The Town of Clayton
Clayton Fire Advisory Board Minutes
Thursday, September 28, 2017 @ 7:00 PM
Clayton Fire Station One

BOARD MEMBERS PRESENT:
Matt Sutphin
Paul Zais
Karen Patterson
JoAnn Hardee
Matthew Vessie

STAFF PRESENT:
Chief Barbee
Christy Anastasi, Clerk to the Board

MEMBERS ABSENT:
Jim McLaurin
Kenneth Wendel

1 CALL TO ORDER

a) Mr. Sutphin called the meeting to order at 7:00 P.M.

2 OPENING REMARKS

3 APPROVAL OF MINUTES

a) Draft Minutes
- July 27, 2017

ACTION: Approval of Minutes

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

4 REPORTS FROM FIRE CHIEF

a) Chief Barbee stated that he is currently working on next year's budget. Items being reviewed include programs and projects. The budget process began sooner due to the changes within operations. Chief Barbee stated that the facility study is still being worked on and the goal is to have everything finalized within the next several weeks.

Mr. Sutphin stated the insurance company through the Fire Marshall's Office would hold two inspections. The 9S inspection and the heavy equipment inspection will take place within the next few weeks. These inspections are to

insure the proper equipment and the standards are being met on the fire engines. In addition to the equipment being checked, records are checked as well.

5 OTHER BUSINESS

a) Update High School Program - Fire Fighter Certification
Presenter: Matt Sutphin

Mr. Sutphin stated that the high school program has been up and running for about a month. The students have been receiving support on average about once a week from Fire Station One. Some of the support has been loaning equipment, or some of the fire-fighters will assist the students with some of the testing. Chief Barbee, engine company members and a Captain has spoken with a group of the students. Archer Lodge has been providing assistance to the program as needed. All of the students were on the fire truck in the homecoming parade. Mr. Sutphin stated the students are asking a lot of questions and are doing a great job. Mr. Sutphin stated the students are very excited.

b) Advisory Board Annual Update With Town Council
Presenter: Matt Sutphin

Mr. Sutphin stated that he attended the August work session Town Council meeting. This meeting was to provide the Council an overview of the Fire Advisory Board. Mr. Sutphin provided information to the Town Council such as who the members are on the board and how long each member has been serving on the board. Mr. Sutphin also provided information such as the donation of the fire engine as well as several projects the fire department assisted with throughout last year. Mr. Sutphin stated that the Council was very receptive to everything reported. Mr. Sutphin stated that the presentation was a success.

c) Facility Study
Presenter: Matt Sutphin

Mr. Sutphin stated that the facility study is currently in process. The study is in its final stages and by the next advisory board, meeting additional information will be provided. The plan is to try to have the study presented to Town Council by the end of this year.

d) Open House - October 8, 2017
Presenter: Matt Sutphin

Mr. Sutphin stated that open house would be October 8, 2017. In attendance will be the Clayton Fire Department, Clayton Police Department, Highway Patrol, Johnston County Sheriff's Office and the NC Forest Service. The Archer Lodge Fire Prevention Trailer will be used during the event. Mr. Sutphin stated that the Public Information Office would be posting notices on social media. Flyers were handed out at the Harvest Festival. The hopes are that the weather will be nice and there will be a big turnout for the event.

6 ADJOURN

a) With there being nothing further, the meeting was adjourned at 7:25 p.m.

Motion: Board Member Hardee
Second: Board Member Patterson
Vote: Unanimous

Matt Sutphin, Chair

ATTEST:

Christy Anastasi, Clerk to the Board