Town of Clayton
Clayton Fire Advisory Board Agenda
Thursday, March 28, 2019 @ 7:00 PM
Clayton Fire Station One

1. CALL TO ORDER

2. OPENING REMARKS

3. APPROVAL OF MINUTES

a. Draft Minutes
January 24, 2019
January 24, 2019 DRAFT Minutes

POTENTIAL ACTION: Adoption of January 24, 2019 Minutes

4. REPORTS FROM FIRE CHIEF

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

b. Budget Update
Presenter: Lee Barbee, Fire Chief

5. OTHER BUSINESS

a. Recent Promotions
Presenter: Matt Sutphin

b. Fire Engine Update
Presenter: Matt Sutphin

c. Eastern Carolina Firefighters Association Update
Presenter: Matt Sutphin

6. ADJOURN

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

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

STAFF PRESENT:
Lee Barbee, Fire Chief
Jason Thompson, Council Member Liaison
Kimberly Moffett, Town Clerk

MEMBERS ABSENT:
Brian Maynard
Paul Zais

1 CALL TO ORDER

2 OPENING REMARKS

3 APPROVAL OF MINUTES

a) Draft Minutes
- November 15, 2018

ACTION: Adoption of November 15, 2018 Minutes

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

4 REPORTS FROM FIRE CHIEF

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

Chief Barbee provided an update regarding the new unit and stated the build time should be 65-70 days. He provided details about the schematics and stated a representative would be on site for a day to offer training on the unit.

Chief Barbee discussed physicals within the Johnston County Fire Departments. Currently approximately 50% of firefighters receive this physical. He shared details about a unique opportunity with Johnston Health and Dr. Ben Atkenson. He stated they would offer the same type of physical received through Greenville Health and it would allow the physicals to take place in Clayton with the goal of 100%participation for all Johnston County Fire Departments involved.

5 ELECTION OF NEW OFFICERS

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

- Chair

ACTION: Election of 2019 Board Chair - Matt Sutphin

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

6 OTHER BUSINESS

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

The Mid-Winter Conference was held from January 30 - February 2, 2019 in Concord, NC.

The Eastern Carolina Firefighters Association quarterly meeting will be in April and final, logistics are being worked out. There was discussion about sponsors for the meeting. Mr. Aldridge stated he believed he could obtain local sponsors for the event. It was agreed that the meal and vendors should be local, possibly using Jerry from Redneck Barbecue. Mr. Sutphin stated he would have additional information after the conference next week. It was requested that the Town Clerk assist in ordering name badges for the advisory board to wear at the event. Mr. Sutphin stated he would provide the logo for inclusion on badges.

There was discussion regarding the invitation list. Invitees would include Clayton Town Council, Johnston County Commissioners, Clayton Police Chief and Representative Donna White. The event is scheduled to be held at Caterpillar. The Fire Chief meeting is also scheduled for the same date and Mr. Sutphin will work on logistics as to whether that group preferred to meet prior to or after scheduled meal. Mr. Aldridge offered to assist with the invitation list.

b) Accreditation Process
Presenter: Jason Dean

Chief Dean provided a handout regarding the Accreditation Process. Chief Dean will serve as the Accreditation Manager and Ms. Jernigan will be very involved in the process. Chief Dean provided details CPSE is and Accreditation. The purpose of this process is continuous improvement. This is a self-assessment process with a very heavy workload. There are only 247 accredited agencies worldwide with only 21 North Carolina agencies currently being accredited and Stoney Point is the only accredited volunteer department in the state. The Garner Fire Department is also going through the process and are slightly ahead of our timeline. Chief Dean spoke about the outstanding support and networking involved with the process.

The positive effects of being involved with accreditation include raising the level of professionalism, providing periodic evaluation to ensure safe operations and coping with

changes.

Chief Barbee and Council Member Thompson stated the Clayton Fire Department has done much of the work and this accreditation will validate that fact.

There was discussion about the benefits of conducting a self-assessment process. The tentative target timeline for Clayton Fire Department is QITA Training this year, start collection of data, risk assessments working on Standard of Cover. Application for Applicant Status would take place in 2020, application for Candidate Status Summer in 2021 and the Accreditation Hearing Excellence Conference in 2022.

7 ADJOURN

a) With there being nothing further the meeting was adjourned at 8:05 p.m.

ACTION: Adjourn the Meeting

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

Duly adopted this the 28th of March, 2019.

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Matt Sutphin, Chair

ATTEST:

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Clerk to the Board