



Town of Clayton  
Clayton Fire Advisory Board Agenda  
Tuesday, November 28, 2023  
WOOTEN ROOM

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**1. CALL TO ORDER**

**2. OPENING REMARKS**

**3. APPROVAL OF MINUTES**

- a. Approval of Minutes
- August 3, 2023 Draft Minutes
- Presenter:* Heidi Holland, Town Clerk  
[August 3, 2023 Minutes](#)

**POTENTIAL ACTION:** Adoption of Minutes

**4. REPORTS FROM FIRE CHIEF**

**5. OTHER BUSINESS**

- a. 2024 Meeting Schedule
- Presenter:* Approval of 2024 Meeting Schedule  
[Clayton Fire Advisory 2024 Meetings](#)

**POTENTIAL ACTION:** Approval of 2024 Meeting Schedule

- b. Advisory Board Video Project
- Presenter:* Nathanael Shelton, Communication Director

**6. ADJOURNMENT**

- a. Adjourn

**POTENTIAL ACTION:** Motion To Adjourn



**Town of Clayton**  
**The Clayton Fire Department Advisory Board Minutes**  
**Thursday, August 3, 2023 at 6:00 PM**  
**Clayton Fire Station One**  
**325 Horne Street**

**Board Members Present:**

Brian Maynard  
Chris Carter  
Daryle Harris  
David Whitt Young  
Karen Patterson  
Kristy Dean  
Stacey Turner

**Staff Present:**

Jason Thompson, Council Liaison  
Matt Sutphin, Interim Fire Chief  
Heidi Holland, Town Clerk

**Board Members Absent:**

None

**1 CALL TO ORDER**

- a) Mr. Turner called the meeting to order at 6:00 p.m.

**2 OPENING REMARKS**

**3 APPROVAL OF MINUTES**

- a) Draft Minutes
- January 26, 2023

**Adoption of Minutes**

<b>RESULT:</b>	<b>CARRIED 7-0</b>
<b>MOVER:</b>	Chris Carter
<b>SECONDER:</b>	Kristy Dean
<b>YES:</b>	Brian Maynard, Chris Carter, Daryle Harris, David Whitt Young, Karen Patterson, Kristy Dean, and Stacey Turner
<b>NO:</b>	None

**4 REPORTS FROM FIRE CHIEF**

- a) Chief Sutphin stated Chief Lee Barbee has officially retired from Fire Chief and has taken the position as Deputy Town Manager. Matt Sutphin has been named Interim Fire Chief and Stacy Turner has been named Interim Deputy Fire Chief. This gives the captains more time to ride as Battalion Chiefs on A Shift.

The Fire Chief process has begun. The plan is to have the assessment and job offer by the beginning of September/October. A North Carolina Fire Chief Consultant has been hired to help with the strategic planning for the department which covers everything from station locations and apparatus location, etc. They will also assist with the technical part of the Fire Chief hiring process.

Discussed were the issues of the ladder truck. Pierce did give the department a six-month extension which is up. Before this time period was up, the truck went back to Pierce for a full work over and to repair minor issues.

Discussed was the EOC. He stated the small conference room has new technology that allows them to pull up all the cameras throughout the Town. Smaller events can be held in the conference room but would have to branch out for larger EOC situations. If needed, staff can expand to the office and use cubicles. Cameras have been installed on the outside of the building to Station 1, they can monitor what is going on outside of the building. Station 2 should be receiving cameras this budget year. All Town facilities would be equipped with cameras.

Several cameras have been added downtown for a total of 12 on Main Street and plan on adding more. Discussed was eventually having a permanent separate EOC building.

He stated the fireworks show went great. Bigger fireworks were shot than originally signed up for; a lot of debris was leftover. There is discussion on adding the fireworks back to the Square-to-Square event and not using the high school to shoot them off.

All Town-wide positions have been deferred or pushed to mid-year. This works out to let new the Fire Chief get situated. He stated there is only one spot open internally. A good number have applied for this position, and this should be filled quickly.

He stated there are big events planned for this season. He stated overall this is down to a science and are working with the police department and economic development.

There was discussion on the 48/96 shift. He stated there are more pros than cons on this shift. This schedule provides more quality time at home with families, he stated he does not see this change happening within the next year.

Chief Turner stated the 4th apparatus was put into service in May. 2 companies are running out of each station. This helps with the overlapping calls. This also helps to provide good service to the Claytex area. The incident total is just below 2000 for the year, up 13% from last year which is predicted.

Chief Turner stated they applied through the North Carolina Area Rescue and EMS Association, and now hold a technical rescue discipline which is a search and rescue. He stated they are the only ones in the County with that. 8 personnel went through 60 hours of training that consisted of land area searches and spending the night. Chief Sutphin stated the only thing lacking now is structural collapse, they are working on that set up. It would be next year before this is pursued.

Chief Sutphin stated the department has updated a lot of SOGs; these are available

on the Town's SharePoint. About 40% of the SOGs have been updated. It has been a big undertaking.

Chief Turner stated the First Arriving software is running. It shows incidents total per shift, month and year. It has truck check offs, any apparatus, calendar that shows training, special events, public education, turn out times, river levels and the forecast which goes from Greensboro to Wilmington.

Chief Sutphin stated the County has been working on funding matrix, trying to bring everyone up to standard. This year the County funded 100%. They provide money to get physicals done, ladder testing, pump testing. If you check a box, you receive money. Staff has been doing this so the County will pay them back. This is not how it was supposed to be done, the way they wanted to do it was to create a special fire district. It would still be called Claytex. He stated, say Wilsons Wills was at .06 cent, and only needed .06 cent, that extra 0.6 center goes into a pot that the County controls. The money is given out to a department that say only has a budget of \$300,000, they get extra money. He stated this plan would not do much for the department. Staff went to the County Commissioners a few months ago and got the tax rate raised to .15 cent which is a huge jump. Explained to the County was current operational needs, future stations, and staffing. The money received would cover the mortgage.

Chief Sutphin stated the construction is complete at Station 1, the sprinklers are in. Station 2 passed the sprinklers today, the final inspection would be tomorrow for the CO. The Town would do a ribbon cutting for Station 2.

He discussed the CIP. All projects were submitted to the Town and projects go into a grading matrix. It is graded by Town staff, then Council weighs in. Station 3 and Station 4 scored top priority. The Town wide training facility scored 3. He stated funding needs to be found but they are looking at federal funding. He stated this has been the best CIP process he has seen.

**5 OTHER BUSINESS**

**6 ADJOURNMENT**

a) Adjourn

With nothing further, the meeting was adjourned at 6:36 p.m.

**Motion To Adjourn**

<b>RESULT:</b>	<b>CARRIED 7-0</b>
<b>MOVER:</b>	Daryle Harris
<b>SECONDER:</b>	Brian Maynard
<b>YES:</b>	Brian Maynard, Chris Carter, Daryle Harris, David Whitt Young, Karen Patterson, Kristy Dean, and Stacey Turner
<b>NO:</b>	None

Duly adopted this the 28<sup>th</sup> day of November 2023.

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Stacey Turner  
Board Chair

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Heidi L. Holland, CMC, NCCMC  
Town Clerk

August 3, 2023  
Minutes

**TOWN OF CLAYTON  
FIRE ADVISORY BOARD  
2024 MEETINGS**

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January 25, 2024

March 28, 2024

May 23, 2024

July 25, 2024

September 26, 2024

November 21, 2024 \*

*Meetings are held on the FOURTH Thursday of odd-numbered months, except for the month of November (which is the THIRD Thursday)\*, at 6:00 p.m. at Clayton Fire Station One, located at 325 Horne Street.*

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