



Date/Time: Tuesday March 19, 2024 @ 6:30 pm
Location: Town of Holland Town Hall, Holmen, WI, 54636

The Holmen Area Fire Department Board will hold a meeting on **March 19, 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. 02/20/2024
- 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. February 2024 Incident/Activity Report
 - b. Fire Administration Report
 - c. Staffing/Personnel Updates
 - d. Fleet update
- 8.) Fire Commission Report (Chief Ostreng)
- 9.) HAFD website
 - a. Continued discussion of direction
- 10.) Purchas Policy
 - a. Review purchase policy
- 11.) 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. Update of retired Firefighter/EMT payout.
- 12.) Reconvene in Open Session
- 13.) Reservation of right for action and/or recommendation on Closed Session item(s)
- 14.) Next Regular Meeting Date – **4/16/2024**
- 15.) Adjourn



Date Notice Emailed: 03/15/2024

Notices Posted: 03/15/2024

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
February 20,2024

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

PLEDGE OF ALLEGIANCE RECITED

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

BADGE EXCHANGE: Firefighter Zach Schneeberger has successfully completed his one year probation and was presented with a new badge identifying him as firefighter.

APPROVAL OF MINUTES: Motion by Stanek/Stupi for approval of Meeting Minutes from January 16, 2024 and February 7, 2024 meetings. Motion carried unanimous.

RESIDENT OR EMPLOYEE CONCERNS/COMMENTS: None

FINANCIAL REVIEW: Stanek presented report indicating that we have spent 13.6 % of our budget as of February 20, 2024.

FIRE ADMINISTRATION REPORT: January had 99 calls for the month. Offer for two firefighters possibly in March. Ruff draft for vehicle replacement schedule forthcoming in April. Newly formed Fire Commission to meet in March. ISO ratings meeting coming up soon.

HAFD WEBSITE: Moving forward with two offers to consider. Decision to be made soon.

FUTURE FIRE HOUSE: Draft proposal may be done for April meeting.

CLOSED SESSION: No closed session conducted.

NEXT REGULAR MEETING: March 19, 2024 6:30 pm at Town of Holland Hall.

ADJOURN: Motion by Stanek/Jorstad to adjourn meeting. Motion carried and meeting adjourned at 7:04 pm.

Minutes by Doug Jorstad, Secretary

3:14 PM
03/14/24
Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
January 1 through March 22, 2024

	Jan 1 - Mar 22, 24
Ordinary Income/Expense	
Income	
Income-Budget	433,765.30
Capital /Reserve Income	12,500.00
Income-Interest	212.85
Income-Interest-Special	2,206.31
Donations/Grants	383.00
Total Income	449,067.46
Expense	
CAPITAL EXPENDITURES	
Building -Capital Expenditures	3,559.55
Total CAPITAL EXPENDITURES	3,559.55
Wages	
SALARY/WAGES EXPENSE	
Employee Benefit Health	27,277.94
Employee Retirement Career	26,847.33
Insurance-Life	368.52
Insurance-Work-Comp	5,039.84
Officer Salary	23,653.85
Salary	142,737.77
Salary -OT	58,024.71
Acting Pay	590.00
FLSA	2,389.10
Holiday Pay	11,802.20
Parttime Wages	69.78
Payroll-Tax Expense	18,700.59
SALARY/WAGES EXPENSE - Other	965.12
Total SALARY/WAGES EXPENSE	318,466.75
Total Wages	318,466.75
BUILDING	
Building Maintenance/Repair	1,890.69
Grounds Maintenance	81.95
Supplies	690.02
Total BUILDING	2,662.66
EMS	
Lease/Air/Oxygen	214.25
Replacement-EMS	133.42
Supplies	1,697.53
Training	186.00
Total EMS	2,231.20
FIRE	
Professional Dues/Licenses	95.00
Batteries	49.97
Conventions/Conferences	380.00
Physicals	1,074.00
Repairs & Maintenance	1,306.33
Replacement -Fire	250.88
Supplies	1,308.59
Training	649.95
Uniform Clothing	4,554.82
Total FIRE	9,669.54
OFFICE	
Consulting	0.00
Human Resources/Business Support	5,259.00
Accounting Services	1,160.00
Attorney/Support	157.50

3:14 PM
03/14/24
Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
January 1 through March 22, 2024

	<u>Jan 1 - Mar 22, 24</u>
Computer Maintenance	75.00
Office Software	4,033.90
Office Supplies	82.24
Telephone/Cell-Phones/Internet	<u>1,116.60</u>
Total OFFICE	11,884.24
UTILITIES	
Electricity	2,413.17
Water/Sewer/Runoff	<u>758.73</u>
Total UTILITIES	3,171.90
VEHICLES	
Fuel	2,110.66
Repairs & Maintenance	<u>1,919.38</u>
Total VEHICLES	4,030.04
Total Expense	355,675.88
Net Ordinary Income	93,391.58
Net Income	<u>93,391.58</u>

HOLMEN AREA FIRE DEPARTMENT
Balance Sheet
As of March 22, 2024

	<u>Mar 22, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Park Bank	
Park Bank Checking	333,087.03
Total Park Bank	<u>333,087.03</u>
LGIP-General Capital Savings	
LGIP- Capital Savings	6,441.17
LGIP -Operational Checking	1.83
LGIP-2% Dues Savings	221,202.48
LGIP-Scholarship Fund	0.37
LGIP- Special Events/Donations	23,768.52
Total LGIP-General Capital Savings	<u>251,414.37</u>
Total Checking/Savings	<u>584,501.40</u>
Total Current Assets	<u>584,501.40</u>
TOTAL ASSETS	<u><u>584,501.40</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Life Insurance Payable EE	32.92
WI Retirement Payable	10,452.66
Union Dues Payable	1,569.11
Payroll Liabilities	6,255.19
Total Other Current Liabilities	<u>18,309.88</u>
Total Current Liabilities	<u>18,309.88</u>
Total Liabilities	18,309.88
Equity	
Retained Earnings	472,799.94
Net Income	93,391.58
Total Equity	<u>566,191.52</u>
TOTAL LIABILITIES & EQUITY	<u><u>584,501.40</u></u>

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	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	212.85			
Income-Interest-Special	2,206.31			
Donations/Grants	383.00			
Total Income	449,067.46	1,855,061.20	-1,405,993.74	24.2%
Expense				
CAPITAL EXPENDITURES				
2% Fire Protection Equipment Ex	0.00	10,000.00	-10,000.00	0.0%
Building -Capital Expenditures	3,559.55	20,000.00	-16,440.45	17.8%
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	3,559.55	60,000.00	-56,440.45	5.9%
Wages				
SALARY/WAGES EXPENSE				
Employee Benefit Health	27,277.94	198,658.20	-171,380.26	13.7%
Employee Retirement Career	37,538.35	140,292.10	-102,753.75	26.8%
Insurance-DWD Compensation	0.00	5,203.37	-5,203.37	0.0%
Insurance-Life	368.52	3,592.46	-3,223.94	10.3%
Insurance-Work-Comp	5,039.84	30,000.00	-24,960.16	16.8%
Officer Salary	23,653.85	105,000.00	-81,346.15	22.5%
Salary	142,737.77	793,113.48	-650,375.71	18.0%
Salary -OT	58,024.71	132,142.86	-74,118.15	43.9%
Acting Pay	590.00	1,260.00	-670.00	46.8%
FLSA	2,389.10	20,827.56	-18,438.46	11.5%
Holiday Pay	11,802.20	35,951.57	-24,149.37	32.8%
Parttime Wages	69.78	10,000.00	-9,930.22	0.7%
Payroll-Tax Expense	18,700.59	84,019.60	-65,319.01	22.3%
Capital Wage Reimbursement	0.00	36,000.00	-36,000.00	0.0%
SALARY/WAGES EXPENSE - Other	965.12			
Total SALARY/WAGES EXPENSE	329,157.77	1,596,061.20	-1,266,903.43	20.6%
Total Wages	329,157.77	1,596,061.20	-1,266,903.43	20.6%
BUILDING				
Building Maintenance/Repair	1,890.69	3,000.00	-1,109.31	63.0%
Grounds Maintenance	81.95	3,000.00	-2,918.05	2.7%
Supplies	690.02	2,500.00	-1,809.98	27.6%
Total BUILDING	2,662.66	8,500.00	-5,837.34	31.3%

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	214.25	650.00	-435.75	33.0%
Repairs & Maintenance	0.00	250.00	-250.00	0.0%
Replacement-EMS	133.42	600.00	-466.58	22.2%
Supplies	1,697.53	4,000.00	-2,302.47	42.4%
Training	186.00	1,000.00	-814.00	18.6%
Total EMS	2,231.20	6,500.00	-4,268.80	34.3%
FIRE				
Professional Dues/Licenses	95.00	2,000.00	-1,905.00	4.8%
Fire Prevention/Pub Education	0.00	500.00	-500.00	0.0%
Batteries	49.97	300.00	-250.03	16.7%
Conventions/Conferences	380.00	2,500.00	-2,120.00	15.2%
Physicals	1,074.00	5,000.00	-3,926.00	21.5%
Repairs & Maintenance	1,306.33	3,000.00	-1,693.67	43.5%
Replacement -Fire	250.88	2,000.00	-1,749.12	12.5%
Supplies	1,308.59	4,000.00	-2,691.41	32.7%
Testing/Insp	0.00	1,000.00	-1,000.00	0.0%
Training	649.95	5,000.00	-4,350.05	13.0%
Uniform Clothing	4,554.82	15,000.00	-10,445.18	30.4%
Total FIRE	9,669.54	40,300.00	-30,630.46	24.0%
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	5,259.00	15,000.00	-9,741.00	35.1%
Accounting Services	1,160.00	9,000.00	-7,840.00	12.9%
Attorney/Support	157.50	3,000.00	-2,842.50	5.3%
Computer Maintenance	75.00	10,000.00	-9,925.00	0.8%
Office Software	4,033.90	18,000.00	-13,966.10	22.4%
Office Supplies	82.24	1,000.00	-917.76	8.2%
Postage	0.00	200.00	-200.00	0.0%
Telephone/Cell-Phones/Internet	1,116.60	9,000.00	-7,883.40	12.4%
Total OFFICE	11,884.24	65,200.00	-53,315.76	18.2%
UTILITIES				
Electricity	2,413.17	14,000.00	-11,586.83	17.2%
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	3,171.90	19,500.00	-16,328.10	16.3%
VEHICLES				

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

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Fuel	2,110.66	25,000.00	-22,889.34	8.4%
Repairs & Maintenance	1,919.38	15,000.00	-13,080.62	12.8%
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	4,030.04	45,000.00	-40,969.96	9.0%
Total Expense	366,366.90	1,855,061.20	-1,488,694.30	19.7%
Net Ordinary Income	82,700.56	0.00	82,700.56	100.0%
Net Income	82,700.56	0.00	82,700.56	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	90	-7
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	189	0

CALL TYPES RESPONDED TO FOR MARCH

<u>INCIDENT TYPE</u>	<u>TOTAL</u>
1 - Fire	0
3 - Rescue & Emergency Medical Service Incident	65
4 - Hazardous Condition (No Fire)	5
5 - Service Call	1
6 - Good Intent Call	8
7 - False Alarm & False Call	9
8 - Severe Weather & Natural Disaster	0
9 - Special Incident Type	2
	90



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 :03/10/2024 09:02 AM

Incident Category	Total
Municipality: City of Onalaska	
6 - Good Intent Call	1
	Total: 1
Municipality: Town of Holland	
3 - Rescue & Emergency Medical Service Incident	5
	Total: 5
Municipality: Town of Onalaska	
3 - Rescue & Emergency Medical Service Incident	1
6 - Good Intent Call	1
	Total: 2
Municipality: Village of Holmen	
3 - Rescue & Emergency Medical Service Incident	59
4 - Hazardous Condition (No Fire)	5
5 - Service Call	1
6 - Good Intent Call	6
7 - False Alarm & False Call	9
9 - Special Incident Type	2
	Total: 82
	Total: 90

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: March 11, 2024

Re: Probationary Firefighter/EMT Caden Douglas

I am excited to announce that Caden Douglas has satisfied all conditions of his offer and is excited to join the ranks of the Holmen Area Fire Department (HAFD). Caden's first day as a Probationary Firefighter/EMT with the HAFD will be Monday March 18, 2024.

Proudly Serving the Town of Holland and Village of Holmen

Memo



To: Fire Board
From: Ryan Ostreng
cc:
Date: March 16, 2024
Re: Request to Purchase PPV Fan

HAFD received a battery powered positive pressure fan from Fire Safety USA to demo at the end of February. It is a Super Vac 18” dual powered, variable speed positive pressure ventilation (PPV) fan rated at 8,946 cfm of air output. It is powered by two Milwaukee M28 Lithium batteries, or it can be plugged into an electrical outlet.

The fire service uses PPV fans to provide ventilation into a structure help clear out products of combustion while engaged in fire attack. In some cases, a PPV fan will be set up to isolate a fire to a certain location within a structure prior to entering with a hoseline to extinguish the fire. PPV fans area also used by the fire service to clear a structure or a confined space of hazardous gases such as carbon monoxide to make the atmosphere tenable for living or working.

The purpose for this purchase request is HAFD’s current battery powered PPV fan is reaching end of life and has a limited run time. It also does not have the capability to run off of electrical power. HAFD’s other PPV fan is a gas-powered fan which is not an option to use when ventilating a structure of a dangerous gas like carbon monoxide, as it will just add more carbon monoxide into the structure. I am requesting the Board to authorize the purchase of this dual powered PPV fan with a quoted cost of \$4,970.00 (see attached quote).

Memo



To: Fire Board
From: Ryan Ostreng
cc:
Date: March 11, 2024
Re: Kish and Sons Fire Station Electrical Drop Work

Kish and Sons Electric performed work to replace a broken electrical cord reel that is mounted to the ceiling and drops a retractable electrical cord down to keep an HAFD apparatus charged. We had three additional apparatus plugged in using extension cords running to outlets on walls. We identified these extension cords as trip safety hazards and asked Kish and Sons to mount three additional cord reels to the ceiling to provide retractable electrical cords to the additional apparatus. I did not request a quote as I anticipated the final invoice to be below the HAFD Board approval threshold of \$2,500.00 as referenced in HAFD Standard Operating Procedure 222, Purchasing Policy. The final invoice with work completed including the three additional cord reels and additional ceiling outlets totaled \$3,599.55 (see attached invoice) and is due March 21, 2024. I will be issuing payment prior to the March 19, 2024 HAFD Board Meeting so as not to incur a late fee.



2135 Enterprise Avenue
 La Crosse, WI 54603-1754
 Phone: (608) 785-0207 Fax: (608) 782-5599

Invoice

FEB 24 REC'D

Invoice Number	Job No	Payment Terms
SD30065	D038070	Net 30 Days
Invoice Date	Customer PO	Due Date
2/20/2024		3/21/2024

Sold To:
 HOLMEN AREA FIRE DEPARTMENT
 710 S MAIN ST

HOLMEN, WI 54636

Job Name and Location
 VILLAGE OF HOLMEN FIRE DEPT
 710 SOUTH MAIN STREET

HOLMEN, WI 54636

Add (2) outlets in retractable cord hanging on ceiling and alos (1) in another location.
 1/25 LOOK OVER JOB AND TRACK DOWN MATERIALS
 1/29 EXTEND EXISTING CIRCUITS FOR 2 NEW CORD REELS AND INSTALL A TOTAL OF 4 NEW CORD REELS.
 2/12 INSTALL NEW CUSTOMER SUPPLIED CORD ENDS TO CORD REELS.

MATERIAL: \$1,367.05
 LABOR: \$2,192.50

SD30065
 WHOLMA

Your Friend in the Business!

Subtotal \$ 3,559.55
 Sales Tax (if applicable) \$ 0.00

FINANCE CHARGE OF 1 1/2% PER MONTH ADDED TO ALL PAST DUE ACCOUNTS

Total Due \$ 3,559.55

Holmen Area Fire Department Commission Meeting Minutes: March 5, 2024
Meeting Location: Town of Holland Town Hall, Holmen, WI 54636

CALL TO ORDER:

Meeting called to order by Ryan Ostreng at 6:30 pm.

PLEDGE OF ALLEGIANCE RECITED

ROLL CALL:

Present: Patrick Brockman, Town of Holland; Marc Ertz, Town of Holland; Neal Forde, Village of Holmen; John Miller, Town of Holland; Barry Ploessl, Village of Holmen

Also Present: Ryan Ostreng, Fire Chief

INTRODUCTION OF FIRE COMMISSIONERS:

Fire Commissioners took turns introducing themselves.

ELECTION OF OFFICERS:

Chief Ostreng acting as Temporary Chair opened nominations from the floor for position of Chair. Commissioners Ploessl and Forde nominated. Commissioner Forde declined. Nominations closed and Commissioner Ploessl elected Chair with a unanimous yes voice vote.

Chief Ostreng acting as Temporary Chair opened nominations from the floor for position of Vice Chair. Commissioner Brockman nominated. Nominations closed and Commissioner Brockman elected Vice Chair with a unanimous yes voice vote.

Chief Ostreng acting as Temporary Chair opened nominations from the floor for position of Secretary. Commissioner Miller nominated. Nominations closed and Commissioner Miller elected Secretary with a unanimous yes voice vote.

APPROVAL OF MINUTES:

None as this is first meeting of the Fire Commission.

RESIDENT OR EMPLOYEE CONCERNS/COMMENTS:

None.

FIRE ADMINISTRATION REPORT:

Chief Ostreng reviewed the number of emergency calls so far for 2024. Chief Ostreng discussed the current career and paid-on-call staffing levels of the Holmen Area Fire Department and how they deploy to cover a variety of emergencies. Chief Ostreng also discussed automatic aid with Onalaska Fire Department and La Crosse Fire Department to get closer to needed staffing numbers on a fire scene.

COMMISSION CHAIR REPORT:

None.

Holmen Area Fire Department Commission Meeting Minutes: March 5, 2024

FIRE COMMISSION RULES:

A motion was made by Commissioner Ertz with a second from Commissioner Miller to adopt the Holmen Area Fire Commission Rules as presented with a following discussion. Motion passed with a unanimous yes voice vote.

CLOSED SESSION:

Closed session pursuant to Wis. Stats. 19.85(1)(c). A motion was made by Commissioner Miller with a second from Commissioner Ploessl to move into closed session with a unanimous yes voice roll call.

RECONVENE IN OPEN SESSION:

A motion was made by Commissioner Miller with a second from Commissioner Ploessl to reconvene in open session. Motion passed with a unanimous yes voice vote.

NEXT REGULAR MEETING: April 8, 2024 at 6:30pm at Town of Holland Hall.

ADJOURN:

A motion was made by Commissioner Miller with a second from Commissioner Ertz to adjourn. Motion passed with a unanimous yes voice vote. Meeting adjourned at 8:30 pm.

Minutes by Ryan Ostreng, Fire Chief

HOLMEN AREA FIRE DEPARTMENT	
STANDARD OPERATING PROCEDURES	CHAPTER: 2 S.O.P. # 222
	INITIAL: 03/21/2023
	LAST REVISION:
	LAST REVIEWED:
SUBJECT: PURCHASING POLICY	PAGE 1 OF 1

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PURPOSE

To provide direction on the procurement of supplies, materials, equipment and services at the lowest price consistent with quality and performance necessary to meet standards established by the Holmen Area Fire Department. The lease of equipment or vehicles as measured by its fair market value shall conform to the same procurement parameters as required for purchase. The use of multiple purchase orders to circumvent the dollar limits specified in this policy is prohibited. The Fire Chief shall act as the purchasing agent for the Holmen Area Fire Department.

SCOPE

This procedure applies to all members and employees.

PROCEDURE

1. Whenever it is necessary or desirable that supplies, materials, equipment or contractual services be purchased which will cost \$200 or more, approval must be first submitted for Fire Chief approval.
2. Members making purchases of \$200 or less shall submit a receipt for such purchase with their name and purpose of purchase written on the receipt. If the vendor uses email receipts, the member shall email the Fire Chief with an explanation of purchase and intended use of the purchase.
3. Department credit cards or accounts shall only be used for Department purchases.
4. Whenever it is necessary or desirable that supplies, materials, equipment or contractual services be purchased which will cost \$2,500 or more, invoice approval must be first submitted to the Fire Chief and approved by the Board of Directors.
5. No requisition shall be submitted, and no purchase shall be made for items or services not included in the current year budget, or at an amount exceeding that which has been budgeted without approval of the Board of Directors.
6. All required procedures shall be complied with before any invoices are paid except in urgent situations where operational or safety requirements pose an immediate need and delivery of services or materials is contingent upon payment. In such instances, the Fire Chief is authorized to make any necessary purchases, with “confirming” approval following the incurred expense. The person making or authorizing the procurement must have, or obtain reasonable knowledge, that sufficient funds exist to cover the cost of any such expenditure.
7. If the estimated cost of supplies, materials, equipment or services will exceed the sum of \$5,000, competitive quotations or proposals will be obtained in writing from three or more vendors who are able to supply the requested item(s). If three or more quotations or proposals cannot be obtained, an explanation of the reason and effort to obtain three quotations or proposals shall be

- 40 presented to the Board by the Fire Chief. Upon receipt of competitive proposals, the Board of
41 Directors may award the purchase of supplies, materials, equipment or service to the vendor
42 offering the lowest and/or best bid, taking into account price, availability, reliability, warranty,
43 uniformity or other bonafide factors. In the event that all factors are equal, vendors with locations
44 within the Fire Department shall be given preference.
- 45 8. If a specific vendor or brand name commodity is deemed to be in the best interest of the Fire
46 Department, the Fire Chief may present information in support of the requisition and, if concurred
47 with by the Board of Directors, the requirement for competitive proposals may be waived. In this
48 event, the rationale for selecting the particular vendor or commodity shall be noted as part of the
49 minutes of the Board of Directors Meeting at which the Board approves a sole source purchase.
- 50 9. The Board of Directors will approve all capital improvement expenses which shall include
51 expenditures related to structural reconstruction of premises, purchases of apparatus and
52 equipment that has a lifespan of at least five (5) years and a purchase price of at least \$25,000
53 (2023) and replacement or addition of building infrastructure to include heating, electric and
54 plumbing systems.
- 55 10. Public construction projects as defined by Wisconsin Statutes 62.15 requires formal bids be
56 obtained from qualified contractors. The results of such bidding shall be reported to the Board of
57 Directors for award of a contract.
- 58 11. Grants
- 59 a. The Board of Directors will approve all grant applications that require matching funds.
60 b. The Fire Chief will approve all grant applications that do not require matching funds.
- 61 12. Purchases Using Federal Funds
- 62 a. All purchases using federal funds shall be made in compliance with 2 CFR 200 and
63 this purchasing policy.
64