



Town of Clayton
Clayton Fire Advisory Board Agenda
Thursday, September 27, 2018 @ 7:00 PM
Clayton Fire Station One

1. CALL TO ORDER

2. OPENING REMARKS

3. APPROVAL OF MINUTES

- a. DRAFT Minutes
 - July 26, 2018

[July 26, 2018 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of Minutes

4. REPORTS FROM FIRE CHIEF

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

5. OTHER BUSINESS

6. ADJOURN



Town of Clayton
Clayton Fire Advisory Board Minutes
Thursday, July 26, 2018 @ 7:00 PM
Clayton Fire Station One

BOARD MEMBERS PRESENT:

Edwin Aldridge
Matthew Vessie
Paul Zais
Matt Sutphin
Karen Patterson

STAFF PRESENT:

Jason Thompson, Council Member
Lee Barbee, Fire Chief
Kimberly Moffett, Town Clerk

MEMBERS ABSENT:

Brian Maynard
JoAnn Hardee

1 CALL TO ORDER

- a) Matt Sutphin called the meeting to order at 7:00 p.m.

2 OPENING REMARKS

3 APPROVAL OF MINUTES

- a) DRAFT Minutes
• March 22, 2018

ACTION: Adoption of March 22, 2018 Minutes

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

4 REPORTS FROM FIRE CHIEF

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

Chief Barbee stated that everything went well with new budget and a new engine was approved to replace the 2000 Sabre. He stated it would be the same engine with some minor adjustments. The engine will be ready for delivery in approximately 8-9 months, which should be April/May of next year.

Approval was received for a full-time admin support. Liz Jernigan, who currently works in the HR Department, will fill this position.

Mr. Aldridge asked if there was anything requested that was not approved during the budget process. Chief Barbee stated 13 positions had been requested. He stated that following a conversation with the town manager, they both it would benefit us to wait until next year to apply for Safer Grant. Chief Barbee further stated he would prefer to be able to promote from within rather than having to go outside the department and applying later for the grant would allow staff additional time to prepare for promotion opportunity.

Chief Barbee stated that some minor equipment would be purchased but mostly using current equipment.

Matt Sutphin shared information that the fire department had received the Fire House Sub Grant. This grant is for boat and water rescue equipment. The equipment has been received and a good amount of in-service training already completed. Equipment will be put into service shortly.

The department had recently applied for an SFA grant for air-packs; however, that grant was not received. It was stated we might possibly apply again next year.

An update was provided regarding the old brush skid unit, which had been declared surplus property. The Four Oaks Fire Department has purchased that unit.

Matt Sutphin stated the South Atlantic Fire Expo Conference would be held August 8-11, 2018.

5 OTHER BUSINESS

- a) Riverwood Access Road Update
Presenter: Matt Sutphin, Board Chair

Mr. Sutphin shared information regarding the new road access by Riverwood. This new access will allow direct access into the Riverwood Subdivision and thereby allow the Town's department to handle calls in this area. Currently calls are handled by Archer Lodge Fire Department.

- b) New Developments and Growth in Clayton
Presenter: Matt Sutphin, Board Chair

Mr. Sutphin shared information regarding some of the recent growth in Clayton. A total of almost 1400 calls were received in the month of June.

There was discussion regarding possibly holding Clayton's 2019 meeting in conjunction with the 2019 Eastern Fire Meeting. Discussion will continue.

Mr. Aldridge discussed I-40 the areas that Clayton current respond. It was stated that Clayton serves as mutual aid when needed. There was discussion regarding the amount of time required to arrive at certain locations. In particular, discussion was regarding 70 Bypass and I-40. Matt Sutphin shared information about the difficulty, as many times the

locations of an incident is not called in properly and when the firetrucks get on the bypass, there are no turnarounds. He stated currently the trucks stage on 42 until the actual location of the incident is verified.

There was an emergency fire call and Mr. Zais left the meeting at 7:21 p.m.

There was discussion regarding the new development taking place in Clayton. Included in the discussion were the following projects:

- Creech Tract - off of Shotwell Road
- Kyli Knolls
- Steeplechase - 600 residents
- Coopers Meadow
- Parkview
- Carillion Assisted Living - 84 units off of Guy Road
- Highgate
- Lofts @ Old Town Hall
- Capps Tract Townhomes (behind Comfort Suites)
- Avery Farms off of Guy Road
- Gordon Tract
- LaCocina is getting ready to open within the next month

Council Member Thompson stated when Chief comes for staffing we need to present a unified strong front. Discussion included response times and as we continue to grow, our staff needs to grow to keep up with demand. Council Member Thompson stated Clayton is transition from a small town to a medium sized town and we need to stay on top with regard to staffing, infrastructure and especially safety personnel.

Chief Barbee spoke about a focus group meeting held last week. He stated there were several different scenarios involving a large incident occurring. It was stated it was not believed there would be enough personnel within the county to handle a large-scale incident and we would need to reach out to adjoining counties for assistance. There was discussion regarding having qualified training people on scene vs. just having a person on site. It was agreed all Johnston County Fire Departments needed to be on the same page regarding training and certifications.

Chief Barbee stated there will some very important discussions that this board will be taking up soon regarding growth and staffing issues.

Matt Vessie shared information that the Knightdale Fire Department currently advertises in other locations to align with areas from where many folks relocate. One of the areas targeted for advertising was Ohio.

c) 2018 Annual Advisory Board Update to Town Council

As a reminder, the Fire Advisory Board is scheduled to present their annual update to Town Council at the August 20, 2018 meeting. Town Council meetings begin at 6:00 p.m. in the Council Chambers located in Town Hall.

Matt Sutphin suggested council would like to hear another member of the board present this quick update, however, he would be happy to do it if no one was available. It was agreed that as many board members as possible attend the August 20, 2018 Town Council meeting to show support. Mr. Vessie stated he would check his schedule and offered to present if available.

6 ADJOURN

- a) With there being nothing further, the meeting was adjourned at 7:44 p.m.

ACTION: Adjourn the Meeting

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

Duly adopted this the 27th day of September 2018.

Matt Sutphin
Chair

ATTEST:

Heidi L. Holland
Deputy Town Clerk

July 26, 2018
Minutes