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

1. CALL TO ORDER

2. OPENING REMARKS

3. APPROVAL OF MINUTES

a. Draft Minutes
- September 27, 2018

September 27, 2018 DRAFT Minutes

POTENTIAL ACTION: Adoption of September 27, 2018 minutes

4. REPORTS FROM FIRE CHIEF

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

5. OTHER BUSINESS

a. Engine Replacement Update
Presenter: Matt Sutphin, Chair

b. 2019 Fire Advisory Board Meeting Schedule
Presenter: Heidi Holland, Clerk to the Board
Clayton Fire Advisory 2019 Meetings

POTENTIAL ACTION: Adoption of 2019 Fire Advisory Board Meeting Schedule

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

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

6. ADJOURN

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

MEMBERS PRESENT:
Brian Maynard
Edwin Aldridge
Matthew Vessie
Paul Zais
Karen Patterson
JoAnn Hardee

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

MEMBERS ABSENT:
Matt Sutphin

1 CALL TO ORDER

a) Paul Zais called the meeting to order at 7:00 p.m.

2 OPENING REMARKS

3 APPROVAL OF MINUTES

a) DRAFT Minutes
- July 26, 2018

ACTION: Approval of July 26, 2018 Minutes

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 meeting started off discussing how the Town was prepared for Hurricane Florence. Chief Barbee said they were prepared with what they had. All town departments had met to discuss preparation for the hurricane. Chief Barbee stated he did things different during this storm, he learned from Fran. In the past the fire department depended on part-time staff, with part-time numbers being lower than they have ever been (50/50), most of the part-time employees that aren't on a daytime schedule, work in emergency services or on a response team. He knew the part-time employees would be called back to their full-time positions during the storm. Chief Barbee stated he decided to pull in two shifts, he stated this was one of the best decisions ever made in preparation of a storm.

Saturday night there was a structure fire which was blacked out after only a few minutes. There was a video of this fire and it demonstrated how prepared, professional and trained the town. Having the second set of guys staffed gave the Town the manpower to handle the structure fire.

It was stated a wind protocol between 40-45 MPH was used. The electrical department and public works was prepared. The police department also had extra men per shift. The EOC opened Thursday, September 13, 2018 around 7:00 p.m. and shut down about 2:00 p.m. on Saturday, September 15, 2018. There was a full crew working at the EOC Friday morning until Friday evening. There were guys sent out to survey the Town, they found less than 20 pictures of damage reported throughout the Town with the biggest problems being rising water and electrical problems. It was reported that only two houses were damaged by trees.

Karen Patterson asked the members if they were more prepared for Florence than they were for Fran. Chief Barbee stated he heard no complaints from the public on how the Town handled situations from the storm. Chief Barbee stated for future storms he would improve sleeping arrangements, communication and possibly think about catering for the EOC. In the past the EOC has only had to operate for a short duration, Chief Barbee would fear if the EOC had to operate for a longer duration, he stated the Town may not be prepared for that.

There was discussion about preparing for future big storms, things to think about would be FEMA, aftermath, cleanup, long duration – what would the town do for days or weeks after the event. If this occurred, we may need other agencies to come in to relieve some of the guys so they can rest. It was reported on Saturday afternoon that the Town was without power for 9 minutes and then again for 5 minutes with the cause being on Duke Energy's end. There were a few reported isolated incidents of the power being out but only for short periods of time. The winds of Hurricane Florence did not get high enough to knock out power for an extended period of time. Edwin Aldridge stated the crew did a good job being prepared and it seemed like the next day was just like a normal day.

Chief Barbee said he had about 25 town employees answering the phones for the EOC. An EOC of this degree or length had never been used before so it was new to a lot of people. Chief Barbee said he is working on updating some of the information, he also stated that he wants to get it down to the level that the system will be more user friendly where people from the Town will not mind helping with the EOC. Chief Barbee discussed that FEMA uses CityWorks as their software, the Fire Department uses Emergency Recording and the police department uses RMS. Chief Barbee's suggestion is to continue doing what the department is comfortable doing and that all departments can combine everything together at the end. The different software will interact and work together.

It was stated that during Hurricane Fran the Town's populations was 10,000-12,000, right now we are at almost 50,000, with that being said we need to start thinking in a different mindset of preparedness when it comes to future storms. Chief Barbee did discuss that if the storm would have been 25 miles closer it would have flooded Clayton. The boat for the fire department was serviced in July. All of the Fire Department staff, which is approximately 35 people, have been trained on the boat, only half of the part-time staff have been trained. Chief Barbee said the boat did not have to be used during the

hurricane, once the storm hit there were certain counties throughout the state that did have to use their boat, the Town of Clayton was not one of them. Most of the counties that did have to go out were counties on the east coast. Brian Maynard asked if the fire department would benefit from using a high water rescue equipment. Chief Barbee stated that the elevation around Clayton is high, with all the growth going on in the Town that one day it could possible flood like Crabtree Creek does now. He decided that Clayton was not a good candidate at this time for any high water rescue equipment.

There was discussion how Hurricane Matthew gave North Carolina a wakeup call as far as being prepared for storms of this nature. It was also stated that Hurricane Katrina prompted people to overact with being prepared versus not being prepared. It was stated to prepare for the worst, it is easier to scale down and do it with resources available but to remember to keep your business hats on, during emergencies the department still needs to run like a business.

5 OTHER BUSINESS

a) 2018 Annual Advisory Board update to the Town Council

Matt Vessie presented the 2018 Annual Advisory Board update to the Town Council on August 20, 2018. He shared information about the purpose, duties, membership, meeting information and milestones of the advisory board. He stated that Clayton Fire Department would serve as host to the East Carolina Firefighters Association in April 2019. He also shared information of how important it was to stay ahead of the unprecedented growth in Clayton. He further stated he is honored to be part of the board and spoke very highly of all members.

6 ADJOURN

a) Motion to Adjourn

ACTION: With there being nothing further, the meeting was adjourned at 7:55 p.m.

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

Duly adopted this 15th day of November, 2018.

_____
Matt Sutphin
Chair

ATTEST:

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

TOWN OF CLAYTON
FIRE ADVISORY BOARD
2019 MEETINGS

January 24, 2019

March 28, 2019

May 23, 2019

July 25, 2019

September 26, 2019

November 21, 2019*

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: NOVEMBER 15, 2018