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

BOARD MEMBERS PRESENT:
Matt Sutphin, Chair
Brian Maynard
Matthew Vessie
Edwin Aldridge

STAFF PRESENT:
Jason Thompson, Council Member Liaison
Lee Barbee, Fire Chief
Amy Shearin, Emergency Management Coordinator
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:
Karen Patterson

1 CALL TO ORDER

a) Mr. Sutphin called the meeting to order at 7:09 p.m.

2 OPENING REMARKS

3 APPROVAL OF MINUTES

a) Draft Minutes
- November 19, 2020

ACTION: Adoption of November 19, 2020 Minutes

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

4 REPORTS FROM FIRE CHIEF

a) Fire Department Update
Presenters: Lee Barbee, Fire Chief and Matt Sutphin, Deputy Chief of Operations
- 2021 Projects Update

Mr. Sutphin introduced Amy Shearin who took the position as the Emergency Management Coordinator with the Fire Department. She will be managing the EOC, weather events, special event permits, public education and outreach. Chief Barbee stated she will be a good addition to the department and with events in the town. He stated he has a lot on her agenda and he is glad to have her.

Mr. Sutphin stated one of the big things to accomplish is redoing the organization structure. This restructure would add different levels and will also add a career development process for firefighters and admin, adding senior and master firefighters, and on the top end, adding another level of chiefs. Chief Barbee stated the department has grown over the years and has transitioned from volunteer to part-time and now full-

time with the exception of 5 part-time positions. With the ladder truck coming in more staff is need to get it in place. Chief Barbee discussed there is not enough staff to fill voids in the department and COVID set the department further back.

Chief Barbee discussed career development and how there are not any positions in between. He stated it is hard to let someone move up and fill in when someone is out. He feels the time is right now to get aligned now the department is set up full-time. He discussed the need to give his staff direction and opportunity. He has put a lot of thought and effort into this and wants the department's opinions.

Mr. Sutphin discussed Special Rescue Services and the possibility of joining forces with Archer Lodge and Cleveland Fire Departments. The wheels are in motion to create another committee which will include a couple people from each of the departments. This is still in the planning phase and an update will be provided to the council and the board with more information as it comes up.

He stated they have replaced just the boat that was damaged in the storm during the late summer early fall, the motor still needs to be replaced. There was further discussion.

Mr. Sutphin provided an update on the ladder truck. There will be a virtual pre-con in February which will give a better idea when the truck will arrive. It is estimated to be here late summer/early fall. Staff will still have to go through the training process and the department hopes to have it fully in service by January 2022.

Hands on training will be provided specifically for this ladder truck. There will also be a state aerial class which is targeted to maintaining the pumps and the ladder. There will also be internal training with other resources. There will be two or three different training options, from the end of July until the end of the year, to get the ladder truck up and running.

The DOI Inspection is still on track for April 12th. Mr. Sutphin stated he has high hopes on what he thinks they will receive. He stated they may be on a low end three, maybe a two.

The exhaust system bays will be installed in March. The vents connect to the trucks to keep exhaust out of the bays and when the trucks pull out, they disconnect. This installation will be done at both stations and on all vehicles.

Mr. Sutphin stated he went to council on January 19th and was approved to apply for the AFG grant to install sprinklers at both stations. He stated this will be a big undertaking if they receive it but it will be worth it. The risers would have to be done separately and cannot be included in the grant. He stated he is working on quotes for this now.

Mr. Sutphin discussed the purchase of the house at 317 W. Horne Street. Council approved this purchase at the regular town council meeting on January 4, 2021. Renovations will need to be done and admin will move in towards the end of the year.

Mr. Sutphin stated they would be applying for the SAFER grant again which will be for staffing. The date to apply for this grant has not yet opened up but they will be applying

when it does. They will be asking for 9 firefighters (3 captains on the ladder rescue company and 6 firefighters).

He discussed that things are slowing things down and they are easing back into projects. The guys are still practicing social distance and wearing their PPE but have begun training again. The COVID vaccination has been offered and 50% of the firefighters at the station have received it. This is a big number compared to other departments. They guys are on track for their 2nd dose next week.

5 OTHER BUSINESS

a) Election of 2021 Board Officer

- Chair

Presenter: Heidi Holland, Deputy Town Clerk

ACTION: Motion for Matt Sutphin to Remain Chair for Another Term

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

6 ADJOURN

a) Adjournment of Meeting

With nothing further, the meeting was adjourned at 7:36 p.m.

ACTION: Motion to Adjourn

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

Duly adopted this the 3rd day of June, 2021.

Matt Sutphin, Chair

ATTEST:

Heidi Holland

Heidi Holland
Clerk to the Board &
Deputy Town Clerk