

## BALDWIN TOWNSHIP SPECIAL WORKSHOP

February 8, 2010

**Present** – Supervisors Larry Handshoe, Bryan Lawrence, Jim Oliver and Jay Swanson. Supervisor Jeff Holm arrived at 6:38 p.m.

**Call to Order** – The February 8, 2010 special workshop meeting of Baldwin Township was called to order by Vice-Chairman Jay Swanson at 6:01 p.m.

**Pledge of Allegiance** – All present recited the Pledge of Allegiance.

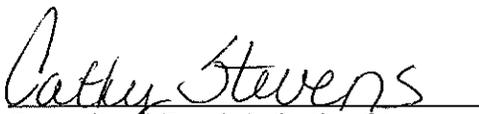
**Review Fire Department Handbook** – The town board reviewed the changes made at the previous meeting along with written comments prepared by Chuck Nagle. The board discussed incorporating most of Mr. Nagle's written comments into a fire department "frequently asked questions" handbook that would be separate from the regular handbook.

Supervisor Jeff Holm left at 7:17 p.m.

Discussion was held regarding safety concerns that Mr. Nagle had along with items regarding pay and mileage issues.

Swanson suggested creating an Appendix C which would include pay rates and mileage. Oliver stated that he believed it was premature for the board to determine without asking the chief first and does not feel it should be included in the handbook. It needs to be posted. Lawrence responded that it needs to be documented somewhere. Swanson stated that it is the board's responsibility for what those numbers are going to be and they should be reviewed every year. They are changeable and reviewable by the board. Lawrence stated that the board has seen proposals from the departments as far as salaries go. Oliver stated that this is opening up another can of worms. Approve the handbook and then create a pay list. Swanson replied that he would like to have more meetings and do it right. The board discussed utilizing a time clock and time cards in the fire department. Lawrence stated that he will contact the chief and have him send the pay rates to the township in appendix form by Friday of this week. Oliver stated that he wanted to add the approval of the handbook to the board of audit agenda scheduled for February 16, 2010. The board agreed that the approval will be added to that agenda.

**Adjourn** – Handshoe/Lawrence unanimous to adjourn at 8:13 p.m.



Submitted By: (s/) Cathy Stevens  
Clerk/Treasurer  
Baldwin Township



Approved By: (s/) Jeffrey Holm  
Chairman, Board of Supervisors  
Baldwin Township

Attendees: Chuck Nagle, Jeremy Linden