

# Raleigh Fire Museum

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

## Monthly Staff Meeting

**Date:** November 10, 2015

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

**Location:** Station 16

**Attending:** Barefoot, Chamblee, Harkey, Henshaw, Legeros, Rehbock, Mike Hayes

## Minutes Approval:

- 1) October 13, 2015

## Finance Report:

- 1) Fund balances
  - a. General fund (checking): \$ 2,196.43
    - i. Deposit (pending) – \$373.32 – Fourth and final quarterly payment from EarthShare, from combined campaign donations
    - ii. Withdrawal – 11/4 - \$12.95 – Quicken monthly balance
    - iii. Deposit – 11/2 - \$40 – Donation box
    - iv. Deposit – 11/2 - \$97.80 – Transfer from Ball funds.
    - v. Withdrawal – 11/2 - \$97.80 – eCheck for Ball refund.<sup>1</sup>
    - vi. Withdrawal – 10/30 - \$202.50 – Check to NC DOR for sales tax
    - vii. Withdrawal – 10/10 - \$390.00 – Transfer to Ball funds, accidental deposits to checking
  - b. Reserve funds (savings): \$3,956.49
  - c. Apparatus funds (savings): \$ 423.73
  - d. Coin funds (savings): \$ 1,552.08
    - i. Withdrawals
      1. 11/6 - \$202.50 – Transfer to checking, for second sales tax payment on 10/30.
      2. 11/6 - \$202.50 – Transfer to checking, for first sales tax payment in August.
  - e. Ball funds (savings): \$ 11,948.95
    - i. Numerous transactions.

## Coin Business:

- 1) Web sales
  - a. Web site store updated, ready for orders.

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<sup>1</sup> Ball issued a refund for a duplicate charge on that date. Our PayPal account was empty at the time—in-between submitted payments—and PayPal thus charged the refund to our checking account. Thus, the equal amount transferred from the ball funds, already deposited.

- b. **Legeros** will begin social media promotion.
  - c. **Rehbock** will handle fulfillment.
    - i. He'll procure padding manila envelopes for shipping, with payment from coin monies he's holding or reimbursement as needed.
- 2) Print advertisement
- a. **Henshaw** is obtaining information on new antique fire engine magazine, with likely low ad rates.
  - b. **Legeros** will investigate writing a marketing-based-feature for regional fire/EMS magazine, about our coins and how we designed/produced them.
- 3) Promotion in conjunction with new tiller.
- a. **Henshaw** is working with RTN to create video-based marketing materials, for both RFD and RFM use.
  - b. Creating short video feature about the new tiller, for YouTube. Will include mention of coins.
  - c. Press release submitted to Public Affairs, about new tiller, and includes language about coins.

#### **Museum Business:**

- 1) Regular schedule.
- a. Saturday, November 14 – “B” platoon.
    - i. **Florio**.
    - ii. **Legeros**.
  - b. Saturday, December 12 – “A” platoon
    - i. Need primary
    - ii. Need secondary
    - iii. **Legeros** will send a note to Division Chief requesting Barefoot and/or Rehbock detailed.
- 2) Special events.
- a. Discussion of a recent planned tour of Station 28.
  - b. Museum facilitated the scheduling and had a staff member waiting on group.
  - c. Attendees never arrived.
  - d. *[ Post-meeting note by Legeros: This appears to be an anomaly. Nearly all special tours execute as planned, or with advance notice of changes. ]*
- 3) Staffing needs
- a. Legeros present a report on museum staffing over the last two years. See attachment.
  - b. Group discussed ideas for adding to the pool of available museum help.
    - i. Henshaw received a membership application and check from Raleigh resident, with long-ties to local fire service.
    - ii. Legeros will contact the Explorer Post contact, and ask the advisors about engaging the post.
    - iii. Command staff could be asked about a monthly detail of one active firefighter. Museum could solicit for interested parties, on per-shift basis.
- 4) Marketing Materials
- a. Redistribution has started.
    - i. Cards and holders placed at KTC, Stations 1, 5, 6, 29 (as newly opened).
      - 1. Pending at Civic Center/Visitors Bureau, libraries, etc.
    - ii. Card quantity checked at Station 28.
    - iii. Antique flyer quantity checked at Station 28.
- 5) Displays and fixtures.
- a. Lighting for bell
    - i. Updates from Florio.

- b. New signage for bell
  - i. **Legeros** working same.
  - ii. Purchase approved last month.
- c. *[ Post-meeting note by Legeros: Replaced the literature holder at the front table. Donated one bought at office supply store clearance sale. Try are tilted instead of straight. Literature will no longer fold and bend, due to gravity. Also has four trays instead of three. ]*

#### **Apparatus Business:**

- 1) 1936 ALF
  - a. Relocation planned.
    - i. Planned to be moved to private property donated by Mizell.
    - ii. **Henshaw** will ask Chief of Services about rear of Station 16 as closer alternate, which is equipped with a metal shelter currently not used.
  - b. Removal of equipment
    - i. **Henshaw** will look at calendar and propose an afternoon for removing some equipment.
    - ii. Headlights, warning lights, windshield, etc.
    - iii. Plastic containers will be procured for storage of items at Station 23.
    - iv. Total space requirements estimated about 50 square feet.
- 2) Old equipment
  - a. **Henshaw** is working with Services, to assess a cache of old/antique equipment that they've recently found.
    - i. He'll lead the procurement and transfer of those items to the museum, Station 23, or other location.

#### **Ball Business**

- 1) Barefoot, Hayes, Henshaw, and Legeros discussed various logistical aspects, including:
  - a. Thoughts and ideas from Fire Chief.
  - b. Reminder to personnel about bringing a gift.
  - c. Allowing non-attending personnel to donate a gift, and possibly collect beforehand and bring to ball.
  - d. Having a "cash donation box" in the form of a wrapped present, for attendees who prefer to donate cash.
  - e. Deadline and directions for last-minute ticket purchases.
  - f. Length and scope of slideshow.
  - g. Harkey making tabletop signs that say "Reserved"
  - h. Etc.

#### **New Business**

- 1. **Rehbock** is collecting an old Hurst tool from Services.
  - a. He'll pick up from Services.
  - b. He'll clean the item, including draining any fluid.
  - c. **Legeros** and others will assess current museum floor space, for placement of artifact.
- 2. **Rehbock** has also received some fire books from the Asst. Chief of Services.
  - a. He'll bring to Station 23.

## Old Business

### Next Meeting:

Tuesday, December 8

Location Museum

"A" platoon

### Attachments

#### Staffing Report – January 2014 to October 2015

Version 1.0 - November 10, 2015

Note: Special tour staffing not included

Month	Shift	Primary	Secondary	Assisting	Notes
2014, 01	C	Harkey	Legeros		
2014, 02	B	Legeros	UPFFA		Special event, black FF history + Henshaw, RTN taping
2014, 03	C	Legeros	Chamblee (detailed?)		
2014, 04	B	Chamblee	Barefoot		
2014, 05	C	Legeros	Boyette		
2014, 06	B	Chamblee	Barefoot		
2014, 07	C	Legeros			
2014, 08	A	Harkey	Boyette		
2014, 09	C	Chamblee, detailed	Legeros	Florio, joining RFM	
2014, 10	A	Chamblee	Florio		
2014, 11	A	Legeros	Florio		
2014, 12	A	Walters	Florio	Young	
2015, 01	C	Legeros	Florio	Young	
2015, 02	A	Legeros	Boyette		
2015, 03	C	Legeros	FF K. Webb (12:30-2:00)	Legeros wife (10-12) Engine 2 (10-12)	
2015, 04	A	Legeros			Barefoot, Rehbock requested for detail, not available
2015, 05	B	Florio	Boyette		
2015, 06	A	Legeros	Scott		Barefoot, Rehbock requested for detail, not available
2015, 07	B	Florio	Boyette	Scott	
2015, 08	A	Legeros	Chamblee (10-11) Rehbock, detailed (11-2)	Walters	
2015, 09	B	Florio	Rehbock		
2015, 10	A	Henshaw	Florio	Young, Legeros (10-1)	Special Fire Prev event