



Date/Time: Tuesday January 16, 2024 @ 6:30 pm
Location: Town of Holland Town Hall, Holmen, WI, 54636

The Holmen Area Fire Department Board will hold a meeting on **January 16, 2024 at 6:30 pm** at the **Town of Holland Town Hall**.

All items on the agenda indicate items for discussion and possible action.

The agenda for the meeting is as follows:

- 1.) Chair to call the meeting to order
- 2.) Pledge of Allegiance
- 3.) Roll Call
- 4.) Approval of Meeting Minutes
 - a. 12/19/2023
- 5.) Resident or Employee Concerns/Comments

The Board may receive information from the public and department employees, but reserves the right to limit the time that the public/employee may comment, as well as the right to limit the degree to which members of the public and employees may participate in the meeting.
- 6.) Financial Review (Treasurer)
 - a. 2024 Balance Sheet
 - b. LGIP
 - c. Profit and Loss - Budget versus Actual
 - d. Special Topics
- 7.) Fire Administration Report (Chief Ostreng)
 - a. December 2023 Incident/Activity Report
 - b. Fire Administration Report
 - c. Staffing/Personnel Updates
 - d. Fleet update
- 8.) HAFD website
 - a. Initial discussion of direction
- 9.) Future fire house planning
 - a. Continued open discussions, no actions
- 10.) Closed Session
 - a. Convene in Closed Session
 - i. The Board shall consider a motion to convene in closed session pursuant to Wis. Stats. §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. To Wit:



- a. Review retired Firefighter/EMT payout
 - b. Probation extension of probationary Firefighter/EMT
 - c. Review candidates for full-time Firefighter/EMT positions
- 11.) Reconvene in Open Session
 - 12.) Reservation of right for action and/or recommendation on Closed Session item(s)
 - 13.) Next Regular Meeting Date – 2/20/2024
 - 14.) Adjourn



Date Notice Emailed: 01/12/2024

Notices Posted: 01/12/2024

Notices Emailed To:

Holmen Are Fire Assoc. Board	Town/Village	Media	Posted
Doug Jorstad-Holmen (Secretary)	Marilyn Pedretti	Holmen Courier	Holmen Area FD
Rod Stanek - Holmen (Treasurer)	Rhonda Hesselberg	La Crosse Tribune	Town of Holland
Bob Stupi-Holland	Scott Heinig	La Crosse Radio Group	Village of Holmen
Jeff Herlitzke-Holland (President)	HAFD Members/IAFF L127	WXOW	Holmen USPS
Michael Hoffman-Holland (Alternate)	HAFD Admin	WKBT	Holmen Library
Travis Elam-Holmen (Alternate)		WIZM	
		FOX2548	

Holmen Area Fire Association Minutes
December 19, 2023

CALL TO ORDER: Meeting called to order by Jeff Herlitzke at 5:30 pm

PLEDGE OF ALLEGIANCE RECITED

ROLL CALL: Jeff Herlitzke, Bob Stupi, Rod Stanek, Doug Jorstad and Chief Ostreng.

APPROVAL OF 10-17-23 AND 11-21-23 MINUTES: Motion by Stanek/Stupi for approval. Motion carried unanimously.

RESIDENT OR EMPLOYEE CONCERNS: None

FINANCIAL REVIEW: Stanek presented review of balance sheet as of November 30, 2023 showing that we have used 86.6% of our budget. Chief to inquire on closing inactive accounts.

FIRE ADMINISTRATION REPORT: Calls for November were at 107. Still receiving many calls at the Memory Care Facility. Chief to reach out to them for possible solution.

Phil Davies to retire December 30, 2023. Rescue 1 to be back in service 12-20-23. Future vehicle replacement priority list to be coming soon.

FUTURE FIRE HOUSE PLANNING: Another firm may have interest in providing services for conducting feasibility study. Study costs may be in the 25K to 30K area. Chief to get quote and timetable for study.

CLOSED SESSION: Convene in Closed Session per Wis. Stats. 19.85(1)(c). Motion by Stanek/Jorstad to go into closed session. Roll call vote was unanimous. Motion carried.

RECONVENE IN OPEN SESSION: Motion by Stanek/Jorstad to reconvene into open session. Motion carried.

RESERVATION OF RIGHT FOR ACTION AND/OR RECOMMENDATION ON CLOSED SESSION ITEM(S): Motion by Stupi/Stanek to promote Engineer Mike Lavery to position of Captain effective March 18, 2024. Motion carried unanimously.

NEXT REGULAR MEETING: January 16, 2024 at Town of Holland.

ADJOURN: Motion to adjourn by Stanek/Jorstad. Motion carried. Meeting adjourned at 6:12 pm.

HOLMEN AREA FIRE DEPARTMENT
Balance Sheet
As of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Park Bank	
Park Bank Checking	238,773.33
Total Park Bank	<u>238,773.33</u>
LGIP-General Capital Savings	
LGIP- Capital Savings	6,384.65
LGIP -Operational Checking	1.82
LGIP-2% Dues Savings	219,261.29
LGIP-Scholarship Fund	0.37
LGIP- Special Events/Donations	23,559.93
Total LGIP-General Capital Savings	<u>249,208.06</u>
Total Checking/Savings	<u>487,981.39</u>
Total Current Assets	<u>487,981.39</u>
TOTAL ASSETS	<u><u>487,981.39</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Life Insurance Payable EE	32.92
WI Retirement Payable	7,220.96
Union Dues Payable	560.71
Payroll Liabilities	7,366.86
Total Other Current Liabilities	<u>15,181.45</u>
Total Current Liabilities	<u>15,181.45</u>
Total Liabilities	15,181.45
Equity	
Retained Earnings	281,199.41
Net Income	191,600.53
Total Equity	<u>472,799.94</u>
TOTAL LIABILITIES & EQUITY	<u><u>487,981.39</u></u>

9:22 AM

01/08/24

Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss Budget vs. Actual
 January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2% Fire Protection Equipmnet	72,199.62	63,000.00	9,199.62	114.6%
Income-Budget	1,623,848.32	1,622,683.00	1,165.32	100.1%
Capital /Reserve Income	50,000.00	50,000.00	0.00	100.0%
Income-Interest	799.78			
Income-Interest-Special	14,371.49			
Donations/Grants	47,353.19	50,000.00	-2,646.81	94.7%
Total Income	1,808,572.40	1,785,683.00	22,889.40	101.3%
Expense				
CAPITAL EXPENDITURES				
2% Fire Protection Equipment Ex	18,839.39	18,839.39	57,968.24	407.7%
Building -Capital Expenditures	20,000.00	20,000.00	-5,178.34	74.1%
EMS-Capital Expenditures	22,881.68	10,000.00	12,881.68	228.8%
Fire-Capital Expenditures	15,837.88	20,000.00	-4,162.12	79.2%
Office-Capital Expenditure	6,908.60			
Total CAPITAL EXPENDITURES	137,257.45	68,839.39	68,418.06	199.4%
Wages				
SALARY/WAGES EXPENSE				
Employee Benefit Health	166,454.20	236,438.77	-69,984.57	70.4%
Employee Retirement Career	100,499.43	113,544.62	-13,045.19	88.5%
Insurance-Life	1,529.74	3,129.69	-1,599.95	48.9%
Insurance-Work-Comp	26,933.29	30,000.00	-3,066.71	89.8%
Officer Salary	71,153.88	78,750.00	-7,596.12	90.4%
Salary	604,005.07	728,871.49	-124,866.42	82.9%
Salary-OT	105,664.96	115,000.00	-9,335.04	91.9%
Acting Pay	2,080.00	1,650.00	430.00	126.1%
FLSA	10,499.00	18,869.56	-8,370.56	55.6%
Holiday Pay	25,258.56	45,434.40	-20,175.84	55.6%
Parttime Wages	2,297.87	10,000.00	-7,702.13	23.0%
Payroll-Tax Expense	62,037.47	76,391.02	-14,353.55	81.2%
Fire Administration Contract	35,968.30			
SALARY/WAGES EXPENSE - Other	0.00			
Total SALARY/WAGES EXPENSE	1,214,381.77	1,458,079.55	-243,697.78	83.3%
Total Wages	1,214,381.77	1,458,079.55	-243,697.78	83.3%
BUILDING				
Building Maintenance/Repair	2,775.23	3,000.00	-224.77	92.5%
Grounds Maintenance	2,762.63	3,000.00	-237.37	92.1%
Supplies	2,759.74	2,000.00	759.74	138.0%
Total BUILDING	8,297.60	8,000.00	297.60	103.7%

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01/08/24

Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss Budget vs. Actual
 January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
EMS				
Lease/Air/Oxygen	740.31	650.00	90.31	113.9%
Repairs & Maintenance	219.54	500.00	-280.46	43.9%
Replacement-EMS	927.19	600.00	327.19	154.5%
Supplies	3,276.03	2,000.00	1,276.03	163.8%
Training	112.00	1,000.00	-888.00	11.2%
Total EMS	5,275.07	4,750.00	525.07	111.1%
FIRE				
Professional Dues/Licenses	60.00	2,000.00	-1,940.00	3.0%
Fire Prevention/Pub Education	496.12	500.00	-3.88	99.2%
Batteries	148.09	300.00	-151.91	49.4%
Conventions/Conferences	2,109.59	2,500.00	-390.41	84.4%
Physicals	7,533.84	5,000.00	2,533.84	150.7%
Repairs & Maintenance	1,486.16	3,500.00	-2,013.84	42.5%
Replacement -Fire	1,156.26	2,000.00	-843.74	57.8%
Supplies	3,112.49	1,500.00	1,612.49	207.5%
Testing/Insp	723.67	1,000.00	-276.33	72.4%
Training	2,293.10	5,000.00	-2,706.90	45.9%
Uniform Clothing	14,969.37	8,000.00	6,969.37	187.1%
Total FIRE	34,088.69	31,300.00	2,788.69	108.9%
INSURANCE				
Insurance-General	15,953.00	14,001.00	1,952.00	113.9%
Total INSURANCE	15,953.00	14,001.00	1,952.00	113.9%
OFFICE				
Consulting	77,017.75	75,000.00	2,017.75	102.7%
Human Resources/Business Support	10,648.77	5,000.00	5,648.77	213.0%
Accounting Services	9,390.00	8,500.00	890.00	110.5%
Attorney/Support	2,852.50	2,000.00	852.50	142.6%
Computer Maintenance	11,541.25	11,499.12	42.13	100.4%
Office Software	12,685.36	15,000.00	-2,314.64	84.6%
Office Supplies	1,426.16	1,413.94	12.22	100.9%
Postage	141.30	200.00	-58.70	70.7%
Telephone/Cell-Phones/Internet	5,297.64	4,500.00	797.64	117.7%
Total OFFICE	131,000.73	123,113.06	7,887.67	106.4%
UTILITIES				
Electricity	12,076.53	9,000.00	3,076.53	134.2%
Heating/Cooling	0.00	1,500.00	-1,500.00	0.0%
Water/Sewer/Runoff	3,303.20	3,100.00	203.20	106.6%
Total UTILITIES	15,379.73	13,600.00	1,779.73	113.1%
VEHICLES				

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Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss Budget vs. Actual
 January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Fuel	14,354.52	20,000.00	-5,645.48	71.8%
Repairs & Maintenance	40,983.31	39,000.00	1,983.31	105.1%
Testing/Inspection	0.00	1,000.00	-1,000.00	0.0%
Tire Replacement	0.00	4,000.00	-4,000.00	0.0%
Total VEHICLES	55,337.83	64,000.00	-8,662.17	86.5%
Total Expense	1,616,971.87	1,785,683.00	-168,711.13	90.6%
Net Ordinary Income	191,600.53	0.00	191,600.53	100.0%
Net Income	191,600.53	0.00	191,600.53	100.0%

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Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss Budget vs. Actual
 January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2% Fire Protection Equipmnet	0.00	70,000.00	-70,000.00	0.0%
Income-Budget	0.00	1,735,061.20	-1,735,061.20	0.0%
Capital /Reserve Income	0.00	50,000.00	-50,000.00	0.0%
Total Income	0.00	1,855,061.20	-1,855,061.20	0.0%
Expense				
CAPITAL EXPENDITURES				
2% Fire Protection Equipment Ex	0.00	10,000.00	-10,000.00	0.0%
Building -Capital Expenditures	0.00	20,000.00	-20,000.00	0.0%
EMS-Capital Expenditures	0.00	10,000.00	-10,000.00	0.0%
Fire-Capital Expenditures	0.00	20,000.00	-20,000.00	0.0%
Total CAPITAL EXPENDITURES	0.00	60,000.00	-60,000.00	0.0%
Wages				
SALARY/WAGES EXPENSE				
Employee Benefit Health	0.00	198,658.20	-198,658.20	0.0%
Employee Retirement Career	14,194.95	140,292.10	-126,097.15	10.1%
Insurance-DWD Compensation	0.00	5,203.37	-5,203.37	0.0%
Insurance-Life	0.00	3,592.46	-3,592.46	0.0%
Insurance-Work-Comp	0.00	30,000.00	-30,000.00	0.0%
Officer Salary	3,846.15	105,000.00	-101,153.85	3.7%
Salary	23,678.33	793,113.48	-769,435.15	3.0%
Salary -OT	9,034.58	120,159.00	-111,124.42	7.5%
Acting Pay	100.00	1,260.00	-1,160.00	7.9%
FLSA	0.00	20,827.56	-20,827.56	0.0%
Holiday Pay	5,408.28	47,935.43	-42,527.15	11.3%
Parttime Wages	0.00	10,000.00	-10,000.00	0.0%
Payroll-Tax Expense	3,218.14	84,019.60	-80,801.46	3.8%
Fire Administration Contract	0.00	36,000.00	-36,000.00	0.0%
SALARY/WAGES EXPENSE - Other	0.00	0.00	0.00	0.0%
Total SALARY/WAGES EXPENSE	59,480.43	1,596,061.20	-1,536,580.77	3.7%
Total Wages	59,480.43	1,596,061.20	-1,536,580.77	3.7%
BUILDING				
Building Maintenance/Repair	87.05	3,000.00	-2,912.95	2.9%
Grounds Maintenance	81.95	3,000.00	-2,918.05	2.7%
Supplies	49.43	2,500.00	-2,450.57	2.0%
Total BUILDING	218.43	8,500.00	-8,281.57	2.6%
EMS				
Lease/Air/Oxygen	0.00	650.00	-650.00	0.0%
Repairs & Maintenance	0.00	250.00	-250.00	0.0%

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Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss Budget vs. Actual
 January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Replacement-EMS	0.00	600.00	-600.00	0.0%
Supplies	0.00	4,000.00	-4,000.00	0.0%
Training	45.00	1,000.00	-955.00	4.5%
Total EMS	45.00	6,500.00	-6,455.00	0.7%
FIRE				
Professional Dues/Licenses	0.00	2,000.00	-2,000.00	0.0%
Fire Prevention/Pub Education	0.00	500.00	-500.00	0.0%
Batteries	49.97	300.00	-250.03	16.7%
Conventions/Conferences	0.00	2,500.00	-2,500.00	0.0%
Physicals	0.00	5,000.00	-5,000.00	0.0%
Repairs & Maintenance	0.00	3,000.00	-3,000.00	0.0%
Replacement -Fire	0.00	2,000.00	-2,000.00	0.0%
Supplies	0.00	4,000.00	-4,000.00	0.0%
Testing/Insp	0.00	1,000.00	-1,000.00	0.0%
Training	0.00	5,000.00	-5,000.00	0.0%
Uniform Clothing	0.00	15,000.00	-15,000.00	0.0%
Total FIRE	49.97	40,300.00	-40,250.03	0.1%
INSURANCE				
Insurance-General	0.00	14,000.00	-14,000.00	0.0%
Total INSURANCE	0.00	14,000.00	-14,000.00	0.0%
OFFICE				
Human Resources/Business Support	0.00	15,000.00	-15,000.00	0.0%
Accounting Services	0.00	9,000.00	-9,000.00	0.0%
Attorney/Support	0.00	3,000.00	-3,000.00	0.0%
Computer Maintenance	0.00	10,000.00	-10,000.00	0.0%
Office Software	2,023.50	18,000.00	-15,976.50	11.2%
Office Supplies	0.00	1,000.00	-1,000.00	0.0%
Postage	0.00	200.00	-200.00	0.0%
Telephone/Cell-Phones/Internet	297.18	9,000.00	-8,702.82	3.3%
Total OFFICE	2,320.68	65,200.00	-62,879.32	3.6%
UTILITIES				
Electricity	0.00	14,000.00	-14,000.00	0.0%
Heating/Cooling	0.00	1,500.00	-1,500.00	0.0%
Water/Sewer/Runoff	758.73	4,000.00	-3,241.27	19.0%
Total UTILITIES	758.73	19,500.00	-18,741.27	3.9%
VEHICLES				
Fuel	0.00	25,000.00	-25,000.00	0.0%
Repairs & Maintenance	0.00	15,000.00	-15,000.00	0.0%
Testing/Inspection	0.00	1,000.00	-1,000.00	0.0%

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01/08/24

Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss Budget vs. Actual
January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Tire Replacement	0.00	4,000.00	-4,000.00	0.0%
Total VEHICLES	0.00	45,000.00	-45,000.00	0.0%
Total Expense	62,873.24	1,855,061.20	-1,792,187.96	3.4%
Net Ordinary Income	-62,873.24	0.00	-62,873.24	100.0%
Net Income	-62,873.24	0.00	-62,873.24	100.0%

CALLS BY MONTH

	2017	-/+	2018	-/+	2019	-/+	2020	-/+	2021	-/+	2022	-/+	2023	-/+
JANUARY	74	23	74	0	103	29	83	-20	83	0	113	30	92	-21
FEBRUARY	82	23	71	-11	80	9	71	-9	80	9	92	12	97	5
MARCH	81	8	65	-16	107	42	64	-43	111	26	112	1	103	-9
APRIL	90	23	87	-3	97	10	85	-12	104	19	122	18	130	8
MAY	85	22	92	7	82	-10	70	-12	101	31	131	30	114	-17
JUNE	76	-4	90	14	98	8	83	-15	88	5	91	3	94	3
JULY	79	0	98	19	80	-18	92	12	109	17	104	-5	101	-3
AUGUST	82	-14	87	5	84	-3	97	13	125	28	104	-21	113	9
SEPTEMBER	64	5	84	20	77	-7	90	13	113	23	128	15	97	-31
OCTOBER	80	22	82	2	87	5	109	22	132	23	100	-32	120	20
NOVEMBER	89	21	94	5	77	-17	106	29	94	-12	109	15	107	-2
DECEMBER	64	-8	77	13	85	8	102	17	109	7	109	0	118	9
TOTAL	946	121	1001	55	1057	56	1052	-5	1249	176	1315	66	1286	-29

CALL TYPES RESPONDED TO FOR MARCH

INCIDENT TYPE	TOTAL
1 - Fire	3
3 - Rescue & Emergency Medical Service Incident	87
4 - Hazardous Condition (No Fire)	2
5 - Service Call	3
6 - Good Intent Call	16
7 - False Alarm & False Call	6
8 - Severe Weather & Natural Disaster	0
9 - Special Incident Type	1
	118



Holmen Area Fire Department

710 Main Street, Holmen, WI 54636

info@holmenfire.com - 608.526.9636



Scheduled: HAFD 2 Incidents by Municipality

Report pulled on :01/10/2024 08:45 AM

Incident Category	Total
Municipality: Galesville	
6 - Good Intent Call	1
Total: 1	
Municipality: Town of Holland	
1 - Fire	1
3 - Rescue & Emergency Medical Service Incident	8
4 - Hazardous Condition (No Fire)	1
6 - Good Intent Call	4
Total: 14	
Municipality: Town of Onalaska	
1 - Fire	1
6 - Good Intent Call	2
Total: 3	
Municipality: Village of Holmen	
1 - Fire	1
3 - Rescue & Emergency Medical Service Incident	79
4 - Hazardous Condition (No Fire)	1
5 - Service Call	3
6 - Good Intent Call	9
7 - False Alarm & False Call	6
9 - Special Incident Type	1
Total: 100	
Total: 118	

Report Criteria

Municipality: Is In Bangor/Burns, Campbell, City of Onalaska, Farmington, Galesville, La Crescent, La Crosse, Medary, Shelby, Stoddard/Bergen, Town of Holland, Town of Onalaska, Trempealeau, Village of Holmen, West Salem

Agency Name: Is Equal To Holmen Fire

Basic Incident Date - Derived (Fd1.3): Is Equal To Last Month

Description

Call totals for individual communities served by HAFD.

Memo



To: Fire Board
From: Ryan Ostreng
cc:
Date: January 15, 2024
Re: HAFD Website

I received two phone calls from community members in November of 2023 and have had four recent applicants for firefighter/EMT that have asked how they can access HAFD's website for department information. It is time to make HAFD information once again available on the internet to help increase the organization's transparency to the communities we serve and others that are interested in what HAFD does. I would like to initiate discussion to explore the cost of HAFD teaming up with either the Village of Holmen or the Town of Holland to act as a "department" under one of their websites to get this internet presence started.

Memo



To: Fire Board
From: Ryan Ostreng
cc:
Date: January 15, 2024
Re: HAFD Website

I received two phone calls from community members in November of 2023 and have had four recent applicants for firefighter/EMT that have asked how they can access HAFD's website for department information. It is time to make HAFD information once again available on the internet to help increase the organization's transparency to the communities we serve and others that are interested in what HAFD does. I would like to initiate discussion to explore the cost of HAFD teaming up with either the Village of Holmen or the Town of Holland to act as a "department" under one of their websites to get this internet presence started.