
 - Best pricing for consultation to start/set-up software.
 - Local versus cloud-base software.
 - Availability of a dedicated/donated older laptop, for software.
 - **Legeros** has no updates at present.
- 3) Visa/debit card
 - **Legeros** has obtained from credit union.
 - Information shared with Henshaw and Chamblee, for their filing.
 - We can now make credit card-based purchases.
- 4) Fireman's ball in 2015
 - **Barefoot** provided updates on pre-planning for another ball in 2015.
 - Christmas parade weekend is not available at Convention Center. Alternate dates being examined.
 - Alternate locations discussed. Suggestion inquiring about Marriott, though it has a reduced ballroom capacity.
 - Fundraising discussed. Such as a percentage of each ticket being donated to the fire museum, and perhaps for particular cause.
 - Price points discussed, and some potential options for keeping ticket prices lower than higher.
 - Noted that 2015 might have some exciting fire department activities, with Station 13 open/opening, and Station 12 and maybe Station 14 being finished, and such.

New Business

- 1) Artifact inventory software
 - a. Past Perfect has been licensed by some city departments. Maybe we can get a copy.
 - b. Move to later meeting.
- 2) Better processes for deposits
 - a. **Legeros** requests that visual documentation be made, of all checks to museum prior to deposit.
 - i. Photocopies are great.
 - ii. Or take a picture with your phone.
- 3) Oral history recordings planned
 - a. **Legeros** planning oral history records, once video camera is purchased.
 - b. Tramp Dunn.
 - c. Mikkey Martin.
- 4) Plans for 2013?
 - a. Organizational needs?
 - b. Event needs?
 - c. Moved to later meeting.
- 5) Retirements
 - a. **Legeros** presented FYI information, regarding his actions upon the retirement of someone from the fire department:
 - i. He sends e-mail, requesting they send him their personal e-mail address.
 - ii. He adds personal e-mail address to his retiree mailing list.
 - iii. He confirms retirement date, through requested copies of transfer list or through Ann Marie.
 - iv. He adds retirement information to coming newsletter.

- v. He asks around, regarding any planned parties.
 - vi. He sends party notes to retiree mailing list.
 - vii. He Legeros and/or Lee attend party if possible, and take pictures.
 - viii. He assists party planners if requested, for photos or other materials.
 - ix. He schedules/plans/hopes for future oral history taping.
 - x. He posts note(s) on museum Facebook page, at beginning of month, congratulating retiring member(s).
- b. **Henshaw** requested assistance with a coming FireWatch episode, that will feature slides showing the latest retirees.
- i. **Legeros** will provide help, including portrait images and fact-checking.

Next Meeting

Monday, January 6
Station 16
C platoon
7:00 p.m.