

Raleigh Fire Museum

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raleighfiremuseum.org

Monthly Staff Meeting

Date: October 19, 2015

Time: 7:00 p.m.

Location: Station 20

Present: Barefoot, Chamblee, Legeros, Rehbock

Minutes Approval:

- 1) September 8, 2015

Finance Report:

- 1) Fund balances
 - a. General fund (checking): \$1534.80
 - i. Withdrawals
 1. \$200 – Muster's Towing – 9/28
Payment for services in February 2014. Original check #1145 was never received.
 - b. Reserve funds (savings): \$ 3,955.73
 - c. Apparatus funds (savings): \$ 423.64
 - d. Coin funds (savings): \$ 1,956.71
 - i. Pending expenses
 1. \$202. In pre-paid sales tax for Q3, for second order of 300 coins
 2. \$202. Transfer to checking, for Q2 sales tax payment in July.
 - ii. Deposits
 - e. Ball funds (savings): \$ 4376.57
 - i. Deposits
 1. Too many to list

Coin Business:

- 1) Physical sales
 - a. Rehbock reports that they have slowed.
 - b. Has a couple hundred coins in current inventory.
- 2) Web sales
 - a. Will start after November 1.
 - b. **Legeros** will create/update the web page and PayPal form used with prior coin.
 - c. **Rehbock** will fulfill orders, with **Chamblee** as secondary resource as needed.
- 3) Print advertisement
 - a. **Legeros** has received rate card for Fire Apparatus Journal.
 - b. Rates range from \$500 to \$150, depending upon page size.

- c. Next available issue is January-February.
 - d. Requires reservation by November 1, with ad content later in month.
 - e. **Legeros** will ask entire staff, via email, for thoughts and a collective decision.
- 4) Promotion in conjunction with new tiller.
- a. Tiller to be delivered on Tuesday, 10/20.
 - b. Planned in service in mid-November.
 - c. **Henshaw** updates pending, on event ideas and requirements/constraints on a truck appearance.
 - i. Perhaps on Saturday, November 14, the next museum opening?
 - d. **Legeros** has drafted sample announcement, that promotes the new tiller and its historical context, along with new museum challenge coin.
- 5) Coins sales at ball
- a. Presently not planned.
 - b. Group discussed and reaffirmed this decision.

Museum Business:

- 1) Regular schedule.
- a. Saturday, October 10 – “A” platoon.
 - i. See attached report.
 - b. Saturday, November 14 – “B” platoon.
 - i. Florio.
 - ii. **Need second person.**
 - iii. **Legeros** will ask Boyette.
 - iv. **Florio** will ask Carl Young.
- 2) Signage
- a. Legeros has inquired of training, if a pair of new (and smaller width) street signs can be procured.
- 3) Marketing Materials
- a. **Chamblee** to redistribute materials collected earlier in the year.
- 4) Displays
- a. Pair of brown leather dog collars suggested by Walters, as straps for hose reel.
 - i. **Legeros** will measure, and work at procuring.
 - ii. Will weather items as well.
 - b. New signage for bell
 - i. **Legeros** working on design.
 - ii. He received quote from vendor for \$55, for 3mil white PVC with laminate.
 - iii. Group approved expenditure.

Apparatus Business:

- 1) 1936 American LaFrance to be moved from Services, likely to private location provided by Mizell.
- 2) **Henshaw** to provide more information and other apparatus updates.

Ball Business

- 1) Barefoot provided latest updates on event.

- 2) Group discussed ideas for final round of announcements and reminders to personnel and other parties, as ticket deadline of November 1 is approaching.
 - a. Staff encouraged to personally remind people of the deadline.
- 3) Group discussed the nature of the event funding, and reaffirmed that the event was planned as self-funded and should be executed same.
 - a. They noted that the prior ball in 2012 generated revenues greater than the event cost, and thus the remaining balance was donated to the museum.
- 4) **Henshaw** update pending, on borrowing a projector and screen from NC DOI for the event.

New Business

- 1) Hux bar – Rehbock obtained a retired hux bar from Services. Legeros will transport to storage at Station 23.
- 2) PPE – Legeros received a number of items donated by Andy Meier, including thin blue plastic haz-mat suite, and black turnout coat, pants, and boots from Parkwood FD. He will transport to storage.

Old Business

- 1) Payroll deductions
 - a. Combined campaign is ending, and results will be received in a couple months.
 - b. Group discussed again approaching the Fire Chief about approaching City Council, to approve payroll deductions from personnel.
 1. Decided this should be pursued when the “next big thing” is undertaken by the museum.
- 2) Logo
 - a. Updates pending from Henshaw.
- 3) Spotlight for museum
 - a. Updates pending from Florio.

Next Meeting:

Tuesday, November 10
“C” platoon
Station 16

Attachments

Museum Report – Saturday, October 10, 2015

- Henshaw was primary, Florio was secondary, Carl Young was helper, Legeros was helper from 10 a.m. until 1 p.m.
- Open house was conducted, promoted through RTN television commercials, RFM via Facebook and Twitter, and other individual social media
- Henshaw parked training engine, connected to hydrant, and used hydrant pressure to power booster reel, for children to use.
- Henshaw brought Mobile SIM Lab (former rescue unit) from lower area, and parked beside museum.
- Florio brought his antique Mack CF pumper.
- Henshaw also brought 500 count of NFPA fire prevention materials, plus OFM fire prevention materials (coloring books, crayons, markers, and candies).

- Total of 25 attendees, including “The Fire Truck Guru” (Ronald Inge), who was headed to Creedmoor to appear in Fireman’s Day parade. He brought his period garb and posed for some pictures that he took.
- Had a couple groups of 2/3/4 arrive before noon. Another rush of people came after one. They had heard about the event from Carolina Parent.
- Rain was forecast for much of the day. Started raining in the noon hour.
- One membership was purchased.