Town of Clayton
Clayton Fire Advisory Board Agenda
Thursday, January 24, 2019 @ 7:00 PM
Clayton Fire Station One

1. CALL TO ORDER

2. OPENING REMARKS

3. APPROVAL OF MINUTES

a. Draft Minutes
- November 15, 2018

FAB November 15, 2018 DRAFT Minutes

POTENTIAL ACTION: Adoption of November 15, 2018 Minutes

4. REPORTS FROM FIRE CHIEF

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

5. ELECTION OF NEW OFFICERS

a. Election of 2019 Board Officers
Presenter: Matt Sutphin, Chair
- Chair

POTENTIAL ACTION: Approval of 2019 Board Chair

6. OTHER BUSINESS

a. Mid-Winter Conference
Presenter: Matt Sutphin, Chair

7. ADJOURN

Town of Clayton
Clayton Fire Advisory Board Minutes
Thursday, November 15, 2018 @ 7:00 PM
Clayton Fire Station One

BOARD MEMBERS PRESENT:
Brian Maynard
Edwin Aldridge
Matthew Vessie
Matt Sutphin
Karen Patterson

STAFF PRESENT:
Chief Barbee
Jason Thompson, Council Member
Heidi Holland, Deputy Town Clerk

MEMBERS ABSENT:
Paul Zais
JoAnn Hardee

1 CALL TO ORDER

a) Matt Sutphin called the meeting to order at 6:56 p.m.

2 OPENING REMARKS

3 APPROVAL OF MINUTES

a) Draft Minutes
- September 27, 2018

ACTION: Adoption of September 27, 2018 minutes
Adopted with note of approved changes.

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

4 REPORTS FROM FIRE CHIEF

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

The Fire Department accepted applications for a Fire Inspector, which is a new position. Some of the requirements where changed so the original position was re-advertised. There are now three candidates that will be interviewed for this position, which were held the last week of November. Catherine Whitley from HR will attend, Tony the Fire Marshal will be there, as well as Jason Dean and Rich Coppola, who oversees the Inspections Department. The original plan was to do an assessment, which would have included Johnston County Fire Marshall, another outside Fire Inspector and Rich Coppola.

Since the three candidates did not have the Level 1 training to be able to step in and start, the original idea could not go through as planned. The goal is to fill the position and start someone in training, which may put the fire department few months behind.

Chief Barbee discussed part-time staff and how they are maintaining, there has not been a recruitment process for part-time since 2017. It was stated the department lost one part-time worker this week. The department has had the discussion of what is best for the department as far as growth. It was stated the department needs that 3rd man on the engine which right now is being filled by part-time. At some point in the future a transition may have to be made, but right now they are trying to maintain. The department has dropped 5 or 6 part-timers since 2017 but as long as the guys can fill slots they will be able to maintain until another budget year. At the Town Council Retreat the department will be able to show the Council options of where the department is at, this is where the department wants to be, this is the staffing they need, etc. Chief Barbee stated it's a changing and on-going process.

The discussion went into detail how part-time is changing and the effects on everyone. It was stated it's hard for someone to work all night and then work their regular job all the next day. Some staff have to leave the fire department at 5:00 in the morning to get to their regular job which then shorts the department a few hours. The discussion went into talking about at times there are 2-3 hour gaps in the morning and the evening for part-timers getting off their job and dealing with traveling time to get to the station, or leaving early from the station in order to get to their full time jobs on time. It was stated a lot of times the department doesn't recognize the gap until there is an emergency and are short of help. Chief Barbee stated they are very fortunate to be able to recruit people that have resources and can come in and be a part of what they are doing, but he sees a change coming very fast.

5 OTHER BUSINESS

a) Engine Replacement Update
Presenter: Matt Sutphin, Chair

The new engine has been ordered and will be delivered in the April-May 2019 time frame. Three staff members took a trip Wednesday to review the specs on the engine. At this time they were able to make any corrections and take anything off that was needed. Matt Sutphin stated this is a sister truck like the one the station already has. There are only small changes such as the compartment sizes but overall it looks almost like the last same truck. Chief Barbee stated the station received its first custom truck in 1992 and it is still at the station. The engine will be replacing a 2000 model engine which is currently at Station 2. There was a question about the financial process of the engine. The process was first a prepayment and then a trade-in. The department will be able to use the credit to buy equipment and do other things to use up the credit. Each week the department is updated with pictures and the status of the production on the engine. There will be training on the engine but it will be minimal considering this is the same truck as before.

The new engine serves as a pumper tanker, the concept is working well for the fire department. The County has provided tanker shuttle operations and created tanker task force so the engine looks like a pumper tanker. They are carrying a dump tank which is the opposite of what they are used to. There was discussion about the procedures of the

dump and the pumper tanker. It was stated the department still needs the capability of dump tanks because of known areas that will never have hydrants. The discussion went into detail about the process of the dump tanks and how having two will be beneficial.

b) 2019 Fire Advisory Board Meeting Schedule
Presenter: Heidi Holland, Clerk to the Board

ACTION: Adoption of 2019 Fire Advisory Board Meeting Schedule

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

c) CFD Annual Recognition Ceremony
Presenter: Matt Sutphin, Chair

Matt Sutphin mentioned the Annual Holiday Awards banquet which will be held in the Council Chambers at 7:00 pm, on December 11. It will be a dinner and awards ceremony which will include a video. The advisory board is always invited as well as the council and department retirees.

d) Volunteer Appreciation Event - Tuesday, December 4, 2018
Presenter: Matt Sutphin, Chair

Matt reminded the board members about the upcoming Volunteer Appreciation Event on December 4 from 6-8pm at Brick and Mortar.

e) End of Year Update
Presenter: Matt Sutphin

Matt Sutphin stated the department is finishing up year-end matters to get ready for January. He stated physicals were completed during the end of November, everyone passed their physical with no problems. There was discussion of not be able to see the doctor the fire department usually sees, they had to use a contract doctor through North Greenville. It was stated the department has been with North Greenville since 1996, they were one of the first in NC to go with the company. Like most businesses they are seeing a lot of turnovers and changes, in the next year or so they may research for a new doctor.

The department will be hosting the Eastern Carolina Firefighters Association in April. Matt Sutphin stated one of the board members of the Eastern Carolina Firefighters Association reached out to him with information that someone from the Outer will be sponsoring the meal for this event. They will be working on the agenda soon. Once that is complete, it will be sent out and let everyone know what is needed from them. There was mention of concern about the car volume for this event, Matt stated he and his guys will be there to help with anything needed. He stated they are thrilled to have it here, it hasn't been hosted in this area in a long time. There was discussion of setting up a round of golf at Neuse, then lunch followed by the meeting. More information will be available at the

Chief's Conference which will be the end of January or beginning of February.

6 ADJOURN

a) Motion to Adjourn

ACTION: With there being nothing further, the meeting was adjourned at 7:40 p.m.

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

Duly adopted this 24th day of January, 2019.

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Matt Sutphin, Chair

ATTEST:

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