

RESOLUTION NO: 24-24

TOWN OF BALDWIN  
COUNTY OF SHERBURNE, MINNESOTA

**Resolution Adding a Fire Code Enforcement Policy and Fire Code Enforcement Official to Baldwin Township's Realm of Responsibility.**

- Whereas:** Baldwin Township has experienced significant growth in recent years,
- Whereas:** Baldwin Township has incorporated building permit issuance into its realm of duties and responsibilities,
- Whereas:** Baldwin Township has incorporated building code enforcement into its realm of duties and responsibilities by adopting the Minnesota State building code regulations through ordinance 920 on 4-18-2022,
- Whereas:** Baldwin Township has incorporated a code enforcement policy and procedure for ordinances and codes other than fire into its method of operations,
- Whereas:** There is a demonstrated need for Baldwin Township to establish a local Fire code enforcement official and policies governing such enforcement,
- Whereas:** The Baldwin Town Board deems fire code enforcement by its very nature a distinct and separate issue from other code enforcement.
- Whereas:** Baldwin Township oversees the operations of its own fire department - The Baldwin Fire Department.
- Whereas:** The Baldwin Fire Department has held a Chief in good standing for over 20 years,
- Whereas:** Fire code issues and fire department issues may differ, they in circumstance are similar if not congruent in nature,

**Therefore be it resolved;**

The Baldwin Township Board deems the Chief of the Baldwin Fire Department to be the Town's Fire Code Enforcement Official. The Fire Chief will receive payment, separate from his or her pay, for acting duties as Chief, for performing fire code enforcement duties as they are required. The Chief will develop a log of the hours spent on code enforcement. The pay will be disseminated according to the actual logged hours the Fire Chief spends on enforcement issues and will be commensurate with Baldwin Township's pay and fee schedule. The origination rate of pay, however, shall be established by this resolution to be \$35.00 per hour for code enforcement issues. The

Fire Chief shall have the ability to delegate some or all code enforcement duties, including the pay established by the pay schedule, to another fire department member he or she deems fit or necessary to carry out Fire code enforcement. The Fire Chief however shall retain at all times, regardless of delegation, the full responsibilities for code enforcement. The Fire Chief, and/or their assigns, shall as necessarily receive training in code enforcement issues and/or other requirements. The training classes, whether online, in person or offsite, shall be paid for by the township. The hours the Fire Chief, and/or their assigns, accumulate in training shall be eligible to be logged and redeemed as code enforcement issues. The logged hours shall not exceed 20 hours per week without prior Town Board approval. The Fire Chief shall submit a code enforcement report monthly for the Town Board's review.

**Be it further resolved:**

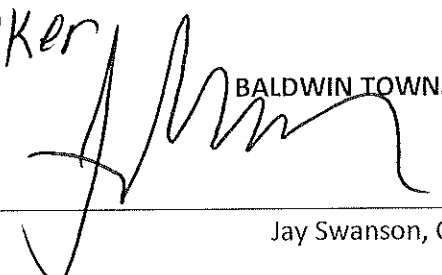
The Fire Chief as the code enforcement official, after collaboration with the Town Board, staff and inclusion of any necessary state rules or requirements, shall document and submit to the Town Board a procedure for the fire code enforcement requirements which will be incorporated into the fire department handbook by adding a code enforcement section under the Chief's duties and responsibilities section upon the Town Board's approval.

**Be it further resolved:**

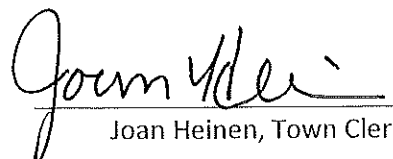
As this is a new policy and a new position being established by the town, it is expected to require review from time to time to ensure its integrity within Baldwin Township's policies and procedures.

ADOPTED by the Town Board of Baldwin Township this 17<sup>th</sup> day of June, 2024.

MOTION BY: Rush  
SECONDED BY: Walker  
IN FAVOR: OPPOSED: Swanson, Rush, Walker  
abstained: Scott Case  
absent: Jeff Holm

  
BALDWIN TOWNSHIP  
Jay Swanson, Chair

ATTEST:

  
Joan Heinen, Town Clerk/Treasurer