Town of Clayton
Clayton Fire Advisory Board Agenda
Thursday, January 28, 2021 @ 7:00 PM
Clayton Fire Station One

THE CLAYTON FIRE DEPARTMENT WILL FOLLOW GUIDELINES FROM THE CENTERS FOR DISEASE CONTROL AND THE NORTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES WITH REGARD TO SOCIAL DISTANCING

1. CALL TO ORDER

2. OPENING REMARKS

3. APPROVAL OF MINUTES

a. Draft Minutes

- November 19, 2020

November 19, 2020 DRAFT Minutes

4. REPORTS FROM FIRE CHIEF

a. Fire Department Update

Presenters: Lee Barbee, Fire Chief and Matt Sutphin, Deputy Chief of Operations

- 2021 Projects Update

5. OTHER BUSINESS

a. Election of 2021 Board Officer

- Chair

Presenter: Heidi Holland, Deputy Town Clerk

6. ADJOURN

a. Adjournment of Meeting

POTENTIAL ACTION: Motion to Adjourn

Town of Clayton
Clayton Fire Advisory Board Minutes
Thursday, November 19, 2020 @ 7:00 PM
Clayton Fire Station One

BOARD MEMBERS PRESENT:
Matt Sutphin, Chair
Brian Maynard
Matthew Vessie
Karen Patterson

STAFF PRESENT:
Jason Thompson, Council Member Liaison
Lee Barbee, Fire Chief
JD Solomon, Interim Town Manager
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:
Edwin Aldridge
Paul Zais

1 CALL TO ORDER

a) Mr. Sutphin called the meeting to order at 7:22 p.m.

2 OPENING REMARKS

3 APPROVAL OF MINUTES

a) Draft Minutes
- January 23, 2020

ACTION: Adoption of January 23, 2020 Minutes

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

4 REPORTS FROM FIRE CHIEF

a) Fire Department Update
Presenters: Lee Barbee, Fire Chief and Matt Sutphin, Deputy Chief of Operation
- Update/Synopsis
- Ladder
- Support Vehicles
- Delivery Agency/Specialty Rescue
- Special Events
- EOC (Emergency Operations Center)
- Emergency Management
- Access Issues
- DOI Rating Inspection

Mr. Sutphin began the update on the fire department. There was discussion on the outbreak of COVID in the department. He stated during this time the guys stuck together and always checked on each other. He stated the guys have been doing good and pushing through this time.

He stated they are trying to get things turned back on. They were moving in a good direction but now with seeing high spikes again they may have to take a few steps back and slow things back down. He discussed the things that have to get done which are confined space training (sending one company out at a time) and facility training (also sending one company at a time). It's not the preferred way to do this but it is what must be done at this time. He stated they will make it work and adapt.

In the middle of the department's outbreak was the big water rescue throughout the county. Wake County was covering the station to cover the guys who had been working 36 hours straight. Mr. Sutphin stated four departments lost their boats that night and at one point there were 6 firefighters in the water.

Mr. Sutphin discussed the new procedures of the department such putting beds in the training and eating rooms, with only one person sleeping in each room. Also, only 4 people sitting at a table in the eating room. He stated they have been doing everything they can to keep the guys separated and they have all been wearing their PPE.

Chief Barbee stated the week COVID hit their department there was an association meeting. He stated the night of the meeting the guys had a call which spiked their concern being, it was a COVID call. He stated on thing that is very important to the guys and what Chief Barbee noticed that was different. He stated during the county meetings, which were phone calls, the department kept talking about supplies. He stated he pushed for that person to be Jeffra Patton, Safety Officer for the Town. He stated she did a very good job of using resources the department had to try to get supplies in. He stated the State Emergency Management contacted Ms. Patton and she now became the County contact for supplies. He stated they have been successful in getting the needed supplies.

Chief Barbee discussed the event of the Easter Bunny riding in the firetruck. He stated with town staff, this idea was invented and it was very successful event throughout the Clayton address. He stated there were hundreds of thousands of kids who stood outside to watch this. This event was something positive that everyone needed.

He stated EOC was opened two or three times this year. It was open a couple times for the Civil Unrest in July.

Chief Barbee discussed budget preparation. He stated right now their budget is on hold. They are maintaining and only spending what they need to. Any larger expenditures are going through approvals. He hoped after the first of the year they can move on to things that have been planned. The subject of the ladder truck was discussed at the Council Retreat in February. It had been postponed in the CIP but it was addressed at the retreat and also during the council budget session. The ladder truck has been approved by council in September 2020. This will take 10-11 months with a delivery date of late August, early September of 2021.

There was further discussion of the August outbreak where he discussed line of duty procedures. He stated he called three chiefs to meet with him to bounce ideas off of. He stated he had to put a plan together for if things went good or went bad. He stated even though his guys were hurting they were still here to serve the community. He stated he received notification from Workman's Comp. that all but one claim had been approved. He stated they are now receiving calls from around the state from other fire departments that are experiencing the same situation.

He stated there have been a lot of bad things to happen in 2020 but also a lot of good things to happen. He was asked a few weeks back about having Santa on the firetruck like the Easter Bunny event. He stated they do have a good plan in place. Santa would be on the firetruck for 3 days and 3 nights. This is something he wanted to do for the community, he stated people need this. He stated he feels very good about the support from the community, management and elected officials.

Chief Barbee stated they have been approved for the SAFER Grant. They went through a process and council allowed them to move forward with 15 firefighters. In 2019 the department received the largest SAFER Grant in North Carolina. He stated the hiring process started before COVID but hit right at it. The guys had to be trained through that and plans had to be modified. The department received another grant back in the spring, which council approved. The department received the $127,000 grant, with the Town matching $11,000. There is a PO initiated for this but the work would not be finished until March. The PO had to be initiated to lock in the prices, be able to order the equipment and to be on schedule. The Plymo-Vent, the exhaust system for the firetrucks, would be installed in March. This is a two-part process they wanted to do for firefighter safety.

The second part is to apply for another grant in 2021 for sprinklers. When the two stations were built before code changes which did not require sprinklers. Now that firefighter are living in the stations, there must be sprinklers.

Also, with the ladder truck being ordered, they are applying for another SAFER Grant for personnel. This grant will be asking for 6 people, 2 per shift. Then they would ask for 3 more for over hire. He stated right now, they are operating on a shortage. He stated they need one more person for each shift.

He stated another big topic is high water rescues. The department's boat was lost and has been reported to insurance. The department has been reimbursed for this. The money is in the general fund right now and they would ask for a budget amendment soon to move the money and replace the boat. Over a year ago, there were conversations about operational changes. He stated the way to do it is to bring in neighbors. There was more discussion on this. He stated he is trying to work through this process and this will eventually go before council. This could be an opportunity to get funding from the state for equipment needs. There was further discussion on this.

Chief Barbee stated two years ago, he started looking for training areas. He stated he has looked at different areas throughout the Town. He and Phillip Driver, Chief of Archer Lodge, discussed the burn building on Archer Lodge property and for Mr. Driver to possibly buy additional land around his station. Chief Barbee put this in the CIP as a possibility to create a joint training location between Clayton and Archer Lodge. This did

spike interest through the CIP. For many years, research had been done for a delivery agency, working with OSFM to become to their own training and delivery agency. He stated this is an opportunity to possibly do a partnership with Archer Lodge.

Chief Barbee stated they have lost their training room due to COVID and any training would have to be done in the base. He stated due to COVID, he doesn't know if they would ever get back to the way they were.

Mr. Solomon stated the fire station, police station and the community center are all about the same age. He stated they are starting to see common things start to fail. He stated if the building needs to expand or to do something different, this is the time. Now that the station is full-time and more firefighters have been brought in, all these things have created more things to look at and to think about changes in the future.

Chief Barbee discussed the creation of the Special Events Committee years ago. He stated throughout the years this has been transferred several times between departments. He realized in 2020 there is a common denominator with special events. He stated he has pushed for Emergency Management Functions to be looked at after the town. He stated the go hand in hand. If there is a special event, there should be an IEP written and at times there could be a need for an EOC.

Chief Barbee stated he thinks the Special Events program should be at the Fire Department and he has made this request. He stated he sees the opportunity to take this person and train them for ICS classes and let that person help and train other town staff.

There was discussion on access points. Chief Barbee stated he worked with GIS and looked at maps on how to be able to progress. He discussed safety concerns that need to be addressed. There was discussion on situations that have had issues.

Chief Barbee discussed the By-Laws update. He stated in February 2019 at the council retreat, council requested to have an advisory board for the police department. As that discussion progressed, council wanted to know if the Fire Advisory Board would change to an Emergency Services Advisory Board. The two departments were tasked to come together. The Fire Advisory Board began to draft their by-laws to reflect the combination of these two departments. In 2020, by-laws were drafted and reviewed. Changes were made but then COVID hit and this was put on hold. He stated the draft needs to be reviewed again. Mr. Solomon stated he would take a look at these.

Chief Barbee discussed the overwhelming network of people that responded to the deaths within the fire department. He stated the department personally sent out around 125 to 200 letters, from the Town, to every person or organization that sent a letter during this time. He wanted everyone to know the department appreciated all of the support.

5 OTHER BUSINESS

a) 2021 Meetings Calendar
Presenter: Matt Sutphin, Deputy Chief of Operation

ACTION: Approval of 2021 Calendar

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

6 ADJOURN

a) Adjournment of Meeting

With nothing further, the meeting was adjourned at 8:44 p.m.

ACTION: Motion to Adjourn

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

Duly adopted this the 28th day of January, 2021.

_____
Matt Suthpin,
Chair

ATTEST:

_____
Heidi Holland, Clerk to the Board
& Deputy Town Clerk