



Town of Clayton
Clayton Fire Advisory Board Agenda
Thursday, January 23, 2020 @ 7:00 PM
Clayton Fire Station One

1. CALL TO ORDER

2. OPENING REMARKS

3. APPROVAL OF MINUTES

- a. Draft Minutes
 - November 21, 2019

[November 21, 2019 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of November 21, 2019 Minutes

4. REPORTS FROM FIRE CHIEF

- a. Fire Department Update
Presenter: Lee Barbee, Fire Chief

5. OTHER BUSINESS

- a. By-Laws Update
Presenter: Matt Sutphin, Chair

6. ADJOURN

- a. Adjournment of Meeting
POTENTIAL ACTION: Motion to Adjourn



Town of Clayton
Clayton Fire Advisory Board Minutes
Thursday, November 21, 2019 @ 7:00 PM
Clayton Fire Station One

BOARD MEMBERS PRESENT:

Matt Sutphin, Chair
Brian Maynard
Matthew Vessie
Karen Patterson

STAFF PRESENT:

Lee Barbee, Fire Chief
Heidi Holland, Deputy Town Clerk
Blair Myhand, Police Chief

MEMBERS ABSENT:

Edwin Aldridge
Paul Zais

1 CALL TO ORDER

- a) Mr. Sutphin called the meeting to order at 7:03 p.m.

2 OPENING REMARKS

3 APPROVAL OF MINUTES

- a) Draft Minutes
- September 26, 2019

ACTION: Adoption of September 26, 2019 Minutes

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

4 REPORTS FROM FIRE CHIEF

- a) Fire Department Update
Presenter: Lee Barbee, Fire Chief
- Budget Update
 - Grant Update

Chief Barbee stated he has started working on the budget for next fiscal year. A budget module was set up in September to introduce the budget process. Town manager Adam Lindsay is working on the Capital Improvement Plan and would be adjusting that a little. Chief Barbee stated he would meet with the deputy town manager and finance officer after Thanksgiving to review everything. There is a new plan called the Position Management Plan which looks over the next 5 years for projected staffing requests. Chief Barbee added a couple administrative positions but wanted to review the Map Study first before going any further. He wanted to look into how he organized the administrative support for the guys in the department, look into how they grow and possibly rearrange

some duties in the future. The operating budget is due in February and the balance the budget meeting would be in the March/April time frame.

Chief Barbee stated on November 4, 2019 Council approved the department to accept all 15 positions for the SAFER grant. He stated Council was very supportive of the grant and felt it was important to accept all 15 positions. The department started to move on with the process with an official hire date of March 11. On January 4 there would be a rotation change with the current full-time staff. It has been three years since a change has made, it would be a good opportunity to build new relationships and new teams. There would be some adjustments with the part-time staff which would continue to fill in for sick or vacation days. The part-time staff would be eligible to apply for the full-time positions.

5 OTHER BUSINESS

- a) Departmental Update
Presenter: Matt Sutphin
- Annual Stat

Mr. Sutphin distributed to each member a status update that reported to the end of September 2019 and is broken down by each shift and each vehicle. He stated every quarter they have been creating these. He discussed a few stats such as the department ran 1876 calls but should reach around 2500 by the end of the year. He stated turn-out time is 1 minute, 10 seconds with a goal of 90 seconds, travel time average is 5 minutes, 28 seconds with a goal of 5 minutes and he stated over 50% of the property has been saved during structure fires. 41% of the calls that were answered stated the department needed a ladder truck, which is a big number. He discussed a few more important stats that were on the update.

- b) Special Events
Presenter: Matt Sutphin
- Recent/Upcoming

Mr. Sutphin discussed the department's involvement during special events in the town. This year at the Harvest Festival there was a command post that all communication went through. Mr. Sutphin, Capt. Herring from PD and one of the medics from EMS ran the command post. The event went well using this process with only a couple minor calls come through. This brought to the table that for future events a command post should be in place. A challenge that was mentioned was getting the promoter of the event to sit in at the command post.

- c) By-Laws Update
Presenter: Matt Sutphin

It was discussed at the last meeting the idea of turning this advisory board into a joint board between fire and police. Mr. Sutphin discussed the changes that have been made in the By-Laws that proposes the change from the Fire Advisory Board to Clayton Emergency Services Advisory Board. He distributed to each member a draft and red line version of the proposed By-Laws and asked everyone to review these and give their input. Chief Myhand was in attendance at this meeting to discuss his role and input in this merge. There was discussion that in the future we may want to add EMS staff to this board. It was stated with the new station being built and the possibility of EMS being

housed there, it would be a good idea to include them on this board. There was discussion on the chair and vice-chair and who should be elected to these positions. It was suggested police and fire staff should fill those positions with staggered terms.

d) Reminders

- Advisory Board Appreciation Event - December 3, 2019
- CFD Christmas Party - December 9, 2019

Mr. Sutphin reminded everyone of the Advisory Board Appreciation Dinner at Brick and Mortar on December 3rd and the Fire Department's Christmas Party held at Station One on December 9th.

6 ADJOURN

a) Adjournment of Meeting

With there being nothing further the meeting was adjourned at 7:42 p.m.

ACTION: Motion to Adjourn

Motion: Board Member Patterson

Second: Board Member Vessie

Vote: Unanimous

Duly adopted this the 23rd day of January, 2020.

Matt Sutphin,
Chair

ATTEST:

Heidi L. Holland, Deputy Town Clerk
and Clerk to the Board