



Town of Clayton
Clayton Fire Advisory Board Agenda
Thursday, July 26, 2018 @ 7:00 PM
Clayton Fire Station One

1. CALL TO ORDER

2. OPENING REMARKS

3. APPROVAL OF MINUTES

- a. DRAFT Minutes
 - March 22, 2018

[March 22, 2018 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of March 22, 2018 Minutes

4. REPORTS FROM FIRE CHIEF

- a. Fire Department Update
Presenter: Lee Barbee, Fire Chief

5. OTHER BUSINESS

- a. New Developments and Growth in Clayton
Presenter: Matt Sutphin, Board Chair
- b. Riverwood Access Road Update
Presenter: Matt Sutphin, Board Chair
- c. 2018 Annual Advisory Board Update to Town Council
Presenter: Matt Sutphin, Board Chair

The Fire Advisory Board is scheduled to present their annual update to Town Council at the August 20, 2018 meeting. Town Council meetings begin at 6:00 p.m. and are held in the Council Chambers located in Town Hall.

[Annual Report Template Suggested](#)

6. ADJOURN

- a. **POTENTIAL ACTION:** Adjourn the Meeting



Town of Clayton
Clayton Fire Advisory Board Minutes
Thursday, March 22, 2018 @ 7:00 PM
Clayton Fire Station One

BOARD MEMBERS PRESENT:

Matthew Vessie
Brian Maynard
Matt Sutphin
Ed Aldridge
Paul Zais
Karen Patterson
JoAnn Hardee

STAFF PRESENT:

Chief Barbee
Christy Anastasi
Council Member Thompson

MEMBERS ABSENT:

1 CALL TO ORDER

- a) Mr. Sutphin called the meeting to order at 7:05 p.m.

2 OPENING REMARKS

3 INTRODUCTIONS AND SPECIAL PRESENTATIONS

- a) Update Mid-Winter Conference - Chief Barbee Named NC Fire Chief of the Year
Presenter: Matt Sutphin, Board Chair

Mr. Sutphin provided an update on the Mid-Winter Conference. Mr. Sutphin stated that Chief Barbee was recognized as Fire Chief of the Year for the state a North Carolina. This is a huge honor as well as a huge accomplishment. All of the firefighters are extremely proud and happy with the Chief receiving this award.

- b) Orientation for New Board Members
Presenter: Christy Anastasi, Deputy Town Clerk

Ms. Anastasi provided each board member with a Volunteer Board Information/Orientation booklet. Ms. Anastasi highlighted areas of the booklet such as what is a public body, official meeting, notice requirements for board meetings and what is a public record.

4 APPROVAL OF MINUTES

- a) January 25, 2018 Draft Minutes

ACTION: Approval of January 25, 2018 Minutes

Motion: Board Member Vessie
Second: Board Member Aldridge

Vote: Unanimous

5 REPORTS FROM FIRE CHIEF

a) Budget

Chief Barbee stated the fire department has recently submitted their budget to the town manager. One meeting has been conducted including the town manager, deputy town manager and the finance director. A second meeting will be within the next couple weeks to finalize the fire departments budget. In the staffing area of the budget, there was a request for a fire inspector and 12 firefighter positions. There was also a request to upgrade the administrative position from a part-time position to a full-time position. Capital budget request was continued from last year includes replacing a 2000 Pierce Pumper/Tanker Engine, 105' Platform Ladder Truck and the rescue boat package. Operational budget request was slightly higher than last year due to the change in the types of calls that are being received. More calls are for engine company rescue response medical calls rather than destruction fire calls. Anyone handling programs and projects were asked to review the needs for their programs and projects in order to have accurate requests for the budget. After receiving the recent Maps Group classification and pay study and a recent conversation with the Town Manager Chief Barbee stated he would be withdrawing the request for the additional 12 firefighters until next year's budget. It is possible that the fire department could be eligible for a Staffing for Adequate Fire and Emergency Response (SAFER) grant. Chief Barbee stated he would wait until next year to apply for the SAFER Grant. Next year would include the Maps Group study as well as the facility study. This information would be best included with the application for the grant. Chief Barbee stated information received from a fire services study that was conducted recently stated collaborating with neighboring fire departments could help these departments fall within the five-mile radius. One of the goals discussed with the consultant was to strategically place new fire stations to have more areas within the five-mile radius to insure a faster response as well as reduce insurance rates. In order to accomplish this goal having partnerships with neighboring fire stations. Chief Barbee stated that it would benefit everyone to be able to join together in order to have all fire stations be within the five mile radius or less. Before any district in Johnston County builds a new fire station the entire area needs to be looked at and not just each individual Town. The board asked if there were any future meetings to continue discussions for future partnerships. Chief Barbee stated he is working on this weekly as well as plans for several future meetings.

The board asked could the Town accept "donated" land for a new fire station. Chief Barbee stated yes the Town could accept donated land.

b) Operations

c) Apparatus

6 OTHER BUSINESS

a) Update - Eastern Carolina Firefighter's Association
Presenter: Matt Sutphin, Board Chair

Mr. Sutphin stated Clayton would host the Eastern Carolina Firefighter Association. The event will be held on April 11, 2019. This is an event including dinner and discussion. The

board stated that they would like to see this event be catered by an in-town venue. Council Members, Town Manager, Deputy Town Manager and Johnston County officials will be invited. Around 120 people are expected for this event.

7 ADJOURN

a) Motion to Adjourn

ACTION: With there being nothing further, the meeting was adjourned at 8:08 p.m.

Motion: Board Member Zais
Second: Board Member Maynard
Vote: Unanimous

Duly adopted this the 24th day of May, 2018.

Matt Sutphin
Chair

ATTEST:

Clerk to the Board

March 22, 2018
Minutes



ANNUAL REPORT

Parks & Recreation Advisory Board

Clayton of Caterpillar announced at primary and naming sponsor of the Universal Playground at East Clayton Community Park.

(Include blurb about recent accomplishment, etc.)

Parks & Recreation Advisory Board

Background

- Purpose/Duties of Board
- Current Membership
- Meeting Information (When & Where)
- Sub-Committee Information

Accomplishments/Milestones/Highlights

- Training Received
- Projects Completed
- Collaborations
- Donations

Looking Ahead

- Future Goals
- Upcoming Projects
- Suggestions

**Suggest that Advisory Board Chair provide report to Council on an annual basis. I would suggest above template be used for written report to be included in agenda packet. Presentation would take place at a work session and should take no longer than 5 minutes.*

Suggested Schedule:

Meeting

February Work Session
April Work Session
June Work Session
August Work Session
October Work Session

Advisory Board

Parks & Recreation
Public Arts Advisory Board
Library Advisory
Fire Advisory Board
Downtown Development Assoc.