

**Center Harbor Board of Selectmen  
Meeting Minutes  
Wednesday, December 7, 2011**

**CALL TO ORDER:** Chairman Randy Mattson called the meeting to order at 5:07 p.m. Selectmen Charley Hanson and David Hughes were present. Local Government Center Risk Management Representatives Scott Weden, Ron O’Keefe and Wynette DeGroot, Fire Chief John Schlemmer, Keith Fitzgerald and Selectmen’s Secretary Robin Woodaman were also in attendance.

**APPOINTMENTS:**

**LOCAL GOVERNMENT CENTER (LGC) REPRESENTATIVES SCOTT WEDEN, RON O’KEEFE AND WYNETTE DEGROOT:** The following items were discussed:

- **Fire Department audit:** Mr. Hanson reported on the history of the Fire Department from 2006 to 2011, and reported the Fire Department was in turmoil in 2006, in 2007 Interim Fire Chief Bob Wood was employed for approximately nine (9) months and then Chief Schlemmer was hired. Mr. Hanson reported the Fire Department has made significant strides in many areas during this time. Mr. Hanson reported Chief Schlemmer had inquired about an audit of the Fire Department last spring.

There was discussion regarding the components of an audit of the Fire Department, which will be based on accepted national standards. The audit will include a review of personnel services, a management study, policies and procedures, trainings, interviews of staff members and a comparison of the Center Harbor Fire Department to similar sized communities. Mr. Hanson asked for the report to include a section on the Mutual Aid relationships. Mr. O’Keefe reported the Lakes Region Mutual Aid is one of the best mutual aid regions in the State.

Mr. O’Keefe reported he was the Town’s Risk Management Representative for 6 ½ years and would be the LGC Representative to perform the audit, if the Town was to contract with LGC. He reported the Fire Department has come “leaps and bounds” from where it was. He reported he has worked with Chief Schlemmer and is very familiar with the Fire Department’s equipment and facility. Mr. Hanson reported the Fire Department is fortunate to have enough staff currently, but expressed his concern for future staffing. There was discussion regarding the recruitment and retention of staff.

Mr. Weden reported the audit would cost \$500; the Town would receive a 30% discount because it has three (3) types of insurance through LGC. Mr. Hanson motioned to sign the contract with LGC for an audit of the Fire Department in the amount of \$350. Ms. Mattson seconded the motion and the vote was unanimous.

Mr. Hughes asked about audits of other Town departments. Mr. Weden reported, typically, LGC audits the Fire and Police Departments and Emergency Medical Services; the higher risk areas.

- **Police Station**: There was discussion regarding holding facilities, and the associated liability, in Police Stations. Mr. Weden suggested the Selectmen meet with LGC Risk Representative Brett Burbank regarding Police standards.

**ADJOURNMENT**: At 5:44 p.m. Ms. Mattson motioned to adjourn the Board of Selectmen's meeting. Mr. Hanson seconded the motion and the vote was unanimous.