



Town of Clayton
Clayton Fire Advisory Board Agenda
Thursday, March 28, 2024
Clayton Fire Station One
325 W. Horne Street

1. CALL TO ORDER

2. OPENING REMARKS

- a. Nomination of Chair and Vice-Chair
Presenter: Heidi Holland, Town Clerk

POTENTIAL ACTION: Approval of Nomination of Chair and Vice-Chair

- b. Alternate To Move To Regular Seat
Presenter: Heidi Holland, Town Clerk

POTENTIAL ACTION: Motion To Approve Alternate to Regular Seat

3. APPROVAL OF MINUTES

- a. Minutes
- January 25, 2024
- Presenter:* Stacey Turner, Board Chair

[January 25, 2024 MINUTES](#)

POTENTIAL ACTION: Adoption of Minutes

4. REPORTS FROM FIRE CHIEF

5. OTHER BUSINESS

6. ADJOURNMENT

- a. Adjourn

POTENTIAL ACTION: Motion To Adjourn



**Town of Clayton
Fire Advisory Board Minutes
Thursday, January 25, 2024 at 6:00 PM
Clayton Fire Station One
325 W. Horne Street**

Board Members Present:

Jason Thompson
Chris Carter
Daryle Harris
Karen Patterson
Stacey Turner
Joel Gates

Staff Present:

Chief David Ranes
Heidi Holland, Town Clerk

Board Members Absent:

Brian Maynard
Jeffrey Stallings
Kristy Dean

1 CALL TO ORDER

- a) Mr. Turner called the meeting to order at 6:03 p.m.

2 INTRODUCTION OF NEW BOARD MEMBERS

- a) Introduction of New Members
- Joel Gates
 - Jeffrey Stallings

Presenter: Stacey Turner, Board Chair

Stacey Turner introduced new board member Joel Gates. New Board member Jeffrey Stallings was out of town. Members introduced themselves.

3 APPROVAL OF MINUTES

- a) Minutes
- November 16, 2023 DRAFT Minutes

Presenter: Heidi Holland, Town Clerk

Adoption of Minutes

RESULT: CARRIED 6-0

MOVER: Daryle Harris

SECONDER: Jason Thompson

YES: Jason Thompson, Chris Carter, Daryle Harris, Karen Patterson, Stacey Turner, and Joel Gates

NO: None

ABSENT: Brian Maynard, Jeffrey Stallings, and Kristy Dean

4 **REPORTS FROM FIRE CHIEF**

- a) Chief Raney stated there are lots of things going on. He stated this is his 95th day as Fire Chief. Interval evaluations are going on. He stated the Town Manager directed him to evaluate the department and look at the organizational structure. An outside consulting firm, NC Fire Chief Consulting, did an internal survey of the department and would help on this study.

He stated there was an internal survey; the results were the department is lightly staffed and has not kept up with the growth. The consulting firm hired analyzed and agreed. He stated he was able to develop a plan and a comprehensive report to present to the Town Manager and he supports it.

Shared was the organizational chart. Shared were a few requested positions such as are Deputy Chief of Training and Safety. This position was requested because of the history of strong training and a lot of information that resided with Jason Dean, who passed away in 2020. One of main things of the department survey was asking for more training. He stated there is a need for a full-time person to get the department where it needs to be.

Shared were other positions requested. He discussed the goal of becoming accredited which would take a full-time person to get the department there. There was a discussion of the department having its own PIO.

Under the Fire Marshall would be a Community Risk Coordinator; some of the tasks they would handle would be a life safety educator. There is a request to hire a new Fire Investigator; currently the Town only has one.

There was discussion on adding another Executive Assistant. He stated they are currently working on reclassifying the job title of the current Executive Assistant. He stated the current one, Liz Jernigan, handles all administrative issues in the department, she also handles the budget and serves as Human Resources in the department.

He stated the Town is about 2 stations behind now. One of studies the consulting firm is looking at are the station needs. One ideal location would be near the 42/70 area near the hospital. He stated he spoke with a landowner in that area that said they would love to work with the Town. It is 7.5 acres. They plan on having an appraisal done and then would negotiate a price. Another ideal location would be the Riverwood/Loop Road area. The Town Manager and Council are very supportive of this.

He stated Deputy Chief Matt Sutphin has requested to go back to Battalion Chief; this would be effective February 10, 2024 and he would be on A shift.

5 OTHER BUSINESS

- a) Discussion on By-Laws Update
- Code of Conduct
 - Member Requirements

Presenter: Heidi Holland, Town Clerk

Ms. Holland discussed the changes in the by-laws. Also, she asked board members to sign a code of conduct as well as member requirements. The member requirements is a form that has members acknowledge they have read and understand the by-laws.

6 ADJOURNMENT

- a) Adjourn

With nothing further, the meeting was adjourned at 6:38 p.m.

Motion To Adjourn

RESULT: CARRIED 6-0

MOVER: Karen Patterson

SECONDER: Chris Carter

YES: Jason Thompson, Chris Carter, Daryle Harris, Karen Patterson, Stacey Turner, and Joel Gates

NO: None

ABSENT: Brian Maynard, Jeffrey Stallings, and Kristy Dean

Duly adopted this the 28th day of March, 2024

Stacey Turner, Chair

ATTEST:

Heidi Holland, CMC, NCCMC
Town Clerk