



**Town of Clayton**  
**Fire Advisory Board Minutes**  
**Thursday, November 21, 2024 at 6:00 PM**  
**Clayton Fire Station One**

**Board Members Present:**

Jason Thompson  
Chris Carter  
Stacey Turner  
Jeffrey Stallings

**Staff Present:**

Michael Sims, Mayor Pro Tem  
David Ranes, Fire Chief  
Heidi Holland, Town Clerk (*Remotely*)

**Board Members Absent:**

Daryle Harris  
Joel Gates  
Karen Patterson

**1 CALL TO ORDER**

a) Board Chair Turner called the meeting to order at 6:00 p.m.

**2 OPENING REMARKS**

**3 APPROVAL OF MINUTES**

- a) Minutes
- July 25, 2024
  - September 26, 2024
- Presenter:* Heidi Holland, Town Clerk

**Adoption of Minutes**

<b>RESULT:</b>	<b>CARRIED 4-0</b>
<b>MOVER:</b>	Chris Carter
<b>SECONDER:</b>	Jason Thompson
<b>YES:</b>	Jason Thompson, Chris Carter, Stacey Turner, and Jeffrey Stallings
<b>NO:</b>	None
<b>ABSENT:</b>	Daryle Harris, Joel Gates, and Karen Patterson

**4 REPORTS FROM FIRE CHIEF**

a) *Presenter:* David Ranes, Fire Chief

Chief Ranes provided his report. Since the last meeting the department has conducted a promotional process. Three staff have been promoted to captain

and a new position was created, Community Risk Reduction Specialist, which was filled with the promotion of Bryan Belvin. This position would focus on working with school systems on fire prevention, fall prevention, etc. He stated he has been able to reclassify three firefighters to engineers within the last couple months. He has created a career ladder called the Master Firefighter, this position creates a relief driver so when a driver is out, this driver steps up to drive. When this position is not driving, it is handling regular duties. This process allows for the promotion of 12 into the Master Firefighter position. Out of the 12 firefighters promoted, 9 engineers were needed, which come from the Master Firefighters. The way the Town's policy is written, if you are in a promoted position, you can not be promoted again until you are off probation, which is a six-month window. 8 individuals have been identified for promotion to engineer once their probation period is up, which would be around February. The department was one person short of filling all engineer positions; currently there is a recruitment process externally to fill this.

The department received a \$1.5M SAFER grant that would fund 6 firefighter positions with salary and benefits for three years; after the three years the Town picks up the cost. These 6 positions would allow the department to bring staffing up to 4 on every company route, for a total of 17 staffing a day; 15 minimum. The hiring process for these positions has been completed, job offers have been extended, and the new hires are set to start in December. All are certified, qualified individuals. They would go through a two-week orientation academy and then start on shift.

The department has begun to allow candidates to negotiate their salary based on their experience. This was the only department in the Town that did not allow this, but it was allowed for this process. He stated he has worked with Management and HR to be able to bring in positions based on their experience and certifications.

Chad Stephenson was hired as the new Deputy Fire Chief of Operations. He has been with Northside Fire Department and Cary previously. The department is up to a total of 59 FTE; 51 assigned to a shift and the remaining are admin, in the fire marshal's office, and executive assistant. He stated they are fully staffed for the first time in years. There has been a resignation this week but working to fill that by January.

At the Monday, November 18, 2024 council meeting, Council approved the purchase of 8 acres at 42 Highway from the West Clayton Church of God. The plan is for a future Fire and Police Station at that site. He stated the department has good response times downtown, but 42 West times are longer and the call volume in that area is high. The estimated time to complete a station is 3 years. Land in the Loop Road and Covered Bridge area are currently being looked at; fit testing is being done now to see if the site could accommodate what is needed.

Last year a consulting fire came in and looked 20 years down the road. The data came back as the Town needed 10 fire stations. They provided the areas stations are needed in so the Town could start identifying land. Three additional sites are being looked at in the areas needed for future stations.

Since the last meeting a new engine has been put into service. This engine was purchased prior to Chief Ranes' arrival. Two additional engines are in service and are scheduled for delivery in the second quarter of 2026.

The department was able to donate a reserve engine to Marshallberg Volunteer Fire Department in Beaufort County, NC. This is a community of 400 people and struggles to have trucks they can rely on. The truck has served the Town well for more than 30 years and in today's market there is little value in reserve fire truck sales. The department has another truck that needs the engine replaced. Johnston Community College has looked at this truck; they have a diesel mechanic school and could possibly make repairs to the motor. There has been discussion on donating the truck to the college.

Council recently adopted the department's Strategic Plan which is the roadmap for the next 5 years. In this plan are 6 goals and 29 objectives. Each objective has been assigned to a staff member that would work towards the completion of it. Quarterly meetings are held to track progress.

One of the goals the Town Manager had for Chief Ranes when he arrived was to prepare the workforce to be able to operate in an EOC. Almost 30 Town key players have completed the 300 class and would soon complete the 400 class. They all have already completed 100, 200, 700, and 800 and in January Texas A&M would deliver their Emergency Operations class.

The Emergency Operation plan is at the Executive Team level right now and the Continuity of Operations Plan is currently being developed. These are plans that if the Town Manager or Fire Chief are out of pocket, the Town is not dependent upon one or two individuals. These plans ensure we have succession planning for every department in the Town.

The department is working out of a new record management system which the County provides, called ESO. This tracks emergency reporting data. With this new system, the Town Manager gets a monthly report, and it goes out on social media.

For the month of October, the department ran 327 calls; 253 were in the town limits and 74 were in the Claytex Fire District. He stated Engine 1 is the busiest engine with 187 calls, the ladder truck had 66 calls, Engine 2 had 50, Rescue 1 ran 77 and Battalion Chief ran 68. The year to date is 2,939 calls which is tracked where needed to be. There is about an 8% increase in call volume each year.

Chief Raney asked the board what they thought the value of the board was. There was detailed discussion on the purpose of the board and what the future looks like. It was stated functionally the board has no authority or any pull in decision making but it could provide support to the department and can be a spokesperson to our citizens. It was suggested to meet quarterly.

## 5 OTHER BUSINESS

- a) 2025 Meeting Schedule  
*Presenter:* Heidi Holland, Town Clerk

This calendar was not adopted. It would be brought back to the January 23, 2025 meeting.

### Approval of 2025 Meeting Schedule

<b>RESULT: CARRIED</b>
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## 6 ADJOURNMENT

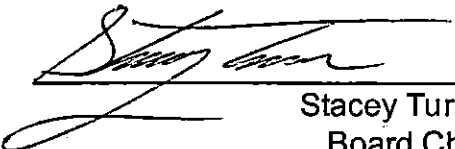
- a) Adjourn

With nothing further, the meeting was adjourned at 7:07 p.m.

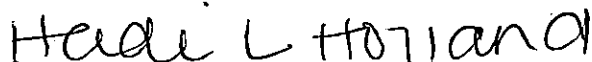
### Motion To Adjourn

<b>RESULT:</b>	<b>CARRIED 4-0</b>
<b>MOVER:</b>	Jeffrey Stallings
<b>SECONDER:</b>	Jason Thompson
<b>YES:</b>	Jason Thompson, Chris Carter, Stacey Turner, and Jeffrey Stallings
<b>NO:</b>	None
<b>ABSENT:</b>	Daryle Harris, Joel Gates, and Karen Patterson

Duly adopted the 23<sup>rd</sup> of January 2025.

  
Stacey Turner  
Board Chair

ATTEST:

  
Heidi L. Holland, CMC, NCCMC  
Town Clerk and Clerk to the Board

