



**The Town of Clayton
Clayton Fire Advisory Board Agenda
Thursday, July 27, 2017 @ 7:00 PM
Clayton Fire Station One**

1. CALL TO ORDER

2. OPENING REMARKS

3. APPROVAL OF MINUTES

- a. May 25, 2017 DRAFT Minutes
[May 25, 2017 DRAFT Minutes](#)

POTENTIAL ACTION: Approval of May 25, 2017 Minutes

4. REPORTS FROM FIRE CHIEF

- a. Update on Claytex District Proposed Tax Rate Increase
Presenter: Lee Barbee, Fire Chief

5. OTHER BUSINESS

- a. Update High School Program - Fire Fighter Certification
Presenter: Matt Sutphin, Chair
- b. Advisory Board Annual Update
Presenter: Kimberly Moffett, Town Clerk
[Annual Report Template](#)
[Annual Report Tentative Schedule](#)

6. ADJOURN



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

BOARD MEMBERS PRESENT:

Matt Sutphin
Karen Patterson
Matthew Vessie
Paul Zais
JoAnn Hardee
Kenneth Wendel

MEMBERS ABSENT:

Jim McLaurin

STAFF PRESENT:

Lee Barbee, Fire Chief
Kimberly A. Moffett, Town Clerk

1 CALL TO ORDER

- a) The meeting was called to order at 7:00 p.m. and a quorum was noted.

2 OPENING REMARKS

- a) Mr. Sutphin welcomed everyone to the meeting. A member of Boy Scout Pack 24 was present. He stated he was there to learn more about the Fire Department and assist him in earning a badge.

3 APPROVAL OF MINUTES

- a) March 23, 2017 DRAFT Minutes

ACTION: Approval of Minutes

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

4 REPORTS FROM FIRE CHIEF

5 OTHER BUSINESS

- a) By-Law Review Update & Discussion
Presenter: Mr. Matt Sutphin

Mr. Sutphin led discussion regarding the By-Laws. All those in attendance agreed there were no changes necessary at this time.

- b) Claytex Fire District Proposed Tax Rate Increase
Presenter: Lee Barbee, Fire Chief

Chief Barbee shared information regarding the '17-'18 Fiscal Year budget. He stated he has been in conversation with the Town Manager and intention is to build up a Capital

Improvement Fund. A 2% tax increase to the Claytex Fire District was included in the recently adopted town budget. Chief Barbee will attend a meeting with Johnston County Fire Tax Committee on June 12, 2017. A public notice was included in the agenda for the May 25, 2017 meeting of the Fire Advisory Board and also placed on the Town of Clayton's Website, Facebook and Twitter accounts advising of the 2% tax increase. There was brief discussion regarding Claytex tax rates and the overall budget share.

- c) Fairmont Fire Department - Donated Engine
Presenter: Matt Sutphin, Chair

Mr. Sutphin provided on update on the fire engine that was recently donated to the Fairmont Fire Department. He stated the engine was safely delivered and has already gotten good use in its new home. There was brief discussion regarding the Autryville Fire Department and loss of equipment during the recent tornado that hit that area. Mr. Sutphin also reported the new Clayton fire engine has arrived and will be placed in service shortly.

- d) High School Program - Fire Fighter Certification
Presenter: Matt Sutphin, Chair

It was reported that several high school students have already applied for the new Fire Fighter Program. Program notification and information was disseminated about one month ago. It was stated that several students from Corinth Holders High School and the Cleveland area have received notification of acceptance into the program. Mr. Sutphin shared additional details about this new program which will begin in August of this year. He stated there will be two locations where the program will be offered; Smithfield Selma High School and Clayton High School. This is a wonderful opportunity that allows a student to graduate from the program with their Level II Certification.

6 ADJOURN

- a) Adjournment

With there being nothing further, the meeting was adjourned at 7:35 p.m.

ACTION: Motion to Adjourn

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

Matt Sutphin, Chair

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Town Clerk/Clerk to the Board

May 25, 2017
Minutes



ANNUAL REPORT

Insert Name of Advisory Board

Insert blurb regarding highlight/accomplishment, etc. of Board during the past year.

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

Insert Name of 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

Volunteer Advisory Board
Annual Report to Town Council

Tentative Schedule

<u>Meeting</u>	<u>Advisory Board</u>
January Work Session	Parks & Recreation
March Work Session	Public Arts Advisory
May Work Session	Downtown Development
August Work Session	Fire Advisory*
October Work Session	Library Advisory

**To begin with August 21, 2017 Work Session (Fire Advisory)*