



Town of Clayton
Clayton Fire Advisory Board Agenda
Thursday, November 21, 2019 @ 7:00 PM
Clayton Fire Station One

1. CALL TO ORDER

2. OPENING REMARKS

3. APPROVAL OF MINUTES

- a. Draft Minutes
 - September 26, 2019

[September 26, 2019 DRAFT Minutes](#)

POTENTIAL ACTION: Adoption of September 26, 2019 Minutes

4. REPORTS FROM FIRE CHIEF

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

5. OTHER BUSINESS

- a. Departmental Update
Presenter: Matt Sutphin
 - Annual Stat
- b. Special Events
Presenter: Matt Sutphin
 - Recent/Upcoming
- c. By-Laws Update
Presenter: Matt Sutphin
- d. Reminders
 - Advisory Board Appreciation Event - December 3, 2019
 - CFD Christmas Party - December 9, 2019

6. ADJOURN

- a. Adjournment of Meeting
POTENTIAL ACTION: Motion to Adjourn



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

BOARD MEMBERS PRESENT:

Matt Sutphin, Chair
Brian Maynard
Edwin Aldridge
Karen Patterson

STAFF PRESENT:

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

MEMBERS ABSENT:

Matthew Vessie
Paul Zais

1 CALL TO ORDER

- a) Mr. Sutphin called the meeting to order at 7:06 p.m.

2 OPENING REMARKS

- a) There was an adjustment of the agenda, items 5a and 5b were moved under 4a to be included in the Fire Department Update.

3 APPROVAL OF MINUTES

- a) Draft Minutes
• May 23, 2019

ACTION: Adoption of May 23, 2019 Minutes

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

4 REPORTS FROM FIRE CHIEF

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

SAFER GRANT

Chief Barbee stated he received notification they had been awarded the 2018 Staffing for Adequate Fire and Emergency Response (SAFER) Grant the fire department applied for. The grant, in the amount of \$1,572,981.00, would fund fifteen firefighters over a three year period. This grant would fund all fifteen firefighters at 75% the first and second years and 35% in the third year. The Town would take over funding the positions in full in the fourth year. He stated in the FY 19-20 Budget, the department was approved for

nine full time positions. Chief Barbee stated the department met the criteria for high call volume, training, medical physical and health safety. He stated the department is very fortunate to have been awarded this grant. There was discussion on the cities in North Carolina that were awarded this grant and the amounts awarded to them. The Town of Clayton received the highest grant amount out of all of the cities awarded in North Carolina. Chief Barbee stated he will present this to Council on October 7 and ask for their approval to accept this grant. There was a suggestion for a letter of support from the board members be included in the agenda for Council to see their support for this grant.

ACCREDITATION UPDATE

Chief Barbee stated the fire department has applied for the accreditation and has started the process. Chief Barbee stated Jason Dean researched a lot for the accreditation. There are six staff from the fire department that have been through the process and the department is ready to start moving forward. At some point a presentation will be created to present to the advisory board and then will go before Council for their final decision. This process requires a lot of research and analysis which will have to be a team effort throughout the department, Chief Barbee stated he would like for all of the staff to know about this process so everyone will be able to participate. There was discussion on the lengthy process, which will take about 5 years to complete.

PUBLIC SAFETY ADVISORY BOARD

During the last budget process there was discussion with the police department, fire department and Council to create a citizen board that will combine the police and fire departments with public safety. The idea is instead of creating a new board, change the Fire Advisory Board to Public Safety Advisory Board. There was discussion on the representation of the board members, if the SAFER grant gets approved, the part-time staff will decrease which will affect the member representation stated in the current by-laws. There was discussion among the board to possibly change the two fire department positions to one fire department and one police department position and to create one chair and one co-chair from each department. It was suggested to invite Blair Myhand to the November meeting to further discuss this.

ACTION: Motion to Support SAFER Grant

Motion: Board Member Patterson

Second: Board Member Aldridge

Vote: Unanimous

5 OTHER BUSINESS

- a) 2020 Fire Advisory Board Meeting Schedule
Presenter: Heidi Holland, Clerk to the Board

ACTION: Adoption of 2020 Meeting Schedule

Motion: Board Member Maynard

Second: Board member Aldridge

Vote: Unanimous

6 ADJOURN

a) Adjournment of Meeting

With there being nothing further the meeting was adjourned at 8:11 p.m.

ACTION: Motion to Adjourn

Motion: Board Member Aldridge

Second: Board Member Patterson

Vote: Unanimous

Duly adopted this the 21st day of November, 2019.

Matt Sutphin,
Chair

ATTEST:

Heidi Holland, Deputy Town Clerk and
Clerk to the Board