



**The Town of Clayton
Clayton Fire Advisory Board Agenda
Thursday, March 23, 2017 @ 7:00 PM
Clayton Fire Station One**

1. CALL TO ORDER

2. OPENING REMARKS

3. APPROVAL OF MINUTES

- a. Draft Minutes
 - January 26, 2017
 - February 9, 2017 Special Meeting

[January 26, 2017 DRAFT Minutes](#)

[February 9, 2017 DRAFT Minutes](#)

POTENTIAL ACTION: Approval of Minutes

4. REPORTS FROM FIRE CHIEF

- a. Budget
- b. Operations
- c. Apparatus - Status Report
- d. High School Program - Update

5. OTHER BUSINESS

6. ADJOURN



**The Town of Clayton
Clayton Fire Advisory Board Minutes
Thursday, January 26, 2017 @ 7:00 PM
Clayton Fire Station One**

BOARD MEMBERS PRESENT:

Matt Sutphin
Jim McLaurin
Karen Patterson
Paul Zais (via phone)

MEMBERS ABSENT:

JoAnn Hardee
Matthew Vessie
Kenneth Wendel

STAFF PRESENT:

Chief Barbee
Christy Anastasi, Clerk to the Board

1 CALL TO ORDER

- a) Call to Order

The meeting was called to order at 7:00 P.M.

2 OPENING REMARKS

- a) Opening Remarks
Presenter: Jim McLaurin

Mr. McLaurin greeted everyone and inquired about the holiday season. Mr. Zais called via telephone and was on conference call for the meeting.*

3 APPROVAL OF MINUTES

- a) November 17, 2016 Minutes

ACTION: Approval of the November 17, 2016 Meeting Minutes

Motion: Board Member Sutphin
Second: Board Member McLaurin
Vote: Unanimous

4 REPORTS FROM FIRE CHIEF

- a) Reports
Presenter: Chief Lee Barbee
- Budget
 - Apparatus
 - Staffing
 - High School Program

Chief Barbee provided an update and request for the upcoming budget. He stated a new engine is on order and will be in around April of 2017. A total of nine new employees started in January of 2017. Due to the continued increase call volume one request for the upcoming budget is to add more staffing to rescue. Chief Barbee stated he will also request a ladder truck.

Chief Barbee provided an update on a program for high school teens. The program will be offered to 60-students in Johnston County schools. This program will be at no cost to the student. Two schools were selected; Smithfield-Selma High School & Clayton High School. The program will begin August 2017. Students enter the program as a freshmen in high school. After graduating from high school and one semester at the community college the student will have earned a North Carolina Certified Firefighter, North Carolina EMTB and a two year degree. All 24 fire departments in the area are all in agreement to assist in this program. The students will not take the final test until the student is 18 years old. Chief Barbee stated having the option to have ride along is a great way for the firefighters in Clayton to get to know the students and for the students to get to know Clayton Firefighters. Chief Barbee stated this can be a new way of recruiting new firefighters.

5 OTHER BUSINESS

a) Approval of 2017 Meeting Date Schedule

It was determined that the 2017 Meeting schedule for the Fire Advisory Board was approved at the November 17, 2016 meeting.

b) Election of Officers

Ms. Patterson nominated Mr. Sutphin as Chair to the Fire Advisory Board.

ACTION: Election of Officers

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

c) Proposal to Remove 225 E. Second Street from Primary Fire District *Presenter(s):* Board Member

Mr. Sutphin stated the owner of the residential property located at 225 E. Second St. would like to build a garage on this property. In accordance with Town of Clayton Code of Ordinance Chapter 95.06 (B) within the primary fire district, no frame or wooden building or structure or addition may be erected except in accordance with a building permit issued by the Inspections Department and approved by the board.

ACTION: Approval of Removing 225 E. Second Street from the Primary Fire

District

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

- d) By-Law Review and Update
Presenter(s): Board Member

Mr. Sutphin stated currently the Fire Advisory Board by-laws state the Fire Advisory Board is to meet quarterly on a date and time which is agreeable to the majority of the members, or more frequently as determined by the Chair in consultation with the Fire Chief. Mr. Sutphin stated the last update for the by-laws were on January 23, 2014. Mr. Sutphin stated due to several budget items coming up with the fire department especially this year, it was recommended the board continue to meet every two months. Mr. Sutphin provided a copy of the Fire Advisory Board by-laws for the board members to review and if anything needs to be addressed or changed it can be discussed at the next regular meeting.

6 ADJOURN

- a) With there being nothing further, the meeting was adjourned at 7:35 P.M.

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

7 QUORUM NOT MET

- a) * Following this meeting there was a consultation with the Town Clerk and it was determined that a quorum was not present. According to NCGS, members must be present to constitute a quorum and therefore actions taken at the January 26, 2017 meeting are null and void. It was suggested that a special meeting be held to take action on the above items A Special Meeting was duly noticed and held on Thursday, February 9, 2017 at 6:00 p.m. at Fire Station One.

Matt Sutphin, Chair

ATTEST:

Christy Anastasi, Clerk to the Board



The Town of Clayton
Clayton Fire Advisory Board Minutes
SPECIAL MEETING
Thursday, February 9, 2017 @ 6:00 PM
Clayton Fire Station One

BOARD MEMBERS PRESENT:

Matt Sutphin
Paul Zais
Karen Patterson
Jim McLaurin
JoAnn Hardee

STAFF PRESENT:

Christy Anastasi, Clerk to the Board

STAFF ABSENT

Chief Barbee

MEMBERS ABSENT:

Kenneth Wendel
Matt Vessie

1 CALL TO ORDER

- a) The meeting was called to order at 6:02 P.M.

2 OPENING REMARKS

- a) Opening Remarks
Presenter: Matt Sutphin

Mr. Sutphin advised Board members the reason for the special meeting was due to no quorum at the January 26, 2017 meeting.

3 APPROVAL OF MINUTES

- a) November 17, 2016 Minutes

ACTION: Approval of Minutes

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

4 REPORTS FROM FIRE CHIEF

5 OTHER BUSINESS

- a) Election of Officers

Mr. McLaurin nominated Matt Sutphin as chair for the Fire Advisory Board.

ACTION: Election of Officers

Motion: Board Member Patterson

Second: Board Member Zais

Vote: Unanimous

- b) Proposal to Remove 225 E. Second Street from Primary Fire District
Presenter(s): Board Members

Mr. Sutphin stated the citizen living at 225 E. Second Street has requested to be removed from the primary fire district. The citizen is wanting to build a garage. Due to the current Code no frame or wooden building or structure or addition may be erected, altered, repaired, or moved except in accordance with a building permit issued by the Inspections Department and approval from the board. An email was provided in the agenda packet from Amy Britt, Inspections Department, stating the Town of Clayton Inspections Department has no issues with the parcel located at 225 E. Second Street being removed from the Primary Fire District as it has been rezoned Residential and it is the only Residential parcel on that street that was incorporated into the Fire District.

ACTION: Approval of Removal of 225 E. Second Street from Primary Fire District

Motion: Board Member Sutphin

Second: Board Member McLaurin

Vote: Unanimous

- c) By-Law Review Update Discussion
Presenter(s): Board Members

Mr. Sutphin stated a copy of the by-laws was provided in the agenda packet. Mr. Sutphin stated the by-laws currently state regular meetings shall be held at least quarterly. Mr. Sutphin stated the Chief would like the board to continue meeting every other month for this year. Due to several budget items within the department this year it is recommended that the board continue to meet every other month. Mr. Sutphin stated he would like all board members to review the by-laws before the next meeting and any concerns or possible changes can be discussed at the next Fire Advisory Board meeting on March 23, 2017 at 7:00 PM.

6 ADJOURN

- a) With there being nothing further, the meeting was adjourned at 6:15 P.M.

ACTION: Motion to Adjourn

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

Matt Sutphin, Chair

ATTEST:

Christy Anastasi, Clerk to the Board