

**Center Harbor Board of Selectmen
Meeting Minutes
Friday, July 9, 2021**

CALL TO ORDER: At 10:00. Chairman Harry Viens called the Board of Selectmen's meeting to order. Selectmen Richard Hanson and Richard Drenkhahn (via speakerphone) were present. Selectmen's Administrative Assistant Robin Woodaman was also in attendance.

AGENDA REVIEW: No changes were made to the agenda.

TOWN DEPARTMENT STAFFING:

- **Fire Department:**

- **Fire Chief Leon Manville's resignation:** Mr. Viens motioned to accept, with regret, Chief Manville's resignation from the Center Harbor Fire Department effective August 1, 2021. Mr. Hanson seconded the motion and the vote was unanimous. Mr. Viens thanked Chief Manville for his excellent years of service to the Town; Mr. Hanson and Mr. Drenkhahn agreed.
- **Part-time Fire Chief's position:** Mr. Viens reported on possible courses of action:
 - Advertise within the Center Harbor Fire Department,
 - Advertise outside the Center Harbor Fire Department,
 - Contract with a firm to conduct an outside search,
 - Work with other towns for a mutual chief.

The Selectmen discussed advertising within, and outside, the Department. Interested candidates on the Center Harbor Fire Department will be asked to submit their letter of intent, and qualifications by Wednesday, July 15, 2021 for review at that evening's Board of Selectmen's meeting. Mr. Viens reported, if the Selectmen decide at their July 15th meeting to appoint a current member of the Fire Department, it should be as Acting Fire Chief and the Selectmen will address the "Acting" status after 6 – 8 weeks; Mr. Hanson and Mr. Drenkhahn agreed. Mr. Drenkhahn explained by appointing an Acting Chief the Selectmen will have the ability to review outside candidates; there will be a probationary period for whoever is hired.

- **Job description:** Mr. Viens recommended including EMT requirements in the Part-Time Fire Chief's job description. Mr. Hanson reported "formal" should be inserted before the word education. Mr. Viens motioned to update the Part-Time Fire Chief's job description to include the EMT requirement and formal education. Mr. Hanson seconded the motion and the vote was unanimous.

ADJOURNMENT: At 10:21 a.m. Mr. Drenkhahn motioned to adjourn the Board of Selectmen's meeting. Mr. Viens seconded the motion and the vote was unanimous.

Respectfully submitted,

Robin Woodaman
Selectmen's Administrative Assistant