



**Town of Clayton
Clayton Fire Advisory Board Agenda
Thursday, August 3, 2023
Clayton Fire Station One
325 W. Horne Street**

1. CALL TO ORDER

2. OPENING REMARKS

3. APPROVAL OF MINUTES

- a. Draft Minutes
 - January 26, 2023
[January 26, 2023 DRAFT Minutes](#)

4. REPORTS FROM FIRE CHIEF

5. OTHER BUSINESS

6. ADJOURNMENT

- a. Adjourn
 - POTENTIAL ACTION:** Motion To Adjourn



Town of Clayton
Clayton Fire Advisory Board Minutes
Thursday, January 26, 2023 at 6:00 PM
Clayton Fire Station One
325 W. Horne Street

Board Members Present:

Stacey Turner
Daryle Harris
David Whitt Young
Karen Patterson

Staff Present:

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

Board Members Absent:

Brian Maynard
Kristy Dean
Chris Carter

1 CALL TO ORDER

- a) Ms. Patterson called the meeting to order at 6:04 p.m.

2 OPENING REMARKS

- a) Introduction of New Board Members
- Kristy Dean
 - Stacey Turner

Presenter: Karen Patterson, Board Chair

Stacey Turner is taking Matt Sutphin's position on the board. Kristy Dean was not in attendance tonight.

3 APPROVAL OF MINUTES

- a) Draft Minutes
- July 28, 2022

Adoption of Minutes

Motion: Board Member Harris

Second: Board Member Young

Vote: Unanimous

4 OTHER BUSINESS

- a) Nomination of Chair
Presenter: Heidi Holland, Town Clerk

Ms. Patterson nominated Stacey Turner to be the chair of the board. Mr. Turner stated he would take the role.

Approval of Nomination

Motion: Board Member Patterson
Second: Board Member Harris
Vote: Unanimous

- b) Approval of 2023 Meeting Schedule
Presenter: Heidi Holland, Town Clerk

Ms. Holland shared the 2023 Meeting Schedule for adoption.

Adoption of 2023 Meeting Schedule

Motion: Board Member Young
Second: Board Member Patterson
Vote: Unanimous

5 REPORTS FROM FIRE CHIEF

- a) Fire Department Update
Presenter: Matt Sutphin, Deputy Fire Chief & Stacey Turner, Battalion Chief

Mr. Sutphin provided a department update. He shared the stats for 2021. He stated there were 3,218 calls for the year. Approximately 2,300 were from Station 1, about 800 from Station 2 and majority were EMS calls. He stated 400 calls were added this year, that was a big jump from last year.

He stated one of the big things they are looking at is dropping rescue to 2 people or 3 & 3. He stated they have put two engines back in service, the ladder truck has moved back to Station 1 and the rescue would run back out of Station 2 with the engine. He stated by doing that, they would get full credit back on the ladder truck and that puts an additional engine back in service. He stated they are working through that process, and this would be a spring implementation. He stated this would help with the back-to-back calls.

He stated to go along with that, the department is thinking of asking for 2 daytime part-time people to work from 7-7, Monday-Friday and put a pick-up truck in service to help with the smaller EMS calls. This truck would be able to get through traffic quicker with less gas and maintenance. The thought is to put a part-timer on that truck and another on the engine. He stated the County has been doing this with their EMS trucks. This is something they would ask for in the budget and try it out. He stated staff is a fan of this.

They are looking at different options of how to put this into place.

He discussed their idea of possibly going to Assistant Chiefs and eliminating the Deputy Chief position. He stated they are waiting on the Town to finish their reorganization study before making this decision. The idea would be to have a Fire Chief with 3 Assistant Chiefs. He stated he feels there is a good chance of receiving at least one Assistant Chief in the budget.

He stated they have been allowing the Captains to ride as Battalion Chief for the past 2-3 weeks and they have done very well. He stated this is good experience for them and he is proud of what they have done.

He stated they are working on SOGs, updating them and going through the current ones to see if they are still current. Most of the current ones are lengthy and they are trying to get these down to 1-2 pages. These should be easy to read and understand. He stated these should be wrapped up by the end of the year.

Staff is still training all the time. Mr. Turner has facility training every month. He discussed the agreement with Northside every year for us to use their facility, even for hiring processes.

He discussed the new program First Arriving. This integrates with all their systems, fire manager, emergency reporting, PS tracks. He stated it would show data, response times and would integrate with Active 911. This information would appear at both stations. He stated the response time is 1 minute, 20 seconds and the average to get to a scene is 7-8 minutes.

He stated the EOC is back in full circle. He discussed the rooms which would be modified for the EOC.

He discussed the renovations and sprinkler installation. The permitting is complete. Footings for the riser room at Station 1 have been poured. At Station 2, the site work has begun. The completion date is August 18, 2023, both stations should be complete by then. There would be sprinklers, new workout room at Station 2, equipment room, and a riser room. Draining and fencing issues would be corrected.

He stated on July 1st, the Town would bring fireworks back. Amy Shearin, Emergency Management Coordinator is handling this. Extra staff would be brought in for this. There would be a dedicated truck and ATV available for coverage.

He stated for the mid-year budget they were able to purchase another ATV with four full seats and a stretcher on the back. Amy Shearin would receive a golf cart to use during special events.

The ladder truck has been out of service a lot. He stated it has been out of service 108 days out of a whole year. It has not been one problem, but mostly electrical related. The vendor, Atlantic, flew in and met with Rich Cappola, Chief Lee Barbee, the Procurement Department and Mr. Sutphin. They discussed their issues and Atlantic gave them a 6-month extension on their warranty. On February 6, the truck will be going to Atlantic

where Pierce would go over all the issues. He stated Atlantic has great service, this is a Pierce issue, but they are willing to talk and work through this. He stated there is a conference next week in Concord where there would be more conversation. He stated they have researched lemon laws, but they would like the extended warranty. There is another truck on order, originally it was to be completed in 18-months, then it was pushed to March 2024, but now it would be finished January 2024.

He stated they are working on the budget for next year. There are no big capital outlay items. The trucks would now go into a CIP plan, same thing with building stations. He stated he and Mr. Turner worked on a CIP for Southside Station towards Springbrook.

He discussed renovations to upgrade the door lock system to match the rest of the Town. This would be complete next week. There would be additional exterior cameras and cameras in the bay. Station 2 would be in the budget for next year for this.

6 ADJOURN

a) Adjournment

With nothing further, the meeting was adjourned at 6:50 p.m.

Motion to Adjourn

Motion: Board Member Harris

Second: Board Member Patterson

Vote: Unanimous

Duly adopted this the day of 3rd day of August, 2023.

Stacey Turner, Chair

ATTEST:

Heidi L. Holland, CMC, NCCMC
Town Clerk