The Town of Clayton
Clayton Fire Advisory Board Minutes
Thursday, November 16, 2017 @ 7:00 PM
Clayton Fire Station One

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

STAFF PRESENT:
Christy Anastasi, Clerk to the Board

STAFF ABSENT:
Chief Barbee

MEMBERS ABSENT:
Jim McLaurin
Kenneth Wendel

1 CALL TO ORDER

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

2 OPENING REMARKS

3 APPROVAL OF MINUTES

a) Draft Minutes
- September 28, 2017

ACTION: Approval of Minutes

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

4 OTHER BUSINESS

a) End of Year - Update
Presenter: Matt Sutphin, Chair

Mr. Sutphin provided an update on the fire department apparatus service and hose testing. All testing has been completed and passed. The service and heavy inspections were completed and the fire department passed both inspections. On December 20, 2017, the NC Department of Insurance will conduct a 9-S state inspection. This inspection is done periodically to inspect and ensure proper records are being kept pertaining to structure fires. Any documents associated with grants will be inspected to ensure funds are being used properly. The 9-S inspection also includes the inspection of the current apparatus being used.

Mr. Sutphin stated evaluations would be completed by mid-December. A MAPS study salary evaluation was recently completed. Every employee at the fire station filled out a

questionnaire provided by the MAPS Group. After all of the questionnaires are received, the company will compile the results based on other fire stations in the area as well as town population and compare salaries. The results have not yet been shared with staff.

The facility study has been completed however; the results have not yet been shared with the staff.

b) Update on Open House October 8, 2017
Presenter: Matt Sutphin, Chair

Mr. Sutphin provided an update on the Open House. Due to the rainy weather, the turnout there was not as many people as in the past.

c) 2018 Clayton Fire Advisory Board Meeting Schedule
Presenter: Christy Anastasi, Clerk to the Board

The board adopted the 2018 Clayton Fire Advisory meeting schedule as presented.

ACTION: Adoption of 2018 Clayton Fire Advisory Board Meeting Schedule

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

d) Volunteer Appreciation Dinner - Tuesday, December 5, 2017
Presenter: Matt Sutphin, Chair

Mr. Sutphin provided a reminder of the Volunteer Appreciation event at Brick & Mortar from 6:00 pm - 8:00 pm on Tuesday, December 5, 2017.

5 ADJOURN

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

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

Matt Sutphin, Chair

ATTEST:

Christy Anastasi, Clerk to the Board