



Date/Time: Tuesday February 20, 2024 @ 6:30 pm
Location: Town of Holland Town Hall, Holmen, WI, 54636

The Holmen Area Fire Department Board will hold a meeting on **February 20, 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. 01/16/2024
 - b. 02/07/2024
- 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. January 2024 Incident/Activity Report
 - b. Fire Administration Report
 - c. Staffing/Personnel Updates
 - d. Fleet update
- 8.) HAFD website
 - a. Continued 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 or updates on candidates for possible full-time employment.
- 11.) Reconvene in Open Session
- 12.) Reservation of right for action and/or recommendation on Closed Session item(s)
- 13.) Next Regular Meeting Date – 3/19/2024
- 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
January 16, 2024

CALL TO ORDER: Meeting called to order by Jeff Herlitzke at 6:30 pm.

PLEDGE OF ALLEGIANCE RECITED

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

APPROVAL OF MINUTES: Motion by Stanek/Stupi for approval of Meeting Minutes from December 19, 2023. Motion carried unanimously.

RESIDENT OR EMPLOYEE CONCERNS/COMMENTS: None

FINANCIAL REVIEW: Stanek presented report indicating we have a surplus from 2023 budget in the amount of \$168,711.13. Surplus is primarily from positions not filled for entire calendar year 2023.

Suggestion from Stanek that we reimburse capital that was borrowed from a few years ago. Committee was favorable and a date and amount to be determined at a later date.

FIRE ADMINISTRATION REPORT: December had 118 calls and year to date calls are 1,286. Two openings on "C" shift and five applicants have been interviewed recently. Commission organizational meeting coming soon.

HAFD WEBSITE: Recent request for a fire department web site for people to view transparency and activity within the department. Chief to pursue and get an estimate of costs to get website up and running.

FUTURE FIRE HOUSE PLANNING: Nothing new to report.

CLOSED SESSION: Closed session pursuant to Wis. Stats. 19.85(1)(c). Motion by Stanek/Jorstad to go into closed session. Voice roll call vote, all members yes and motion carried.

RECONVENE IN OPEN SESSION: Motion by Stanek/Stupi to reconvene in open session. Motion carried.

Motion by Stanek/Stupi to offer firefighter position to person identified as candidate #1 on successful completion of physical, background check and contingencies as discussed in closed session. Motion carried unanimously.

Motion by Stanek/Stupi to offer firefighter position to person identified as candidate #2 on successful completion of physical and background check. Motion carried unanimously.

NEXT REGULAR MEETING: February 20, 2024 at 6:30pm at Town of Holland Hall.

ADJOURN: Motion by Stupi/Stanek to adjourn meeting. Motion carried and meeting adjourned at 8:05 pm.

Minutes by Doug Jorstad, Secretary

DRAFT

Holmen Area Fire Association Minutes
Special Meeting
February 7, 2024

CALL TO ORDER: Meeting called to order by Jeff Herlitzke at 6:30 pm.

PLEDGE OF ALLEGIANCE RECITED

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

REVIEW/DISCUSSION ON AMENDED HOLMEN AREA FIRE DEPARTMENT SERVICES

AGREEMENT: Chief Ostreng presented the new amended Holmen Area Fire Department Services Agreement. Fire Department Attorney Jessica Kirchner made changes to the agreement to reflect the addition of the newly formed fire commission. Motion by Stupi/Stanek to approve amended service agreement. Motion carried unanimously.

ADJOURN: Motion by Jorstad/Stanek to adjourn. Motion carried and meeting adjourned at 6:34 pm.

Minutes by Doug Jorstad, Secretary

HOLMEN AREA FIRE DEPARTMENT

Balance Sheet

As of February 23, 2024

02/19/24

Cash Basis

	Feb 23, 24
ASSETS	
Current Assets	
Checking/Savings	
Park Bank	
Park Bank Checking	450,138.90
Total Park Bank	450,138.90
LGIP-General Capital Savings	
LGIP- Capital Savings	6,413.80
LGIP -Operational Checking	1.82
LGIP-2% Dues Savings	220,262.47
LGIP-Scholarship Fund	0.37
LGIP- Special Events/Donations	23,667.51
Total LGIP-General Capital Savings	250,345.97
Total Checking/Savings	700,484.87
Total Current Assets	700,484.87
TOTAL ASSETS	700,484.87
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Life Insurance Payable EE	16.46
Nationwide Retirement Payable	850.19
WI Retirement Payable	11,156.91
Union Dues Payable	1,569.11
Payroll Liabilities	6,696.94
Total Other Current Liabilities	20,289.61
Total Current Liabilities	20,289.61
Total Liabilities	20,289.61
Equity	
Retained Earnings	472,799.94
Net Income	207,395.32
Total Equity	680,195.26
TOTAL LIABILITIES & EQUITY	700,484.87

7:27 AM

HOLMEN AREA FIRE DEPARTMENT

Profit & Loss

02/19/24

January 1 through February 23, 2024

Cash Basis

	Jan 1 - Feb 23, 24
Ordinary Income/Expense	
Income	
Income-Budget	433,765.30
Capital /Reserve Income	12,500.00
Income-Interest	104.18
Income-Interest-Special	1,137.91
Donations/Grants	13.00
Total Income	447,520.39
Expense	
Wages	
SALARY/WAGES EXPENSE	
Employee Benefit Health	27,277.94
Employee Retirement Career	14,194.95
Insurance-Life	252.74
Insurance-Work-Comp	5,039.84
Officer Salary	15,730.77
Salary	93,022.09
Salary -OT	39,458.61
Acting Pay	405.00
FLSA	1,536.40
Holiday Pay	11,802.20
Parttime Wages	33.80
Payroll-Tax Expense	12,788.79
SALARY/WAGES EXPENSE - Other	965.12
Total SALARY/WAGES EXPENSE	222,508.25
Total Wages	222,508.25
BUILDING	
Building Maintenance/Repair	1,515.65
Grounds Maintenance	81.95
Supplies	361.63
Total BUILDING	1,959.23
EMS	
Lease/Air/Oxygen	116.76
Replacement-EMS	68.64
Supplies	1,426.39
Training	141.00
Total EMS	1,752.79
FIRE	
Batteries	49.97
Conventions/Conferences	155.00
Repairs & Maintenance	1,136.33
Supplies	350.59
Training	484.95
Uniform Clothing	1,437.80
Total FIRE	3,614.64
OFFICE	
Consulting	0.00
Human Resources/Business Support	2,370.00
Computer Maintenance	75.00
Office Software	3,917.86
Office Supplies	68.03
Telephone/Cell-Phones/Internet	588.08
Total OFFICE	7,018.97
UTILITIES	
Electricity	1,059.49

7:27 AM
02/19/24
Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
January 1 through February 23, 2024

	Jan 1 - Feb 23, 24
Water/Sewer/Runoff	758.73
Total UTILITIES	1,818.22
VEHICLES	
Fuel	1,426.70
Repairs & Maintenance	26.27
Total VEHICLES	1,452.97
Total Expense	240,125.07
Net Ordinary Income	207,395.32
Net Income	<u>207,395.32</u>

HOLMEN AREA FIRE DEPARTMENT

Profit & Loss Budget vs. Actual

January through December 2024

7:26 AM
02/19/24
Cash Basis

	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	433,765.30	1,735,061.20	-1,301,295.90	25.0%
Capital /Reserve Income	12,500.00	50,000.00	-37,500.00	25.0%
Income-Interest	104.18			
Income-Interest-Special	1,137.91			
Donations/Grants	13.00			
Total Income	447,520.39	1,855,061.20	-1,407,540.81	24.1%
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	27,277.94	198,658.20	-171,380.26	13.7%
Employee Retirement Career	26,847.33	140,292.10	-113,444.77	19.1%
Insurance-DWD Compensation	0.00	5,203.37	-5,203.37	0.0%
Insurance-Life	252.74	3,592.46	-3,339.72	7.0%
Insurance-Work-Comp	5,039.84	30,000.00	-24,960.16	16.8%
Officer Salary	15,730.77	105,000.00	-89,269.23	15.0%
Salary	93,022.09	793,113.48	-700,091.39	11.7%
Salary -OT	39,458.61	132,142.86	-92,684.25	29.9%
Acting Pay	405.00	1,260.00	-855.00	32.1%
FLSA	1,536.40	20,827.56	-19,291.16	7.4%
Holiday Pay	11,802.20	35,951.57	-24,149.37	32.8%
Parttime Wages	33.80	10,000.00	-9,966.20	0.3%
Payroll-Tax Expense	12,788.79	84,019.60	-71,230.81	15.2%
Capital Wage Reimbursement	0.00	36,000.00	-36,000.00	0.0%
SALARY/WAGES EXPENSE - Other	965.12	36,000.00	-36,000.00	0.0%
Total SALARY/WAGES EXPENSE	235,160.63	1,596,061.20	-1,360,900.57	14.7%
Total Wages	235,160.63	1,596,061.20	-1,360,900.57	14.7%
BUILDING				
Building Maintenance/Repair	1,515.65	3,000.00	-1,484.35	50.5%
Grounds Maintenance	81.95	3,000.00	-2,918.05	2.7%
Supplies	361.63	2,500.00	-2,138.37	14.5%
Total BUILDING	1,959.23	8,500.00	-6,540.77	23.0%

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

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
EMS				
Lease/Air/Oxygen	116.76	650.00	-533.24	18.0%
Repairs & Maintenance	0.00	250.00	-250.00	0.0%
Replacement-EMS	68.64	600.00	-531.36	11.4%
Supplies	1,426.39	4,000.00	-2,573.61	35.7%
Training	141.00	1,000.00	-859.00	14.1%
Total EMS	1,752.79	6,500.00	-4,747.21	27.0%
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	155.00	2,500.00	-2,345.00	6.2%
Physicals	0.00	5,000.00	-5,000.00	0.0%
Repairs & Maintenance	1,136.33	3,000.00	-1,863.67	37.9%
Replacement -Fire	0.00	2,000.00	-2,000.00	0.0%
Supplies	350.59	4,000.00	-3,649.41	8.8%
Testing/Insp	0.00	1,000.00	-1,000.00	0.0%
Training	484.95	5,000.00	-4,515.05	9.7%
Uniform Clothing	1,437.80	15,000.00	-13,562.20	9.6%
Total FIRE	3,614.64	40,300.00	-36,685.36	9.0%
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				
Consulting	0.00			
Human Resources/Business Support	2,370.00	15,000.00	-12,630.00	15.8%
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	75.00	10,000.00	-9,925.00	0.8%
Office Software	3,917.86	18,000.00	-14,082.14	21.8%
Office Supplies	68.03	1,000.00	-931.97	6.8%
Postage	0.00	200.00	-200.00	0.0%
Telephone/Cell-Phones/Internet	588.08	9,000.00	-8,411.92	6.5%
Total OFFICE	7,018.97	65,200.00	-58,181.03	10.8%
UTILITIES				
Electricity	1,059.49	14,000.00	-12,940.51	7.6%
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	1,818.22	19,500.00	-17,681.78	9.3%
VEHICLES				

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02/19/24

Cash Basis

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

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Fuel	1,426.70	25,000.00	-23,573.30	5.7%
Repairs & Maintenance	26.27	15,000.00	-14,973.73	0.2%
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	1,452.97	45,000.00	-43,547.03	3.2%
Total Expense	252,777.45	1,855,061.20	-1,602,283.75	13.6%
Net Ordinary Income	194,742.94	0.00	194,742.94	100.0%
Net Income	194,742.94	0.00	194,742.94	100.0%

CALLS BY MONTH

	2017	-/+	2018	-/+	2019	-/+	2020	-/+	2021	-/+	2022	-/+	2023	-/+	2024	-/+
JANUARY	74	23	74	0	103	29	83	-20	83	0	113	30	92	-21	99	7
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	99	7

CALL TYPES RESPONDED TO FOR MARCH

<u>INCIDENT TYPE</u>	<u>TOTAL</u>
1 - Fire	1
3 - Rescue & Emergency Medical Service Incident	76
4 - Hazardous Condition (No Fire)	3
5 - Service Call	4
6 - Good Intent Call	8
7 - False Alarm & False Call	6
8 - Severe Weather & Natural Disaster	0
9 - Special Incident Type	1
	99



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 :02/10/2024 08:37 AM

Incident Category	Total
Municipality: City of Onalaska	
6 - Good Intent Call	1
	Total: 1
Municipality: La Crosse	
6 - Good Intent Call	1
	Total: 1
Municipality: Medary	
6 - Good Intent Call	1
	Total: 1
Municipality: Town of Holland	
1 - Fire	1
3 - Rescue & Emergency Medical Service Incident	12
5 - Service Call	2
7 - False Alarm & False Call	1
9 - Special Incident Type	1
	Total: 17
Municipality: Village of Holmen	
3 - Rescue & Emergency Medical Service Incident	64
4 - Hazardous Condition (No Fire)	3
5 - Service Call	2
6 - Good Intent Call	5
7 - False Alarm & False Call	5
	Total: 79
	Total: 99

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.