



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

1. CALL TO ORDER

2. OPENING REMARKS

3. APPROVAL OF MINUTES

- a. Draft Minutes
 - June 3, 2021 DRAFT Minutes
[June 3, 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. 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 23rd day of September, 2021.

Matt Sutphin, Chair

ATTEST:

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

June 3, 2021
Minutes