



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

*This meeting will be held as a Zoom meeting.
For the link to the meeting, please contact the
Clerk to the Board at hholland@townofclaytonnc.org.*

1. CALL TO ORDER

2. OPENING REMARKS

3. APPROVAL OF MINUTES

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

[June 3, 2021 DRAFT Minutes](#)

[September 23, 2021 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of Minutes

4. REPORTS FROM FIRE CHIEF

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

5. OTHER BUSINESS

- a. Approval of 2022 Meeting Calendar
Presenter: Matt Sutphin, Deputy Chief
[2022 Meeting Calendar](#)

POTENTIAL ACTION: Approval of 2022 Calendar

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

POTENTIAL ACTION: Approval of Board Chair

6. ADJOURN

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



Town of Clayton
Clayton Fire Advisory Board Minutes
Thursday, June 3, 2021 @ 7:00 PM
Clayton Fire Station One

BOARD MEMBERS PRESENT:

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

STAFF PRESENT:

Jason Thompson, Council Member Liaison
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:

Ed Aldridge

1 CALL TO ORDER

- a) Mr. Sutphin called the meeting to order at 7:05 p.m.

2 OPENING REMARKS

3 APPROVAL OF MINUTES

- a) Draft Minutes
- January 28, 2021 DRAFT Minutes

ACTION: Adoption of January 28, 2021 Minutes

Motion: Board Member Maynard

Second: Board Member Patterson

Vote: Unanimous

4 REPORTS FROM FIRE CHIEF

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

Staffing

Mr. Sutphin stated the board is back to full capacity and there is a lot of fire experience on the board. He stated the department is fully staffed. All promotion spots have been filled and all temporary firefighter positions have been approved by the Town. He stated there are 9 positions that have been requested in the upcoming budget and a grant is in for 9 more.

Ladder Truck

The ladder truck should be going into production at any time and will be here approximately 5 months after production begins. The truck will be slowly rolled into service once all training has been scheduled. He discussed the different training staff would go through. On top of classes for the truck, staff may work with the Cary Fire Department to complete driving training. He stated this is the first truck that all new equipment has been bought for. He stated he would send pictures to the board as progress goes along.

Special Rescue

Mr. Sutphin stated the special rescue has been going well. There has been a lot of training in trench, water rescue and confined spaces, to name a few. The biggest thing is to get the boats and motors in service and make sure they are good to go. The new boat has been received, just need to replace the motor. He stated they are comfortable to run a call right now and have joined other departments with their calls. Mr. Sutphin stated he has met with Archer Lodge Chief, Cleveland Chief and the County about their plans and when this is all said and done, it should be a County team. They are on board with it but this will still take some time to figure out.

Emergency Management

Mr. Sutphin discussed Amy Shearin, Emergency Management Coordinator, who has been doing an amazing job and is great with interacting with the public. She is the lead for the Town so everything comes through her and then she outsources what she needs from other departments. She has also been handling all social media for the town.

Fire Marshall's Office and Inspections

He discussed how busy they have been with all of the building going on. He stated between meeting with new developments, trying to keep up with inspections and catching up on inspections that were behind from COVID, they have been extremely busy. He stated more focus needs to be put on the inspections department to be able to keep up with the growth of Clayton.

Plumb Vents

He stated the plumb vents exhaust system have been completed at both stations and a great job was done. He shared information on how the vents work. He stated it hooks up to the truck and turns on and off by itself. There was only a 10% match on the grant which worked out very well.

New Boats

He stated Archer Lodge just purchased a boat and Cleveland would be purchasing one after July. He shared information on the boat that was totaled by the insurance company which means the department can not reinsure it again. He stated after July, the department would have 4 boats they would have access to as well as 3 blow up rafts.

Station 2 Upgrades

He shared information on the renovations for Station 2, which should be complete this week. He stated it has been about 20 years since this station has been renovated. After July, some renovations would begin at Station 1. Renovations will also begin on the house at 317. W. Horne Street that the town bought. He discussed the layout would be an open

layout, they are still working with the architect on the details.

ISO Inspection

He stated the inspector stated they did very well, the results should be back sometime in June. He stated they hoped for a 2 but in reality it would more than likely be a 3. If they do receive a 2 it would be the first one in the County.

SOG's

He stated the Standard Operating Guide has not been updated since 2017, Cpt. Harris is taking the lead on this.

5 OTHER BUSINESS

6 ADJOURN

- a) With nothing further, the meeting was adjourned at 7:52 p.m.

ACTION: Motion to Adjourn

Motion: Board Member Carter

Second: Board Member Harris

Vote: Unanimous

Duly adopted this the 3rd day of February, 2022.

Matt Sutphin, Chair

ATTEST:

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

June 3, 2021
Minutes



Town of Clayton
Clayton Fire Advisory Board Minutes
Thursday, September 23, 2021 @ 7:00 PM
Clayton Fire Station One

BOARD MEMBERS PRESENT:

Matt Sutphin, Chair
Chris Carter
Daryle Harris
Karen Patterson

STAFF PRESENT:

Jason Thompson, Council Liaison
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:

Edwin Aldridge
Brian Maynard
Whitt Young

1 CALL TO ORDER

- a) Mr. Sutphin called the meeting to order at 7:00 p.m.

A QUORUM WAS NOT MET.

2 OPENING REMARKS

3 APPROVAL OF MINUTES

- a) Draft Minutes
- June 3, 2021 DRAFT Minutes

A QUORUM WAS NOT MET.
No action was taken on this item.

4 REPORTS FROM FIRE CHIEF

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

Mr. Sutphin stated the ladder truck is in production and they just received the latest update on it. He presented a slide sharing what the truck currently looks like. He stated it is coming along pretty good. Within the next couple of weeks the ladder would be mounted. A lot of progress has been made in the past couple weeks. Final inspection will probably be the end of November. The only change that was made was that on the back there would be an American Flag chevron on the front, and behind the grill, would be the NC flag.

He provided an update in regard to station renovations, additions at Station 2, and staffing. He stated the department is still in the grant process as far as staffing. The grant

was submitted in hopes of getting 9 people. Council was told that regardless of the grant, 9 staff was needed for the ladder truck. Even if the grant is approved, it would still need to go before Council. The sprinkler grant was awarded and was accepted a couple weeks ago. They are working with Shaun Mizzell, Procurement Officer, to finalize paperwork. Mr. Sutphin stated he is working with architectures and Town Engineer Joshua Baird on incorporating the addition to Station Two. Once the site work is drawn up it would all go out for bid. He stated he has talked to Interim Town Manager Rich Cappola and Deputy Town Manager Dolores Gill and would proceed on with the design phase.

The quotes and bids for Station One have been completed but have not been received back. When those all are received back, one would be selected. Renovations for Station One will be all cosmetic, new paint, new carpet and building new walls. Once this budget year is complete, both stations will be complete and will last a while. Station Two's renovations have just been completed. They received new paint, carpet, floors, and office furniture.

Mr. Sutphin stated a meeting was held this week discussing the CIP for the whole town, this has not been updated since 2018. The department went through their CIP and met with Fleet Maintenance as well as Deputy Town Manager Dolores Gill, both who are in charge of facilities. They went through everything currently and discussed anything else that was included. Everything that was included stayed the same except for adjusting a few rotation dates on apparatus. There was further discussion on the process of rotation. There was further discussion on the more trucks available the less wear and tear on each truck.

The Riverwood Athletic Club Agreement has been renewed. Even with the new connector streets, the department was able to take back a little more and drop down what is paid to them. That would continue until a station is build out there. He stated it still takes a long time to answer a call out there. That is a spot for a potential future station. Mr. Sutphin went into discussion about the stations and the affect it has on the ISO rating.

He stated the hiring process has been opened for 9 firefighters. It opened last week and would run for 30 days. He discussed this hiring process. All persons interviewed would stay on the list for 18 months.

Mr. Sutphin stated Capt. Harris is still working on the Standard Operating Guide and hope to have finished by the end of the year.

On the emergency management side, Amy Shearin has been working with Safety Officer Jeffra Patton on redoing all the Town's emergency plans for every building. Fire and severe weather drills will be completed at every facility.

He provided an update on the admin building purchased by the town. He stated currently it is in a holding pattern due to the option to renovate or build a new building. This would be discussed with Council at a later date. Patrick Pierce, Economic Development Director, spoke with the citizen who owns the property behind that building, to see if he would be willing to sell his property to the town. If he did sell it, the town could utilize this space as well.

He stated October is Fire Prevention Month. He stated he has opted not to hold an Open House at this time. There would be Fire Prevention Videos presented every week with Sparky, they would also be teaming up with the library to have firefighters read to the children.

He discussed October being Breast Cancer Awareness month. He stated the department along with the association teamed up together to do a fundraiser project for the association. The department would get shirts in navy with pink writing with the breast cancer ribbon to wear for the month in place of their regular uniform shirts. The association would be selling these shirts. He stated all firefighters received one shirt and had the option to buy more.

He discussed the firefighter memorial would still move forward. He stated he would pull different designs from different departments and then get an architect involved. He stated near the flagpole, they may build a brick patio. He stated \$15,000 has been raised for this memorial already. He discussed the possibility of selling bricks with names on them.

He stated Kevin Stancil and Amy Shearin are now child seat safety certified. At this time they are not doing the program, he stated he wants to wait until more staff are certified. He stated this would not be a free flow child seat safety check, there would be a schedule. Once a schedule is in place, it would be advertised to the public. The department has teamed up with the Junior Women's League to have two blessings boxes, one at Station One and the other at Station Two. A ribbon cutting for this project would be announced.

He shared details on Special Rescue. He stated they have received their agriculture rescue certificate.

5 OTHER BUSINESS

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

A QUORUM WAS NOT MET.
No action was taken on this item.

6 ADJOURN

- a) With nothing further, the meeting was adjourned at 7:46 p.m.

Duly adopted this the 3rd day of February, 2022.

Matt Sutphin, Chair

ATTEST:

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

September 23, 2021
Minutes

TOWN OF CLAYTON
FIRE ADVISORY BOARD
2022 MEETINGS



January 27, 2022

(This meeting has been rescheduled to February 3, 2022)

February 3, 2022

March 24, 2022

May 26, 2022

July 28, 2022

September 22, 2022

November 17, 2022

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.

ADOPTED BY TOWN OF CLAYTON FIRE ADVISORY BOARD: FEBRUARY 3, 2022

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