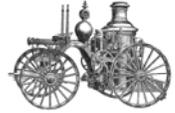


Raleigh Fire Museum

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



Monthly Staff Meeting Agenda

Date: July 14, 2014

Time: 7:00 p.m.

Location: Station 16

Present: Chamblee, Legeros, Rehbock, Henshaw (phone)

Minutes Approval:

- 1) June 9, 2014

Finance Report:

- 1) Fund balances
 - a. General fund (checking): \$ 3,449.22
 - b. Reserve funds (savings): \$ 3,943.37
 - c. Engine 1 funds (savings): \$ 422.32
- 2) Recent/upcoming expenses:
 - a. Fire expo items:
 - i. Banner and sign: \$133
 - ii. Display rack for fliers: \$20 maybe
- 3) Quarterly sales tax due this month.
 - a. **Legeros** handling.

Museum Business:

- 1) Regular schedule.
 - a. Saturday, July 11 – C Platoon
 - i. Staffing
 1. Legeros staffed.
 - b. Saturday, August 9 – A platoon
 - i. Staffing
 1. **Chamblee** will open/close.
 2. **Barefoot** working, will request to be detailed.
- 2) Special events.
 - a. July/August – City summer camp tours
 - i. Weds – July 23 – C platoon - Rehbock staffing, off-duty
 - ii. Weds – July 30 – C platoon - Henshaw staffing.
 - iii. Weds – Aug 6 – C platoon - Chamblee staffing, detailed while on-duty.
 - b. July – South Atlantic Fire Rescue Expo
 - i. Legeros and Henshaw provided updates on the booth.
 - ii. They are splitting staffing, between Friday and Saturday.

- iii. Plus visitors, friends, family assisting.
- iv. Booth will be located in mezzanine, beside escalators.
- v. We're promoted both our museum and other fire museums around NC, SC, VA, MD, etc.
- vi. Two slideshows, physical flip book, plus fliers and rack cards for people to take.
- c. October 11 – Day with RFD
 - i. Henshaw is project lead.
 - ii. Event accompanies regular monthly museum opening.
 - iii. Planning to start after the expo.
 - iv. **Henshaw** will bring a proposal and requests for input/approval to August meeting.
 - v. Note: Legeros will be out of state on that date, at NFFF.

Apparatus Business:

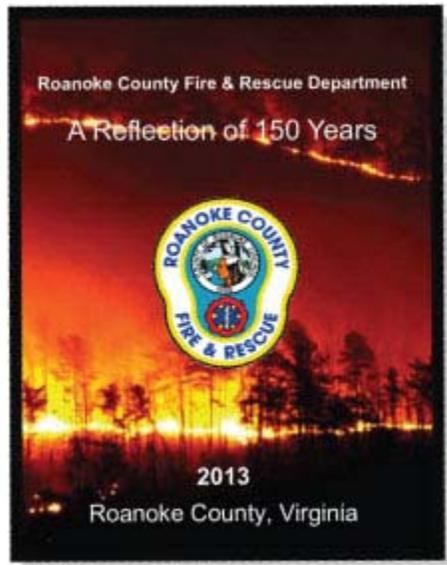
1. Old Engine 9
 - a. Tim Duke and crew at Station 26 have been preparing truck for expo parade.
 - b. Will be moved to Station 28 after expo.
2. Old Engine 1
 - a. The museum has received contact information from a woman in Durham, whose late husband owned old Engine 1, a 1936 American LaFrance. She no longer has a need for the truck, and is interested in selling.
 - b. **Henshaw** will contact the person, and commence fact-finding.

New Business

1. Museum of Natural History contacted us, with a couple fire grenades that they no longer that storage space for. We'll work on getting that.
 - a. **Henshaw** is following-up.
2. Volunteer offer.
 - a. Carl Young, local resident, wants to expand volunteer experience at museum, assist as tour guide or other duties, has some volunteer fire service from Mort Lake, CT.
 - b. Legeros met him, when he toured fire museum on Saturday.
 - c. Group discussed both (a.) response to Mr. Young and (b.) building a process for adding volunteers.
 - d. **Legeros** will send Mr. Young a note, suggesting:
 - i. Attend fire expo if possible, visit our booth, meeting our staff, hang around.
 - ii. Attending coming museum opening, meet more staff, become more familiar with what/how we do.
 - e. **Legeros** will also post a query to the Fire Museum Network message board, asking if anyone has an existing document to share, on subject of "volunteer processes" and "volunteer qualifications."
3. Lynchburg Fire Museum Annual Report
 - a. Legeros happened across document.
 - b. <http://www.lynchburgfiremuseum.org/attorneys.html>, button on bottom left
 - c. Consider as future goal, to create the organizational pieces to match what's listed in the document, and then make such a document for ourselves.
 - d. Group agreed that this is a good goal, for the future.
4. Museum marketing.
 - a. Rehbock brought a couple suggestions to the group, to assist with promoting/marketing museum.
 - b. Link on internal RFD web site, to museum site.

- i. Needed as a quick means for personnel to find museum information.
 - ii. **Legeros** will request addition from Paul.
 - c. Portable museum information, like a card or small flyer, was suggested as a useful item.
 - i. Such as a business card-sized card, with schedule, hours, etc.
 - ii. **Legeros** will create a proof of concept.
- 5. Book event
 - a. Overview:
 - i. Fire museum was contacted by publicist, representing local author who has written a book on Roanoke County (VA) fire history.
 - ii. They're looking at venues for a book release event, possibly the fire museum, or even Station 1 or Station 28.
 - iii. They're also wondering if Nash Square and the firefighter memorial could be used as space.
 - iv. They're thinking about Patriot's Day, September 11. That's a Thursday.
 - v. They're also interested in perhaps participating in the regular museum opening on Saturday, September 13.
 - vi. They're planning to donate a portion of the book sales to the National Fallen Firefighter's Foundation.
 - vii. The event would be attended by 50 to 100 people, and include food and drink. They would provide the food and drink, as well as chairs and tables as needed.
 - viii. They would provide marketing of the event, and handle all of their logistics.
 - ix. They request the museum's consideration for (a.) using the space and (b.) helping spread the word, through our channels.
 - x. We are their first contact. They haven't yet contacted the Fire Chief's office, the state fallen firefighter's foundation, or the national organization.
 - b. Discussion/decisions.
 - i. The museum is willing to have the author appear at the museum during a regular monthly opening.
 - ii. We would promote as "this month, we'll have a special guest, the author of..." and "come and meet a fellow historian"...
 - iii. We'd also be okay with a small tent outside, with a few snacks as well, as long as training approves.
 - iv. But they should probably look elsewhere for a location for the full-fledged 50-100 people, food, drink, media event.
 - v. We will detail these points in a note to the Fire Chief.
 - vi. Based on the Fire Chief's feedback we'll act accordingly (and communicate to the book people accordingly).
 - vii. **Legeros** and **Henshaw** will draft a note to the Fire Chief.
 - viii. **Legeros** is the point of contact with the publicist.
 - c. Book information:

Cover:



Description:

Book Description: Roanoke County Fire & Rescue Department: A Reflection of 150 Years is a non-fiction work. It is based on historic data, factual records, true stories, key milestone events, many real-life memories and interviews with those, who have served on the front lines and behind the scenes. This limited edition, coffee-table book promises to be a rare, collectible treasure for anyone involved with or knows someone who serves in fire and rescue. It is chock full of true stories of heroic rescues, heartwarming profiles of fearless men and women and volunteers who make a difference and have dedicated their lives to protecting others. The book, published by Warwick House Publishing, is full color, 200 pages and hardbound.

An Excerpt:

“The County’s first volunteer fire department dates back to 1854, when industrialist Abraham Hupp presented the Town of Salem with its first piece of apparatus—a hand-operated pump, made in his metalware shop. The pump was powered by four or so volunteers and worked like a railroad handcar. The pump sat in a small wagon with a trough around it in which the bucket brigade poured water. The pressure of the pump would spray water about fifty feet from an attached leather hose. Today, the pumper still sets in the Salem Market Street Station #1.”

Book Purpose: The purpose of the book is to commemorate the history, contemplate the present, and create a vision for the future of Roanoke County’s Fire & Rescue Department. It is hoped that fans of firefighters and firehouses will (1) enjoy learning about the department’s early years and its evolution and (2) to see that firefighters and rescuers are unsung heroes. These heroic men and women have a calling to help and protect others and a desire to serve their communities. They have a dedication and compassion to put their lives at risk to save others.

About the Author: A resident of Raleigh, North Carolina, Christina Motley is a veteran, integrated Chief Marketing Officer(CMO)-on-Demand, award-winning creative director, published author, dynamic speaker, corporate trainer, successful three-time entrepreneur, CEO of Christina Motley, LLC, and according to her Columbia University-bound daughter, “World’s Best Mom.”

Her knowledge, understanding the importance and successful implementation of solid integrated marketing strategies has resulted in her servicing multiple clients in a variety of industries since 1992 and earning over 300 creative, marketing, business, leadership and civic awards.

As a popular keynote speaker. She successfully engages her audience on a variety of topics including leadership, marketing strategy, team building, content marketing and social media. Visit <http://www.ChristinaMotley.com>

Old Business

Next Meeting:

Monday, August 4

A platoon

KTC/museum