

Raleigh Fire Museum

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



raleighfiremuseum.org

Monthly Staff Meeting

Date: December 16, 2015, postponed from December 8

Time: 7:00 p.m.

Location: Station 16

Present: Legeros, Henshaw, Barefoot, Rehbock, Chamblee

Minutes Approval:

- 1) November 10, 2015

Finance Report:

- 1) Fund balances
 - a. General fund (checking): 2,508.24
 - b. Reserve funds (savings): \$3,957.36
 - c. Apparatus funds (savings): \$ 423.82
 - d. Coin funds (savings): \$ 1,754.88
 - e. Ball funds (savings): \$ 826.62
- 2) Transactions
 - a. General fund
 - i. Pending - \$210 (or abouts) withdrawal – Jack Rabbit signs, for bell sign and yard sign.
 - ii. Pending - \$5 deposit – Shirt sale at museum.
 - iii. Debit - \$10.12 – 12/10 – Ball power mounting hardware.
 - iv. Credit - \$46.64 – 12/3 – Dues renewal for two years, Florio.
 - v. Debit - \$650 – 12/2 – Dee jay for Ball.
 - vi. Debit - \$12.95 – 12/2 – Quicken monthly fee.
 - vii. Credit - \$500 – 11/30 – Repayment of loan to ball funds, for deposit.
 - viii. Credit - \$650 – 11/23 – Transfer from ball funds, for check for dee jay.
 - ix. Debit - \$894.32 – 11/17 – Decorator for Ball.
 - x. Debit - \$99 – 11/16 – Transfer back to ball funds. Buffer not needed.
 - xi. Credit - \$894.32 – 11/16 – Transfer from ball funds, for check for decorator.
 - xii. Credit - \$99 – 11/16 – Transfer from ball funds, buffer funds.
 - b. Coin funds
 - i. Pending - \$100 deposit from coin sales at museum.
 - ii. Credit - \$167.32 – 12/3 – Transfer from PayPal, from online sales.

Coin Business:

- 1) Sales and stock
 - a. Rehbock fulfilling coin orders on web site, process working smoothly.

- b. Sixteen coins sold/shipped since November 1.
 - c. Rehbock still collecting inventory reports from everyone.
 - d. Estimate 200-300 coins in stock.
 - e. Rehbock will compute more exact total for January meeting.
- 2) Print advertisement
 - a. No new actions on this front.
 - 3) Promotion in conjunction with new tiller.
 - a. Coins mentioned in press release about tiller issued in November.

Museum Business:

- 1) Regular schedule.
 - a. Saturday, December 12 – “A” platoon
 - i. Florio primary.
 - ii. Rehbock secondary, detailed.
 - b. Saturday, January 9 – “B” platoon
 - i. Need primary.
 - ii. Need secondary.
 - iii. **Staff requested to consult schedules.**
- 2) Special events.
 - a. Henshaw talking with NC Transportation Museum about another annual fire truck day in June.
 - b. He envisions museum participation in some fashion, as scope of event unfolds.
- 3) Displays and fixtures.
 - a. Lighting for bell
 - i. Florio recommends purchase of two of these fixtures:
[Gampak 2.25-in 1-Head Led White Switch-Controlled Flood Light](#)
 Lowes.com
 \$2.13 each
 - ii. For bulbs, he recommends:
 Sylvania ultra 9-watt LED (65watt equivalent) \$5.98
 - iii. Staff approve purchased.
 - iv. **Legeros** will swing by Lowes and purchase same.
 - v. **Legeros** will work with Florio, to determine any other needs, and contact training to ask if they can install. Florio can also install/wire if needed.
 - b. New signage for bell
 - i. **Legeros** has installed. Cost \$48 for sign, \$10 hardware.
 - c. New yard signs
 - i. **Legeros** has delivered to museum. Cost \$50 per sign, with three signs produced.
 - ii. Signs to be deployed on Wilmington Street, on either side, and on Keeter Center Drive, at the curve, during museum openings.
 - d. Brochure holder
 - i. Installed at foot of stairs, in front of museum.
 - ii. Keri Clarke will keep an eye on stock, notify Legeros when more needed.
- 4) Equipment
 - a. Newer laptop
 - i. **Legeros** working on procuring a newer and faster laptop for museum.

- ii. Raleigh Professional Fire Fighters Association has offered to pay for purchase of one.
- 5) Station 3
- a. City is still a couple years away from new Station 3, likely 2.5 years away.
 - b. Fire Chief recently re-confirmed his goal of repurposing legacy Station 3 as a museum and educational space.
- 6) Staffing in 2016
- a. Discussion of staffing for 2016.
 - b. No necessary changes sought for the primary/secondary model.
 - c. Third person would be helpful, however. To assist with larger crowds, or when a lunch run is made.
 - i. **Legeros** has action item to ask Explorers about participate at monthly openings.
 - d. Post-meeting message sent to staff on this subject. See attachment.
- 7) Ideas for Future Displays
- a. Second life-size firefighter with newer gear?
 - i. Suggestion of adding a second life-size figure.
 - ii. Dress with most- or second most-current PPE and SCBA.
 - iii. Could we get non-function versions of current SCBA, even?
 - iv. Place beside existing life-size figure, as a “then and now” display.
 - v. No action noted.
 - b. Vintage hose for hose reel?
 - i. Suggestion of adding vintage hose to hose reel, for improved historical accuracy.
 - ii. Leather hose pre-dates the era of the hose reel.
 - iii. But displayed separately could be good.
 - iv. Henshaw noted that he has some early 20th Century hose that might be good, to add to the reel.
 - c. Audience appeal of particular artifacts
 - i. Group discussed the cardboard Station 1 bedding chart.
 - ii. Do museum visitors find it interesting?
 - iii. Yes, if they’re retired members or family members of retirees.
 - iv. Not necessarily, if they’re buffs or lay people.
 - v. These facets should be considered, as we choose artifacts for placement or removal.
- 8) Review and reexamine displays for 2016
- a. Suggestion that we review the museum displays for the New Year.
 - b. What changes might we want?
 - c. Such as Hurst tool display
 - i. **Rehbock** working on procuring a vintage compressor and spreader tool.
 - ii. Legeros suggested swapping space currently used for “foam display”, which features a inductor and nozzle in a wooden box, some photos, and a foam hopper mixer (minus the hopper).
 - d. No action noted.
- 9) Maps of fire stations
- a. On Saturday, one visitor asked about local fire station locations.
 - b. Group discussed if museum could produce and/or display both Raleigh and Wake County fire station maps.
 - c. Legeros notes that relatively current versions of both are available on his web site:
<http://legeros.com/ralwake/> - Click MAP (Wake County)
<http://legeros.com/ralwake/raleigh/> - Click MAP (Raleigh)
 - d. Even better is the web site FDmaps.com, which Jeff Harkey maintains.

- e. Suggested action step of add links to these maps—or a map page, with links—to museum web site.
Legeros will create.

10) Hose and “fire” displays for summer

- a. Group discussed adding hose and “fire” displays during the summer months.
- b. We have the wooden props from the 2012 events. They’re stored at Services.
- c. We could obtain a length of forestry hose, and power a nozzle using a hydrant.
- d. Group discussed if existing props should be re-created, perhaps with lighter materials.
 - i. **Henshaw** will inquire of Lisa Gaither, if she’s interested in undertaking same.
- e. Storage would be needed at museum, for prop use during summer months.
 - i. **Legeros** will inquire of Chief Mizell, about possible storage spots.
 - ii. Space sized 3x3 or 3x6 is desired.
 - iii. Perhaps in existing shed or pod.
 - iv. Perhaps in rear of apparatus shelter.
 - v. Perhaps constructed a space under the museum trailer.

Apparatus Business:

1) 1936 ALF

- a. Relocation
 - i. Henshaw is still working on plans and ideas for moving the apparatus away from Services.
- b. Photo survey
 - i. Detailed photos needed of apparatus, before conditions assessment and any work is done.
 - ii. **Legeros** will go to Services, and make photo survey over holiday break.
- c. Conditions Assessment
 - i. **Henshaw** will schedule two dates for a conditions assessment, and removal of fragile/valuable equipment.
 - 1. Tuesday, Dec. 29 is likely first date.
 - 2. Following week, one day, is likely second/rain date.

2) Old equipment

- a. **Henshaw** assisted Services with evaluating old Mack equipment queued for disposal.
- b. Procured a few mechanical items, such as cables.
- c. No display pieces found.
- d. He also did some cleaning and organization of areas at Services.

3) Steamer bell

- a. The 1905 steamer is missing the foot gong, and has been as long as people remember.
- b. Henshaw has been looking for one since the operational restoration in 2012.
- c. He’s found one for sale in Virginia, the seller is asking \$500.
- d. Bell is purportedly removed from a steam engine of same make/model as Raleigh’s.
- e. Staff discussed acquiring, and that the equipment would enhance the historical value of the steamer.
- f. They noted that the steamer is a city asset, though we can certainly donate/add equipment.
- g. They noted that the price is very good, compared with reports from others who have purchased similar.
- h. Staff approved the purchase.
- i. **Henshaw** will inquire of a shipping price from the seller, and arrange procurement.

- j. **Legeros** will transfer \$500 from reserve funds to our antique funds.



Ball Business

- 1) Post-event report.
 - a. 290 attendees.
 - i. Feedback from attendees.
 - ii. Feedback from ball committee.
 - b. Costs
 - i. \$11,207 – Food service
 - ii. \$3,800 – Decorations
 - iii. \$650 – Disk jockey
 - iv. \$125 – Projector
 - c. Funding
 - i. Event was successfully self-funded.
 - ii. Last-minute donations from personnel, including using donation box at event, covered all expenses.
 - iii. Museum repaid original loan of \$500, for original deposit.
 - iv. Remaining fund balance of \$826.62
 - d. Disposition of remaining funds
 - i. Staff approved keeping the remaining balance in a dedicated account, for the next ball or similar event.
 - ii. They also discussed moving the money into a CD, or other account with a higher interest rate. Since the money will likely not be used again until 2017/18.
 - iii. **Legeros** will investigate and report with options.
 - e. Discussion
 - i. Staff discussed various aspects of the event, and post-event feedback.
 - ii. Based on attendees, future events should plan for 250 range. And thus the venue can be moved to some place smaller and likely less expensive, such as a hotel.
 - iii. Group discuss marketing issues, and the need for earlier and wider promotion, including Facebook and personal/postal notes to firefighter wives/spouses.
 - iv. Planners have recorded detailed notes on the entire event planning process, and Legeros is archiving.

New Business

1. Web site hosting.
 - a. Legeros has been donating the expense of web site hosting, since beginning of the organization:
 - i. www.raleighfiremuseum.org
 - ii. www.raleighfirenews.org (newsletter)
 - iii. www.raleighfirehistory.org (prior address of museum site, maintained for legacy purposes in short-term)
 - b. Museum is currently paying for domain name registration, \$9 per name per year.
 - c. Should museum begin paying for its own hosting?
 - d. Group discussed and requested more information, notably how much “doing it ourselves” would cost?
 - e. That information is also needed from a budget perspective, for future purposes when we’re citing or documentation our operational expenses.
 - f. **Legeros** will investigate and report back.
2. History class for recruits.
 - a. Legeros conducting class in January, for new recruit academy.
 - b. He plans to record a narrated version of his slideshow later this month, for YouTube posting.

Old Business

1. Hurst tool acquisitions.
 - a. No updates. Still in progress.
2. Article on how we made our coins for CFRJ.
 - a. No updates. Still in progress.

Next Meeting:

Tuesday, January 12
Station 16
“C” platoon

Attachments

December 17, 2015
From: Legeros
To: Staff

Gang,

We discussed this last night at our meeting, but not as extensively as perhaps needed. Let me raise this here and request inputs.

Monthly museum staffing

We established a goal this year of having at least one RFD member at each Saturday opening. Active member, retired member, or in the case of Legeros, former member. With our current pool of participants, this means pulling from this list:

Barefoot
Chamblee
Henshaw
Legeros
Rehbock
Walters
Plus Boyette, who has become a quasi-regular helper

For the second person each month, our pool expands to include:

Florio
Harkey
Scott (during summer)

Notes:

- All but Boyette are qualified to open/close
- All but Boyette and Walters have keys

Next year's dates

Below is the 2016 schedule. There is one "A" day and five "C" days. Thus, we may be able augment staffing with someone detailed. (Though with five dates for "C" platoon, that places a hefty burden on Chamblee, particularly if he has duties or needs with his company on any of those dates.)

- Jan 09 - B
- Feb 13 - A (DB or JR detailed?)
- Mar 12 - B
- Apr 09 - C (JC detailed?)
- May 14 - B
- Jun 11 - C (JC detailed?)
- Jul 09 - B
- Aug 13 - C (JC detailed?)
- Sep 10 - B
- Oct 08 - C (JC detailed?)
- Nov 12 - B
- Dec 10 - C (JC detailed?)

Please Check Your Schedules

Can everyone begin thinking about their availability in 2016? And if you specific dates you can (or cannot) work, drop a line. Happy to record commitments months ahead of time. Legeros will also contact Boyette, and share the schedule with him.

Other next steps?

- Legeros is talking with the Explorer post, about having them assist. They might be ideal as "third person" or, second person in a pinch.

- We also discussed send a note to the troops, asking for particular people interested in “joining the club.” Maybe there are one or two out there, who’d like to come aboard.
- We also discussed approaching command staff, and asking if a random (or from a select list) firefighter could be detailed, on any given “A”/”B”/”C” day.