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

BOARD MEMBERS PRESENT:
Matt Sutphin, Chair
Edwin Aldridge
Paul Zais
Karen Patterson

STAFF PRESENT:
Lee Barbee, Fire Chief
Jason Thompson, Council Member Liaison
Heidi Holland, Deputy Town Clerk
Blair Myhand, Police Chief

MEMBERS ABSENT:
Brian Maynard
Matthew Vessie

1 CALL TO ORDER

a) Mr. Sutphin called the meeting to order at 7:01 p.m.

2 OPENING REMARKS

a) There was an adjustment of the Agenda. Item 4b. Access/Egress Points and Item 5b. Hiring Process Update were added to the agenda.

3 APPROVAL OF MINUTES

a) Draft Minutes
- November 21, 2019

ACTION: Adoption of November 21, 2019 Minutes

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

4 REPORTS FROM FIRE CHIEF

a) Fire Department Update
Presenter: Lee Barbee, Fire Chief

Chief Barbee stated there was no update on the budget to report. He stated the department would be changing the doors on the front. The doors have to be built, the proposed timeframe for installation would be in March.

b) Access/Egress Points
Presenter: Lee Barbee, Fire Chief

Chief Barbee discussed the importance of access points in the town's neighborhoods. He discussed particular neighborhoods throughout the town that have only one access point.

He went into detail about past occurrences that could have been more manageable if there had been more access points. Chief Barbee stated he brought this subject up at the last staff meeting and also stated that he and the fire inspector have fought for these access points for years. There was detailed discussion on emergency situations and how many vehicles have to respond to certain emergencies. Chief Barbee stated with all the growth in the community the time is right to make this change. Without proper access points, getting fire trucks, emergency vehicles and police cars in all while getting citizens out could cause major safety issues.

Chief Barbee discussed creating a video to show different levels of emergencies. This birds eye view video would show how much apparatus goes into different emergency situations and how congested certain areas can get. This video would show how response vehicles maneuver in and out of certain areas during emergencies and how much room for these vehicles during this time is needed. Council Member Thompson stated this would be a good item to discuss at the council retreat. Chief Barbee stated this video could be used in the future as a training video as well.

There was a motion for the board to make an endorsement to Council in support of Chief Barbee's adoption of the UDO, Section 155.400, regarding Access Points.

ACTION: Motion to Show Support to Council Regarding UDO Ordinance Amendment, Section 155.400

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

5 OTHER BUSINESS

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

Mr. Sutphin stated at the last meeting there was a draft update of the By-laws presented to each board member. Chief Myhand submitted a few suggestions in regards to this draft. Mr. Sutphin stated he would like the members to look over these in the next couple weeks and email him with suggestions/changes. Chief Barbee stated he met with Town Manager Adam Lindsay to discuss this draft. Chief Barbee and Chief Myhand have a meeting with Mr. Lindsay in February to go over these by-laws further in detail. Chief Myhand stated Chief Barbee, Mr. Lindsay and himself have more discussion on the by-laws before moving forward.

b) Hiring Process Update
Presenter: Matt Sutphin, Chair

Mr. Sutphin stated the hiring process began with over 100 applicants, which then narrowed down to about 30 after the agility and practical tests. In the final interview process there were 19 great applicants. The 15 new firefighters will all start at once but eventually be divided between the 3 shifts. The new applicants would work 8-5 for two weeks and then would start working the 3 shifts. Mr. Sutphin stated this is the largest full-time group that has ever been hired. He stated the applicants have great things to say

about working in Clayton and this town was highly recommended to a lot of them. The new firefighters will start on March 11.

6 ADJOURN

a) Adjournment of Meeting

With nothing further there was a motion to adjourn at 8:04 p.m.

ACTION: Motion to Adjourn

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

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

Matt Sutphin
Chair

ATTEST:

Heidi Holland

Heidi Holland, Deputy Town Clerk
& Clerk to the Board