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

1. CALL TO ORDER

2. OPENING REMARKS

a. Opening Remarks
Presenter: Jim McLaurin

3. APPROVAL OF MINUTES

a. November 17, 2016 Minutes

POTENTIAL ACTION: Approval of Minutes

4. REPORTS FROM FIRE CHIEF

a. Reports
Presenter: Chief Lee Barbee

- Budget
- Apparatus
- Staffing
- High School Program

5. OTHER BUSINESS

a. Approval of 2017 Meeting Date Schedule
Fire Advisory 2017 Meeting Calendar

POTENTIAL ACTION: Approval of Meeting Schedule

b. Election of Officers

POTENTIAL ACTION: Election of Officers

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

d. By-Law Review and Update
Presenter(s): Board Members
Fire Advisory Board By-Laws

6. ADJOURN

TOWN OF CLAYTON

CLAYTON FIRE ADVISORY BOARD

2017 MEETINGS

January 26, 2017

March 23, 2017

May 25, 2017

July 27, 2017

September 28, 2017

November 16, 2017*

Meetings are held on the FOURTH Thursday of odd-numbered months, except for the month of November *, at 7:00 p.m. at Clayton Fire Station One which is located at 325 Horne Street.

In accordance with NC GS 143-318.10, this is an official meeting of the board and is open to the public.

www.townofclaytonnc.org

ADOPTED by Clayton Fire Advisory Board :

From: Lee, Kevin Lawrence
To: Jay McLeod
Subject: 225 E Second Street
Date: Friday, December 02, 2016 9:22:13 AM
Attachments: image001.jpg

Jay,

Per our discussion, please proceed with removing 225 E Second Street from the fire district. Please let me know when it is scheduled to go before council.

Thank you!

Kevin Lee

Duke Energy
Real Estate Representative
410 S. Wilmington Street
Raleigh, NC 27601
919-546-6467
Mail Code NC16
kevin.lee@duke-energy.com

From: Amy Britt
To: Jay McLeod
Subject: 225 E 2nd Street
Date: Friday, December 02, 2016 9:10:54 AM

Jay,

We have made a site visit to 225 E 2nd Street. The Inspections Department has no issues with this parcel being removed from the Primary Fire District as it has been rezoned Residential and is the only Residential parcel on that street that was incorporated into the Fire District.

Amy Brit
Town of Clayton
Building Inspector

Proposed Code Amendment (in strikethrough/underline):

§ 95.06 PRIMARY FIRE DISTRICT.

(A) In accordance with North Carolina G.S. § 160A-436, the town hereby establishes a primary fire district. The primary fire district boundaries are indicated on the town's adopted, official "Primary Fire District Map" ~~dated June 1, 2013~~. The primary fire district map, as properly attested, is on file in the office of the Town Clerk and is available for inspection by the public.

(B) Within the primary fire district, no frame or wooden building or structure or addition thereto may be erected, altered, repaired, or moved (either into the district or from one place to another within the district) except in accordance with a building permit issued by the Inspections Department and approved by the Commissioner of Insurance or their designee.

(Amend. adopted 5-4-92; Am. Ord. 2013-06-13, passed 6-17-13)

Proposed Code Amendment (clean version):

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(Amend. adopted 5-4-92; Am. Ord. 2013-06-13, passed 6-17-13)

N.C. General Statutes relating to Primary Fire Districts (taken 12/02/2016)

§ 160A-436. Restrictions within primary fire limits.

Within the primary fire limits of any city, as established and defined by ordinance, no frame or wooden building or structure or addition thereto shall hereafter be erected, altered, repaired, or moved (either into the limits or from one place to another within the limits), except upon the permit of the local inspection department approved by the city council and by the Commissioner of Insurance or his designee. The city council may make additional regulations for the prevention, extinguishment, or mitigation of fires within the primary fire limits. (1905, c. 506, s. 8; Rev., s. 2988; 1915, c. 192, s. 5; C.S., s. 2750; 1969, c. 1065, s. 1; 1971, c. 698, s. 1; 1989, c. 681, s. 8.)

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 preceedings of all meetings and provide a copy of the preceedings 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 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.