

# Raleigh Fire Museum

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



[raleighfiremuseum.org](http://raleighfiremuseum.org)

## Monthly Staff Meeting

**Date:** July 14, 2015

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

**Location:** Station 16

## Minutes Approval:

- 1) June 9, 2015

**Attending:** Barefoot, Chamblee, Florio, Henshaw, Legeros, Rehbock, Walters

## Finance Report:

- 1) Fund balances
  - a. General fund (checking): \$ 3,111.29
    - i. \$100 – Paid to NCSFA for expo booth – 7/10
    - ii. \$12.95 – Monthly QuickBooks fee
    - iii. \$24.15 – Deposit via PayPal, from \$25.00 donation via web site.
    - iv. \$30.00 – Deposit at ATM for (believe donation box)
    - v. \$7.60 – Paid to Wal-Mart for museum keys – 6/9
  - b. Reserve funds (savings): \$ 3,953.21
  - c. Apparatus funds (savings): \$ 423.37
  - d. Coin funds (savings): \$ 605.03
    - i. \$400 – Deposit 6/29
    - ii. \$70 – Deposit 6/17
  - e. Ball funds (savings): \$ 1,197.59
    - i. \$488.70 – Deposit via PayPal, 6/24, for ticket purchase
    - ii. \$586.20 – Deposit via PayPal, 6/18, for ticket purchase
    - iii. \$97.50 – Deposit via PayPal, 6/18, for ticket purchase
- 2) Pending activity
  - a. Expense - \$202. In pre-paid sales tax for Q2, for full quantity of 300 coins
  - b. Expense - \$200. Four ball tickets, comps for Amy McCall and guest, William Muster and guest – 7/10
  - c. Deposit - \$292.50. PayPal transfer from ball ticket purchase.
  - d. Deposit - \$150 or abouts, Madison bringing to meeting. Merchandise sales.

## Coin Business:

- 1) **Rehbock** now managing inventory.
- 2) Coin sales planned for expo in August.
  - a. As of July 1, we had 211 coins as inventory.
  - b. Resupply requires two weeks from time of order.

- 3) Group discussed if additional coins should be ordered, ahead of Expo.
  - a. Decision to order 300 more.
  - b. **Legeros** will place order, have shipped to Rehbock.
- 4) Group offered idea, can coin sales be added to ball ticket ordering?
  - a. Ticket buyers could add a coin to their purchase.
  - b. **Legeros** will investigate, and report back on means/methods.
- 5) Idea was discussed for the fall, when the new tiller is delivered:
  - a. Publish press release announcing new apparatus, and noting availability of new coins.

#### **Museum Business:**

- 1) Regular schedule.
  - a. Saturday, July 11 – “B” platoon
    - i. Staffing
      1. Florio as primary.
      2. Boyette as secondary.
      3. Scott also assisting.
    - ii. Report from Florio
      1. See attached
  - b. Saturday, August 8 – “A” platoon
    - i. Staffing
      1. **Florio**
      2. **Madison**
      3. Either **Walters** or **Legeros**.
- 2) Special events
  - a. Henshaw updates.
    - i. Two tours conducted for Parks & Recreation history camps: July 1, July 8.
    - ii. Two tours pending: July 29, August 5.
      1. Ron Campbell conducting.
  - b. Legeros updates.
    - i. Still working on online calendar using Google Docs.

#### **Apparatus Business:**

- 1) **Henshaw** updates.
  - a. Antique moves on permanent hold.
  - b. He'll be talking with the new Chief of Services about plans for the 1936 ALF.
- 2) **Legeros** updates:
  - a. Apparatus signs created.
  - b. Ten created, two added to dash and pump panel of 1961 ALF.
    - i. Was minimum order quantity.
  - c. Eight others stored in glove box.



d.

**Fire Expo Business**

- 1) Legeros updates.
  - a. Visitors
    - i. Legeros has extended invitations to the museum members from Catawba County, Kinston, and Rocky Mount, who helped staff last year’s booth.
  - b. Displays
    - i. Rack cards from Raleigh Fire Museum.
    - ii. Fire museums flip book.
      - 1. Legeros will make updates as needed.
      - 2. Few if any expected.
    - iii. Computer slideshows
      - 1. Henshaw requested to bring laptop and monitor.
      - 2. Legeros will bring laptop and monitor.
  - c. Merchandise Sales
    - i. Coins to be sold.
    - ii. **Legeros** will handle collecting and returning coins, from Rehbock and to Expo and back.
  - d. Logistics
    - i. **Legeros** handling logistics, including registration, payment, set-up, breakdown.
  - e. Staffing:
    - i. Two people requested for all times.

Thursday, Aug 13 A platoon Special preview night	<ul style="list-style-type: none"> <li>• Set-up 4:00 p.m.</li> <li>• Open 5:00 p.m.</li> <li>• Close 7:00 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>• Henshaw possibly available</li> <li>• Walters available</li> <li>• Scott likely available</li> </ul>
Friday, Aug 14 C platoon	<ul style="list-style-type: none"> <li>• Set-up 8:30 a.m.</li> <li>• Open 9:00 a.m.</li> <li>• Close 5:00 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>• Legeros set-up</li> <li>• Legeros available for some</li> <li>• Florio available</li> <li>• Walters available</li> <li>• Scott likely available</li> </ul>

<p>Saturday, Aug 15 A platoon</p>	<ul style="list-style-type: none"> <li>• Set-up 8:30 a.m.</li> <li>• Open 9:00 a.m.</li> <li>• Close 3:00 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>• Legeros set-up</li> <li>• Florio available, except likely driving in parade</li> <li>• Chamblee available, unknown if driving in parade</li> <li>• Walters available</li> <li>• Scott likely available</li> <li>• Legeros break down</li> </ul>
---------------------------------------	---	--

- f. **Legeros** will send around sign-up sheet, with specific time slots.

### Ball Business

- 1) Updates from Barefoot:
  - a. Ticket sales are underway.
  - b. Tables are selling, as well as individual tickets.
- 2) Legeros updates:
  - a. Comp tickets purchased for Amy McCall and guest, and William Muster and guest.
  - b. Purchased one beef and one chicken for both.
  - c. **Legeros** will write and send email/postal letter, with “save the date” and appreciative note.
- 3) Left over action items:
  - a. **Barefoot**, can you compile a list of “things museum staff will need to do” for the ball, for any displays or “historical support”?
- 4) Post-meeting update from Legeros:
  - a. More marketing messages planned as summer and fall progress.
    - i. Include pictures from 2012 ball, showing people eating, dancing, having fun.
  - b. Prospective marketing schedule:
    - i. July, personnel and retirees.
    - ii. August, ditto.
    - iii. September, ditto
      1. Also, extended marking to surrounding departments and buffs.
    - iv. October, ditto
      1. Keep reminding people of limited amount of seating.
      2. By this time, maybe by mid- or late- September, open to anyone who wants to attend.
    - v. Two weeks before ticket deadline, one last reminder.

### New Business

- 1) Human resources stuff
  - a. Idea(s) for volunteer application and processes
    1. Staff has lately been discussing need for more formal processes, for evaluating new volunteers to the museum, and who want to help staff the museum.
      - Need for applicant information, such as experience, interest, references.
      - Need for background check, for public-facing members.
    2. Madison has created a proposed application for volunteer participation.

- See attachment.
  - Staff requested to review over the next month.
3. Madison is also researching vendors for providing background checks.
    - She's found a vendor.
    - \$7.00 per check.
    - Results and recommendations forthcoming.
- b. Idea(s) related to museum staffing and facility access
    1. Staff has also been discussing need for appropriate control of museum access, and as related to training center access.
      - Agreed on a new SOP.
      - Any museum opening to have one of the following:
        - Active city employee
        - Retired city employee
        - Approved former city employees, such as Legeros.
- 2) Newer, better web site
    - a. Current web site uses older technology, and isn't "mobile responsive"
      1. E.g., doesn't "look as good" on a mobile device.
      2. Harkey, Legeros will investigate post-Expo.
      3. Harkey has physical hosting space, and skills with newer tech.
    - b. Maybe move the site's historical photos to a secondary site?
      1. Have 4,348 images.
      2. 860 MB.
      3. Jalbum technology, manually installed and modified as needed.
  - 3) Legeros requested to give his history talk to RFD staff, and newest hires therein.
    - a. 8:30 a.m. on August 4
    - b. Conference room at "Headquarters."
    - c. Hour talk, same as given to recruits.
    - d. See PDF of slides at [www.legeros.com/slides](http://www.legeros.com/slides)
    - e. Hopes to video tape using the museum's video camera, which is stored at museum with tripod.
    - f. Footage may be suitable for broadcast to troops, placing on our web site, etc.
  - 4) "Living relics"
    - a. Concept discussed by group.
    - b. Where museum openings or events are promoted as having retirees present, to talk about their experiences.

## Old Business

- 1) Shirts for staff.
  - a. Henshaw brought sample shirt for museum review.
  - b. Same brand as worn by fire department admin. staff.
  - c. Will included embroidered logo:

**RALEIGH**  


---

  
**FIRE MUSEUM**

- d. Group approved museum purchase of shirts for staff.
  - 1. Henshaw collected shirt sizes.
  - 2. Will purchase one short-sleeved shirt for each.
- 2) Proposal for new logo
  - a. Henshaw working with a designer on a new logo.
  - b. Intended to serve a couple purposes:
    - 1. Letterhead logo
    - 2. Back of t-shirt design
  - c. Original concept was artwork based on head-on photo of 1926 ALF.
  - d. Changed to artwork based on head-on photo of 1961 ALF.
    - 1. **Legeros** took some high-res pictures recently, will send to Henshaw.
  - e. Graphic will include surrounding design of an apparatus bay.
    - 1. Lettering curved across top, Raleigh Fire Museum.
    - 2. Lettering straight across bottom, perhaps motto or web address of such.
  - f. Henshaw will bring the first designers to staff, after they're ready.
- 3) More old movies
  - a. Legeros continues to digitize old video footage of RFD, and post to museum's YouTube channel. <https://www.youtube.com/raleighfiremuseum>
    - 1. IGA fire – 1993
    - 2. Academy 17 - 1993
    - 3. High-level rope rescue - 1995

### Intern Updates

- 1) Ideas and suggestions.
  - a. Consider a spotlight for the bell, as a lighting effect to emphasize the importance of the object.
    - i. Battery-powered, remote-controlled spotlights are easy to find.
    - ii. Could be nailed or even taped to the ceiling.
    - iii. **Scott** will research products, and test concept if possible.
  - b. Consider replacing the bell signage.
    - i. Currently four framed panels of text.
    - ii. Replace with long rectangular panel of text.
    - iii. **Madison** will measure the space.
    - iv. **Scott** can create new signage, and get a quote from sign vendor.
  - c. Check some of the free-standing photos in the display case beside the helmet case.
    - i. Oldest images should be framed for improved protected.
    - ii. Check others for possible bending, or repositioning to improve viewing.
    - iii. **Legeros** and **Scott** will confer on same.
  - d. Washing the training engines
    - i. Could be a visitor activity, or for community involvement. Such as a Boy Scout troop. Or advertised "come and help clean the fire trucks" during special or regular opening.
    - ii. Group discussed this idea, which is good, but might be difficult to arrange due to complexities of both facility and truck usage, and span of control.
    - iii. May be better idea when museum has larger/permanent space, and one or more trucks there.
- 2) She leaves for school on August 17.
  - a. She's planning to attend next month's staff meeting and work at next month's opening.

b. She's also available for the fire expo.

**Next Meeting:**

Tuesday, August 11

"B" platoon

Location TBD – Museum?

7:00 p.m.

**Attachments**

July 12, 2015

From Vinny Florio

Museum report for 7/11/15, staffed by myself, Madison, Chief Boyette, and Walters.

We had approximately 25 visitors, with a family of four relocated and retired from Coral Springs, FL, moving to the 40/42 area of Johnston County. Husband is interested in volunteering at the museum.

We sold one tee shirt, one challenge coin, and two bracelets totaling \$25.

The training center was full of fire apparatus for the first hour and I had my Mack there as well. Legeros and Lee Wilson made a surprise visit for some photo ops.

Madison noticed some items we can improve inside the museum and she will bring them up at Tuesday's meeting.