



Town of Clayton
Clayton Fire Advisory Board Agenda
Thursday, September 26, 2019 @ 7:00 PM
Clayton Fire Station One

1. CALL TO ORDER

2. OPENING REMARKS

3. APPROVAL OF MINUTES

- a. Draft Minutes
 - May 23, 2019

[May 23, 2019 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of May 23, 2019 Minutes

4. REPORTS FROM FIRE CHIEF

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

5. OTHER BUSINESS

- a. Update on Hiring Process of 9 Firefighters
Presenter: Matt Sutphin, Chair
- b. Safer Grant Update
Presenter: Lee Barbee, Fire Chief
- c. 2020 Fire Advisory Board Meeting Schedule
Presenter: Heidi Holland, Clerk to the Board
[2020 Meeting Schedule](#)

POTENTIAL ACTION: Adoption of 2020 Meeting Schedule

6. ADJOURN

- a. Adjournment

POTENTIAL ACTION: Motion to Adjourn



Town of Clayton
Clayton Fire Advisory Board Minutes
Thursday, May 23, 2019 @ 7:00 PM
Clayton Fire Station One

BOARD MEMBERS PRESENT:

Matt Sutphin, Chair
Brian Maynard
Edwin Aldridge
Matthew Vessie
Paul Zais

STAFF PRESENT:

Lee Barbee, Fire Chief
Jason Thompson, Council Member Liaison
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:

Karen Patterson

1 CALL TO ORDER

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

2 OPENING REMARKS

3 APPROVAL OF MINUTES

- a) Draft Minutes
• March 28, 2019

ACTION: Adoption of March 28, 2019 Minutes

Motion: Board Member Vessie

Second: Board Member Zais

Vote: Unanimous

4 REPORTS FROM FIRE CHIEF

- a) Chief Barbee discussed the budget, he stated he met with Town Manager Adam Lindsay and they discussed several things pertaining to the budget. Chief Barbee discussed how many positions he asked for in the budget, he is trying to meet NFPA status. Mr. Lindsay asked Chief Barbee for options, he stated he came back with 9 firefighters and those 9 will be a transition from part-time to full-time. He stated he proposed a gradual but aggressive approach which will progress the department over a 7 year span to get to the 1710 standard.

Chief Barbee discussed an issue the department has been dealing with, the part-time full-time boards. He stated the July schedule went out with 8 or 9 people not submitting their time. He stated Sunday the department was two people short and yesterday the rescue was shut down, these are the continuous issues the department is dealing with. He stated now that the department is running like they are, they need that stability. Money was put into the budget for part-time positions, but it's not clear as to how many positions.

Whether the department gets the SAFER grant or the budget is approved, the change will not take effect until the first of the year.

A request for a vehicle for the Battalion Chief was put into the Capital Improvement Plan. It's a replacement but it is a rotation. Chief Barbee stated there have been positions filled that they have not asked for a vehicle. They did not ask for a vehicle this year for the Fire Inspector position and did not ask for one in 2017 either. If this vehicle is approved, the new SUV will go to the Battalion Chief, the vehicle the Battalion Chief was driving will go to Jason Dean and the vehicle he had will go to the new Fire Inspector. He stated they try to maintain and shuffle the vehicles around but they are at a point where they need to do something different.

There was also a request in the budget for a used 2004 ladder truck. There was a lot of discussion and questions about what they would do with it, how it would operate, etc., Chief Barbee stated this is a good opportunity for the Town to get a good deal on a used ladder truck and at least be able to start the process of training and operations with it. It would be ideal to get 5-7 years of use out of it and be able to replace it with a new truck. He stated his intent, if they get one, is to use it on a regular basis and it needs to be staffed. If the town approves it, it could be 15 months before they can get one. The Town has well over 100 structures that they could use the ladder truck for. He stated if it does not get approved this year he will ask for it again in next year's budget.

Chief Barbee stated the Chamber of Commerce held a reverse raffle ticket event last week as well as a silent auction. He talked with them about partnering up and last week he received a call about the department bidding a firefighter for a day. Chief Barbee changed it up and stated he wants to do three firefighters, one for each shift. There was only one bid in the silent auction and that went to the President of the Chamber, Brent George. The Chamber is holding a 101 Clayton tour which is once a month on a Saturday, people register with the Chamber and meet at the Community Center for a morning and afternoon tour. Chief offered Station 1 as a stop, the Battalion Chief could give a quick 15 minute tour. This gives the department an opportunity to meet new people and share with them what they do.

5 OTHER BUSINESS

- a) 2019 Annual Advisory Board Update to Town Council
(Scheduled for August 5, 2019)
Presenter: Matt Sutphin, Chair

Mr. Sutphin discussed the Annual Advisory Board Update to Town Council, Mr. Maynard stated he would present this to Council on August 5. Mr. Sutphin and Chief Barbee stated they would be there as well and be able to help with anything that was needed.

- b) Eastern Carolina Firefighters Association Meeting Update
Presenter: Matt Sutphin, Chair

Mr. Sutphin stated this was the biggest crowd the Eastern Carolina Firefighters Association has seen at a meeting. Chief Barbee stated they have hosted this event an estimate of 5 times over the years and this has been the biggest turnout. There was a lot of networking among people that generally would not interact with each other which was

good for the community.

- c) New Engine 2 Tour
Presenter: Matt Sutphin, Chair

The new Engine 2 is in and at the station but not in service yet. There is in service training with the manufacturer scheduled for next week.

6 ADJOURN

- a) **ACTION:** Motion to adjourn was made at 7:41p.m.

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

Duly adopted this the 26th day of September, 2019.

Matt Sutphin, Chair

ATTEST:

Heidi Holland, Deputy Town Clerk and
Clerk to the Board



TOWN OF CLAYTON FIRE ADVISORY BOARD 2020 MEETINGS

January 23, 2020

March 26, 2020

May 28, 2020

July 23, 2020

September 24, 2020

November 19, 2020*

Meetings are held on the **FOURTH** Thursday of odd-numbered months, except for the month of November (which is the **THIRD** Thursday)*, at 7:00 p.m. at Clayton Fire Station One, located at 325 Horne Street.

In according with NC GS 143-318.10,
this is an official meeting of the board and is open to the public.

ADOPTED BY TOWN OF CLAYTON FIRE ADVISORY BOARD:

WWW.TOWNOFCLAYTONNC.ORG