



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

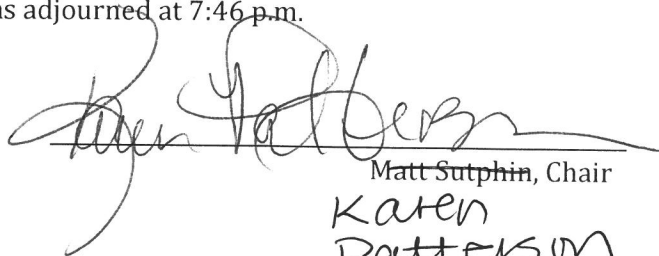
- a) With nothing further, the meeting was adjourned at 7:46 p.m.

Duly adopted this the 27th day of January, 2022.

ATTEST:

Heidi Holland

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


Matt Sutphin, Chair
Karen
Patterson