



**Town of Clayton
Clayton Fire Advisory Board Agenda
Thursday, March 24, 2022 @ 6:00 PM**

**Clayton Fire Station One
325 Horne Street**

1. CALL TO ORDER

2. OPENING REMARKS

3. APPROVAL OF MINUTES

- a. Draft Minutes
 - February 3, 2022
[February 3, 2022 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of Minutes

4. REPORTS FROM FIRE CHIEF

- a. Fire Department Update
Presenter: Karen Patterson, Board Chair

5. OTHER BUSINESS

6. ADJOURN

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



Town of Clayton
Clayton Fire Advisory Board Minutes
Thursday, February 3, 2022 @ 6:00 PM
Clayton Fire Station One

BOARD MEMBERS PRESENT:

Matt Sutphin, Chair
Chris Carter
Daryle Harris
Karen Patterson
Whitt Young

STAFF PRESENT:

Jason Thompson, Council Liaison
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:

Brian Maynard

1 CALL TO ORDER

- a) Mr. Sutphin called the meeting to order at 6:05 p.m.

2 OPENING REMARKS

3 APPROVAL OF MINUTES

- a)
 - June 3, 2021 DRAFT Minutes
 - September 23, 2021 DRAFT Minutes

ACTION: Adoption of Minutes

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

4 REPORTS FROM FIRE CHIEF

- a) Fire Department Update
Presenter: Matt Sutphin, Deputy Chief

Mr. Sutphin stated there is a current vacancy on the board. Ed Aldridge recently moved out of the area resulting in a board vacancy. This has been advertised and applications have been received. The interview process will begin in the next several weeks.

He stated the ladder truck is in Greensboro finishing up mounting equipment and then will arrive in Clayton. He stated it is close to being complete. He stated aerial classes will be held for engineers, chief officers and captains. Eventually all staff will have completed this class.

He stated he went to the January 3, 2022 council meeting to share Pierce would have a 7% increase effective February 1st. He stated the plan was to put another engine into the upcoming budget to replace the 2006 engine. He asked for council's blessing to sign the contract and prepay for a new engine which would save potentially up to \$50-\$60,000 by moving the purchase date up a few months. Council was supportive of this. This new engine is on order and is on an 18-month build time.

He stated the department was almost fully staffed but had some decide to pursue other options. There are now 7 positions that need to be filled. These positions were opened up about a month ago. 30 applications were received and that has been reduced down to 23 applications. He stated there are a lot of good candidates.

He stated he spoke with Human Resources and Interim Town Manager Rich Cappola to discuss permanently filling Steve Benson's position. He has talked with Mr. Benson and if and when he is ready to return, a position equivalent to what he had would be created for him.

He stated they did run an internal engineers process which was posted for 2 weeks. A job was offered to one of the internal firefighters. He will start his new position tomorrow. All engineer positions will then be filled.

He discussed the Station 1 renovations. He stated hopefully in the next couple of weeks things will be finishing up. The station has been painted, new carpet installed, revamped the bedrooms, cut some rooms in half and added more admin space. Station 2 renovations plans just went to the planning department, it will then move onto the bidding phase. Once bids have been agreed upon the process will begin. Hopefully in no more than 10 months all renovations should be completed. He discussed the building next door to the fire station that was purchased. He stated there have been a couple meetings with consultants this week about the property. This property is still in discussion as to how to move forward with it.

In regard to the 2022-2023 budget, the department has not asked for much in this budget but would be asking for 2 or 3 Division Chiefs. He discussed Tony Atkinson is still assisting inspections but there have been conversations with the Building Inspections Department, Interim Town Manager and Human Resources about possibly turning over fire inspections to the inspections department. He stated this would not be hard to transfer over. He stated as the Town is growing, Tony Atkinson and Kevin Stancil have a heavy workload. Either 3 or 4 new fire inspectors would need to be hired or have Building Inspections assist and/or eventually take over.

He stated Chief Barbee was recognized at the NC Chief's Conference. He shared his accomplishments such as serving as President of the NC Fire Chiefs Association. At the conference, Chief Barbee was presented with a lifetime membership and his Past President's ring. He stated he served on multiple executive boards throughout the state from 1996-2003. He also recognized Brian Maynard who is leaving Johnston County as the First Sergeant and would become the State Recruiting Coordinator for the Highway Patrol. He is also testing for Lieutenant for the Highway Patrol. Mr. Sutphin wished him luck.

5 OTHER BUSINESS

- a) Approval of 2022 Meeting Calendar
Presenter: Matt Sutphin, Deputy Chief

ACTION: Approval of 2022 Calendar

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

- b) Recommendation for Board Chair
Presenter: Matt Sutphin, Deputy Chief

Mr. Sutphin stated he had conversations with Karen Patterson on her becoming board chair. Board members are in agreement, Ms. Patterson accepted.

ACTION: Approval of Board Chair

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

6 ADJOURN

- a) With nothing further, the meeting was adjourned at 6:42 p.m.

ACTION: Motion to Adjourn

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

Duly adopted this the 24th day of March, 2022.

Karen Patterson,
Chair

ATTEST:

Heidi L. Holland, NCCMC
Clerk to the Board &
Deputy Town Clerk

February 3, 2022
Minutes