

Raleigh Fire Museum

PO Box 31084
Raleigh, NC 27622
919-964-1070



raleighfiremuseum.org

Monthly Staff Meeting

Date: April 14, 2015

Time: 7:00 p.m.

Location: Station 28

Attending: Florio, Legeros, Chamblee

Minutes Approval:

- 1) March 11, 2014

Finance Report:

- 1) Fund balances
 - a. General fund (checking): \$ 4,089.77
 - b. Reserve funds (savings): \$ 3,950.70
 - c. Apparatus funds (savings): \$ 42311
 - d. Coin funds (savings): \$25.00
- 2) Recent activity
 - a. New savings account created, for more easily tracking coin expenses/income. Seeded with \$25.00 from checking on April 10.
 - b. **Legeros** to create second additional account, for ball ticket sales, which will start in May.
 - c. Deposit - \$25 – Merchandise sales at museum on April 11, 4/13/15.
 - d. Deposit - \$21 – Museum donation box withdrawal on April 11, 4/13/15.
 - e. Expense - \$500 - Check to Showtime Events, deposit for ball decorations, 4/1/15
 - f. Expense - \$14.81 – Home Depot, more clips and storage box, for scene tape at museum, 3/18/15.
 - g. Expense - \$10.62 – FedEx Kinkos, lamination of signs for museum, for use with cones and scene tape, 3/16/15
- 3) Pending activity
 - a. Expense - \$10 or so – Can of touch up paint for museum.
 - b. Expense - \$100 – Booth fee for South Atlantic Fire Rescue Expo.
 - c. Expense - \$1343.00 – Challenge coin purchase.
- 4) Other notes
 - a. Monthly QuickBooks fee increased to \$12.95 from \$10.95. End of special offer period.

Finance Business:

- 1) Federal tax filing
 - a. Legeros completed 990-N e-postcard submission on April 5, 2015.
- 2) Sales tax payment for Q2
 - a. Legeros has filed.

- b. Now using electronic filing and debit card payment, via web.
- 3) QuickBooks online consulting.
 - a. Legeros received a consulting session in March.
 - b. Learned how to reconcile our QuickBooks records.
 - c. Consultant reported that our books look good.
 - d. Propose two complimentary ball tickets in November, as appreciation for free service.
 - i. Group approved.

Fundraising Business:

- 1) Challenge coin
 - a. Final coin design created, and approved by museum members:



- b. **Legeros** has requested approval from Chief McGrath.
- c. Next steps:
 - i. Request marketing images from the company, so we can create fliers as needed.
 - ii. Place order with the company, using these quoted prices and quantity.
 - iii. Pay amount from our checking account.
 - iv. Should be fulfilled within two weeks.
 - v. **Legeros** will handle ordering and delivery point-of-sale quantities..
 - vi. **Barefoot, Chamblee, Henshaw, Rehbock** to be issued quantities, for sales.
- d. Quoted price:
 - i. Qty. 300 – 1.75" Custom 3mm Thick Challenge Coins - \$3.46 ea.
 - Qty. 300 – Antiqued Gold - \$0.60 ea.
 - \$125.00 Mold Fee
 - Total: \$1343.00 includes FREE UPS Air Shipping
- e. Sales tax to be paid in full, at outset.

- i. Rate in Wake County is 6.75%
 - ii. Total \$202.5 to be paid.
- f. Expected profits:
 - i. \$1454.50 from first 300 sold.
 - ii. \$1866 from second 300 sold, and subsequent quantities of 300.

Museum Business:

- 1) Regular schedule.
 - a. Saturday, April 11
 - i. Legeros staffed.
 - ii. No additional staff was available.
 - iii. Legeros has requested that Barefoot and Rehbock be detailed, as "A" platoon was working. The request was approved, but could not be fulfilled on the day of, due to staffing needed.
 - iv. Thirty-two visitors.
 - v. See museum report as filed that day.
 - b. Saturday, May 9 – "B" platoon
 - i. **Florio** as primary.
 - ii. David Boyette as secondary.
- 2) Special events
 - a. Museum opened on Thursday evening, April 2, for Recruit Academy 40 family day.
 - i. Training staff opened and closed.
 - b. Museum opened on Saturday evening, April 11, for Fire Explorer annual banquet.
 - i. Explorer advisors closed.
 - c. Retiree luncheon on May 6.
 - i. **Legeros** will request opening and closing from training staff.
 - ii. **Walters** available/in town?
- 3) Shirts for staff.
 - a. **Henshaw** has samples in his office.
 - b. He'll take pictures of them, and send to Legeros, who will compile and send to staff.
- 4) Supplies
 - a. **Legeros** took a paint sample from the wall inside the closet. He'll get a small quantity of touch up paint, and repaint his recent touchup work.
 - b. Another roll of scene tape will be needed in two months or so.
- 5) Cones and scene tape.
 - a. On windy days, double stack the traffic cones, to prevent them from being blown over, when scene tape is attached.
- 6) Bringing your own engine.
 - a. For Vinny or others who own fire apparatus, they can certainly bring their trucks to the museum, when staffing.
 - b. Based on pad activities, they can park them in front of the museum, or to the side. Worst case scenario, they can park on the street.

Apparatus Business:

- 1) Henshaw updates, as related by Florio:
 - a. 1961 ALF.
 - i. Clutch has been adjusted.
 - ii. Truck can be driven.
 - iii. Henshaw has obtained two different siren lights (or lens), as replacement for the broken lens.
 - b. Station 29
 - i. The Asst. Chief of Services has advised that the antiques will not be relocated.
 - ii. He'll provide a more detailed updated to museum staff, later.
- 2) Signs for apparatus
 - a. From last meeting:
 - i. Emergency contact.
 - ii. **Legeros** will create some signage, both for Station 28 and for the 1961 pumper, that reads:
If this vehicle needs to be started or moved or has problems, please call 919-524-6041.
 - iii. Still pending.

Event Business

- 1) 2015 Ball.
 - a. Barefoot recently provided a financial overview to staff.
 - b. Web site has been placed in production, www.raleighfiremuseum.org/ball.
 - c. Ticket sales will start in/around May 1.

New Business

- 1) News update sent to members, posted on our web site.
 - a. See attached below.
- 2) Museum news added as regular feature to quarterly RFD newsletter.
 - a. Great suggestion from Chief Ronny.
- 3) Offer of intern.
 - a. Rehbock was contacted by a college-aged family friend.
 - b. She's interested in conducting research for the museum, during this summer.
 - c. Rehbock will provide more information.
 - d. Legeros will think on ways this person could assist.
- 4) Research help requested from COR Museum.
 - a. The museum received a research request from a Parks & Recreations employee, who is working on a COR Museum exhibit that will include the fire department.
 - b. Legeros is assisting her with information including hiring histories of women and minorities, and the evolution of PPE.
- 5) Museum opening and meeting calendar for rest of year.
 - a. See below.
 - b. David Boyette as secondary on May 9
 - c. David Boyette as secondary on July 11
- 6) Mangel fire photos at training center
 - a. Last week, Rehbock made suggestion of printing new versions of the faded Mangel fire photos displayed at the training center.
 - b. Legeros has obtained measurements of the prints and frames.

- c. Asst. Chief of Training approves, and will pay for part of project.
 - d. **Legeros** will work on same, and also print second set to replace faded prints on display in museum.
- 7) Outer Banks antique collection
- a. Legeros was contacted by an Outer Banks firefighter, who has acquired a collection of old lights, sirens, and other equipment.
 - i. He's offered to sell, or loan objects.
 - ii. Henshaw has also been talking to the person.
 - iii. **Legeros** will forward the photos.
 - iv. Group discussed that there's not much expansion room at the museum, for displaying a large quantity of additional objects.
 - v. However, three items in the pictures would be worth acquiring: Indian pump, search light, Hurst tool jaws.
 - vi. We would display each on the floor, and could make room for same.
 - vii. **Legeros** will confer with Henshaw on ideas for next steps, including what museum might want/not want, what private parties might want (Henshaw, Florio), and how to facilitate transportation to/from the Outer Banks.

Museum openings

Second Saturday of month. Hours 10:00 a.m. to 2:00 p.m.

2015	Platoon	Primary person who opens/closes	Secondary person	Notes
Sat., May 9	B	Florio	Boyette	
Sat., Jun 13	A			
Sat., Jul 11	B		Boyette	
Sat., Aug 8	A			
Sat., Sep 12	B			
Sat., Oct 10	A			
Sat., Nov 14	B			
Sat., Dec 12	A			

Staff Meetings

Second Tuesday of month

2015	Platoon	Location	Notes
Tues, Apr 7	B	Sta 28	
Tues, May 12	C	Sta 16	
Tues, Jun 9	B	Museum	
Tues, Jul 14	C	Sta 16	
Tues, Aug 11	B	Sta 28 or Sta 29	Good chance to tour Sta 29
Tues, Sep 8	C	Sta 16	
Tues, Oct 13	B	Museum	
Tues, Nov, 10	C	Sta 16	

Tues, Dec 8	A	?????	Tap room again, for holiday meeting?
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Old Business

- 1) Marketing materials
 - a. Chamblee in recent weeks has collected our marketing materials, notably rack cards, in advance of previously planned antique apparatus move.
 - b. **Legeros and Chamblee** will confer on redeploying marketing materials.
- 2) Boy Scout projects.
 - a. Foyer table/cabinet and rear bench project by Richard Browning.
 - b. He's still interested in building these for the museum.
 - c. He's received measurements for the table/cabinet, and will create a drawing for us.

Next Meeting:

Tuesday, May 12
 Location Station 16
 7:00 p.m.
 "C" platoon

Attachments:

Fire Museum News - Spring 2015

March 29, 2015

Members, Friends, and Supporters,

Here are some updates about what's happening with the Raleigh Fire Museum lately.

1. **CITY OF RALEIGH WORKPLACE GIVING** – The fire museum received pledges from thirty-three donors during the fall 2014 enrollment period. The total gift amount was \$1,814.00, which will be paid to the museum in quarterly payments. Every donor was awarded a new or renewed fire museum membership in appreciation. Thank you for your continued support!
2. **NEW CHALLENGE COIN** – We are designing a new Raleigh Fire Department challenge coin, to be sold as a fundraiser. We're finishing the design concepts and we will submit the final design to the Fire Chief for approval. Our timeframe is April or May, with in-person selling to start. After a short period of time, they'll be available for purchase at www.raleighfiremuseum.org.
3. **1936 AMERICAN LAFRANCE** – You've certainly heard about our acquisition of another Old Engine 1. The apparatus was received as a donation in February. The museum is presenting planning the next steps, which include a conditions assessment and a restoration project plan. Read about the exciting news at <http://raleighfiremuseum.org/news/2015-02-13.html>. Are you interested in participating? Keep reading...

4. **1961 AMERICAN LAFRANCE** – The museum also owns a second antique, a 1961 pumper that’s presently housed at Station 28. (Though likely soon moved to Station 29.) This truck was purchased through firefighter donations a few years ago. An operational restoration has been underway, and the truck is now running. Additional work is planned, as well as cosmetic work. This will be a much faster project than the 1936. Are you interested in participating? See below.
5. **HELP WITH THE RESTORATIONS** - Would you like to help with restoring the 1961 or 1936 pumpers? Or do you have a special talent that would facilitate these projects? Drop us a note or stop by at one of our next meetings. We’d love to have you join in preserving our history one piece at a time.
6. **FIREMAN’S BALL IN NOVEMBER** – Save the date for Saturday, November 21. The fire museum and the fire department are presenting a “formal Christmas spectacular” in the style of the centennial ball that was held three years ago. The location is again the Raleigh Convention Center Ballroom. New things include (a.) allowing entire table reservations and (b.) requesting each guest bring a gift for donating to charity. More information, as well as ticket prices, will be announced.
7. **VINTAGE VIDEOS** – We’ve lately started digitizing old video footage of the fire department. The clips have been added to the fire museum’s YouTube page and include a fire prevention puppet show circa 1990, and a fire prevention safety display at the K-Mart on Western Boulevard in August 1990. Links to those and more are available at www.raleighfiremuseum.org/video.
8. **MUSEUM MEMBERSHIPS** – Thank you to everyone who has purchased or renewed their fire museum membership. Expiring members were notified in a mail campaign recently. And we now offering multi-year renewals on our web site, www.raleighfiremuseum.org.
9. **MEET OUR STAFF** – Who is the fire museum? Our “staff” includes Historian Mike Legeros (President), Asst. Fire Marshal Tim Henshaw (Vice President), Division Chief Ronny Mizell (Secretary/Treasurer), Captain Jan Chamblee, Captain John Rehbock, Captain David Barefoot, FireNews.net Editor Jeff Harkey, and longtime fire buff (and former volunteer firefighter) Vinny Florio.
10. **YOU CAN PARTICIPATE** – Want to help the fire museum? We have many options, including the apparatus restoration projects listed above. There are also “staffing slots” for the monthly museum openings. Two people are requested for each second-Saturday-of-the-month opening. The hours are 10 a.m. to 2 p.m.

11. **UPCOMING MEETINGS** – The museum staff meets on the second Tuesday of each month at rotating locations. The meetings start at 7:00 p.m. Drop at a line at any time for questions, or more information. Here’s the upcoming schedule:

2015	Platoon	Location	Time
Tues, Apr 7	B	Sta 28	7:00 p.m.
Tues, May 12	C	Sta 16	7:00 p.m.
Tues, Jun 9	B	Museum	7:00 p.m.
Tues, Jul 14	C	Sta 16	7:00 p.m.

12. **MUSEUM MAILING LIST** - Want to receive the latest updates on museum meetings, the planned agenda, and other information. We have a mailing list that you can subscribe to. Send a note to raleighfiremuseum@gmail.com.

13. **MEETING MINUTES** – What's the latest business of the Raleigh Fire Museum? Read the minutes from our monthly staff meetings, which are posted on our web site. Here's that address:

<http://raleighfiremuseum.org/news.html>

14. **FIRE MUSEUM ON FACEBOOK** – The Raleigh Fire Museum has a Facebook page, where we post assorted news and bits of history. Visit <http://www.facebook.com/RaleighFireMuseum>. We also have a Twitter feed at www.twitter.com/ralfiremuseum.

15. **THANK YOU** – As always, thank you for support of the Raleigh Fire Museum. We are the shepherds of the living history that each of you is part of.

Mike Legeros, President

Tim Henshaw, Vice President

Ronny Mizell, Secretary/Treasurer

www.raleighfiremuseum.org