



**The Town of Clayton
Clayton Fire Advisory Board Agenda
Thursday, May 25, 2017 @ 7:00 PM
Clayton Fire Station One**

1. CALL TO ORDER

2. OPENING REMARKS

3. APPROVAL OF MINUTES

- a. March 23, 2017 DRAFT Minutes
[March 23, 2017 DRAFT Minutes](#)

POTENTIAL ACTION: Approval of Minutes

4. REPORTS FROM FIRE CHIEF

5. OTHER BUSINESS

- a. Claytex Fire District Proposed Tax Rate Increase
Presenter: Lee Barbee, Fire Chief
[Public Notice - Claytex Fire District Tax Rate](#)

POTENTIAL ACTION: Discussion/Comments

- b. By-Law Review Update & Discussion
Presenter: Mr. Matt Sutphin
[Fire Advisory Board By-Laws](#)

POTENTIAL ACTION: Discussion Only

6. ADJOURN

- a. Adjournment

POTENTIAL ACTION: Motion to Adjourn



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

BOARD MEMBERS PRESENT:

Matt Sutphin
Kenneth Wendel
Karen Patterson
Paul Zais
JoAnn Hardee

STAFF PRESENT:

Chief Barbee
Christy Anastasi, Clerk to the Board

MEMBERS ABSENT:

Jim McLaurin
Matthew Vessie

1 CALL TO ORDER

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

2 OPENING REMARKS

3 APPROVAL OF MINUTES

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

ACTION: Approval of Minutes

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

4 REPORTS FROM FIRE CHIEF

- a) Budget

Chief Barbee stated he has provided a presentation and budget request to the Town Manager, Adam Lindsay as to the needs of the fire station for the 2017-2018 budget year. Additional fire engine is needed to replace the 2000 model that is currently being used. Due to there not being enough fire hydrants in some areas this would require additional tanker trucks. Chief Barbee stated additional staffing is needed due to the high demand of growth in the area. With

the addition of nine full-time positions in January 2017, the ratio is 24 full-time employees and 24 part-time employees in the fire department. Chief Barbee stated that there is a need for additional firefighters however, there are no plans for a large group hired like in January 2017. The plan is to only hire a few people over the next few years and once the high school program has graduates it is hoped to be able to hire a few of the recruits.

b) Operations

Chief Barbee stated a new fire truck will arrive at the end of April 2017. The new fire engine will replace a 1994 E-One Freightliner Fire Engine. Chief Barbee stated how important it is to try and find a fire department that may be in need of a 1994 fire engine. A total of four fire departments responded to the offer. The Town of Fairmont had been hit with a with a large amount of destruction after hurricane Matthew in the fall of 2016 therefore, after a visit from the Fire Chief from the Town of Fairmont a letter was received requesting the fire engine. This request went before the Clayton Town Council and was unanimous approved donating the fire engine to the Town of Fairmont. Chief Barbee proudly stated the fire engine will be placed on the consent agenda as surplus property and will be donated to the Town of Fairmont at the April 3, 2017 Town Council meeting. Chief Barbee stated the truck will be delivered to the Fairmont Fire Department on April 4, 2017.

c) Apparatus - Status Report

Mr. Zais provided a short PowerPoint presentation highlighting the new fire engine that will be delivered mid April 2017. This is a 2017 Pierce Enforcer Engine that holds 1000 gallons of water and 1500 gallons of water per minute can be pumped. This fire engine is being custom built and will be used as a water tank truck but a rescue truck as well. Mr. Zais stated this is a shorter truck. The shorter truck is needed due to the tight turns in several neighborhoods. Mr. Zais stated due to the narrow streets in some of the neighborhoods the longer trucks can not make the turns. This company will provide training for the new truck after delivery. The engine will be in service by the end of May or the beginning of June of 2017.

d) High School Program - Update

Last year Chief Barbee attended a meeting on the two year degree program for high school students to receive their firefighter certification shortly after a student graduates from high school. This is a four and half year program that starts in August of 2017 and will be open to ninth grade students. One semester would be completed after graduating high school. Four schools in Johnston County will be participating in the program. Clayton High School and Smithfield-Selma High Schools both will be offering this program. The Clayton fire department will be participating in the mentoring of some of these students throughout the school year. Chief Barbee is looking forward to how this program will interact with the hiring process down the road.

5 OTHER BUSINESS

6 ADJOURN

- a) With there nothing further, the meeting was adjourned at 7:50 pm.

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

Matt Sutphin, Chair

ATTEST:

Christy Anastasi, Clerk to the Board

PUBLIC NOTICE ANNOUNCEMENT

The Town of Clayton, the Clayton Fire Department Advisory Board and the Claytex Fire Tax Board is in the process of approving the FY 2017 – 2018 Budget.

The budget includes a \$0.02 tax rate increase to the Claytex Fire District for future capital needs. The Claytex Fire District includes many businesses and structures, including the East Clayton Industrial/Economic Development Zone, which would benefit from the capital projects.

The fire tax would increase from \$0.975 to \$0.1175 cents. One penny in the Claytex Fire District generates \$138,000.

If you have questions or comments, Fire Department staff and the Clayton Fire Department Advisory Board will be meeting on Thursday, May 25, 2017 at 7:00pm at Clayton Fire Station #1, 325 West Horne Street.

**BY-LAWS GOVERNING THE
CLAYTON FIRE DEPARTMENT ADVISORY BOARD**

ARTICLE I

(a) Name. There is hereby created an advisory board, created by the Town Council for the Town of Clayton, to be known as the Clayton Fire Department Advisory Board.

ARTICLE II

PURPOSE

(a) Purpose. The Clayton Fire Department Advisory Board (CFDAB) shall serve as the advisory body for the Clayton Fire Department and the Town Council for the Town of Clayton. The purpose of the CFDAB, as stated in Chapter 32 of the Town of Clayton Code of Ordinances, is to provide an instrument of communication between the Clayton Fire Department (CFD) membership, the Fire Chief, and the Town Council. To assist the Fire Chief and the membership address and resolve issues of mutual concern. To insure that there are adequate personnel, revenue, and equipment for the protection of life and property to the citizens (customers) of the Town of Clayton and the Claytex Fire District. To assist the Fire Chief and assure that all resources will be used in the fairest and most efficient manner possible for all concerned.

(b) Powers and Duties. The CFDAB shall: (1) assist the Fire Chief with annual budget planning; (2) assist with Short-Term and Long-Term Capital Improvements Planning; (3) insure that communication between the Fire Chief and the membership remains open and productive; (4) insure that concerns of the members are presented in an honest, fair and unbiased manner; and (5) report to the Town Council at least annually on activities, recommendations, and / or issues of concern.

ARTICLE III

MEMBERSHIP

(a) Appointment. There shall be a minimum of five and / or a maximum of seven members appointed by the Town Council. There shall be one or two Town of Clayton residents, one or two Claytex Tax District residents, and three active members of the Clayton Fire Department. No more than one of these CFD members shall be a chief officer with the CFD, and there should be representation from the full-time and the part-time members. Appointments will be made for the Town of Clayton and Claytex District residents through the established application process of the Town of Clayton. Appointments for the three CFD members will be based upon nominations submitted by the Fire Chief. Membership will be approved by the Town Council.

(b) Ex-officio member. The Fire Chief or his designee will serve as an ex-officio member. In addition, the Town Council may also appoint a member to serve as an ex-officio member. The ex-officio member(s) will not have a vote on items coming before the CFD Advisory Board.

(c) Length of Appointment. Each fire department member shall be appointed for a three-year staggered term. Initial appointments shall be arranged so that the CFD members will serve one, two, or three-year terms. Each of the "residents" will serve four-year terms. Initial appointments will be arranged so that a / the Town resident will serve a two-year term, and a / the Claytex resident will serve a four-year term. The terms will expire each December 31st, except for the representative from the Town Council who will serve concurrent with his/her term of office.

(d) Vacancies. Whenever a vacancy occurs on the CFDAB by resignation, death or otherwise, it shall be filled without undue delay by the Town Council. The appointee shall serve for the duration of the unexpired term.

(e) Removal of Members. Any one or more of the members of the Advisory Board may be removed with or without cause, at any time, through a request from the Advisory Board to the Town Council or directly by the Town Council.

ARTICLE IV

MEETING ATTENDANCE

(a) Meetings. Regular meetings shall be held at least quarterly on a date and time which is agreeable to the majority of the members, or more frequently as determined by the Chairman in consultation with the Fire Chief, and shall be held in the conference room of Fire Station #1, or at some other place designated by the Chairman.

(b) Special Meetings. Special meetings may be called by the Chairman or upon written request from a majority of the Advisory Board.

(c) Quorum. A majority of the members present constitute a quorum. A minimum of three members is required to vote on matters discussed by the Advisory Board.

(d) Order of Business. The order of business at regular meetings shall include:

- Approval of Minutes
- Reports from Fire Chief [or his designee] and Chairman
- Old Business
- New Business
- Adjourn

(e) Absence. The absence of any member from three consecutive meetings, without leave, except when such absence is made necessary by sickness, employment obligations, urgent family matters, or similar cause, will declare vacant the seat of such member, in which event the vacancy thus created shall be filled by the Town Council.

ARTICLE V

OFFICERS

(a) Officers. Initially, the members of the Advisory Board will determine a Chairman. Henceforth, the Chairman will call for nominations and hold elections for a Chairman and a Secretary during the first regular meeting each year.

(b) Date of Office. The new Chairman will take office upon being elected by the members of the Advisory Board and shall serve one year [January through December].

ARTICLE VI

DUTIES

(a) Chairman. It shall be the duty of the Chairman to preside at all meetings and to sign official papers. The Chairman will insure that there is a permanent record of the proceedings of all meetings and provide a copy of the proceedings of each meeting to all members of the Advisory Board.

(b) Fire Chief. The Fire Chief will provide logistical and clerical support to the Advisory Board. The Fire Chief will work with the Chairman to notify members of all meetings, to set the meeting agenda, to store a permanent record of the proceedings of each meeting, and to have copies of the

CFDAB By-Laws -- First Adopted 7/1/2005. Revised and Approved by the
Clayton Fire Department Advisory Board on 01/23/2014

proceedings sent to each member. The Fire Chief will provide the Advisory Board with information on Fire Department budget, operations, policies, activities, and other relevant information as necessary to address issues outlined on the meeting agenda.

(c) Secretary. It shall be the duty of the Secretary to record the minutes of each meeting and work with the Chairman to insure these minutes accurately reflect the meeting proceedings.

ARTICLE VII

COMMITTEES

(a) Committee Appointments. Committees will be established by majority vote as needed to best conduct the business of the Advisory Board. The Chairman will appoint committee members, and members of the committee may contain persons not serving on the Advisory Board.

ARTICLE VIII

REPORTS

(a) Fire Chief Reports. The Fire Chief will submit quarterly reports at Advisory Board meetings and an annual Department Budget report to the Advisory Board no later than May of each year.

(b) Chairman Reports. The Chairman will ensure an Advisory Board report is provided to the Town Council at least annually. This report will address activities, recommendations and / or issues of concern, and it will be provided in writing. In the event there is nothing to report to the Town Council, then the Chairman will send an email or written memo to the Mayor with copies to the Town Manager, the Fire Chief, and the members of the Advisory Board.