



**Date/Time:** Tuesday April 23, 2024 @ 6:30 pm  
**Location:** Town of Holland Town Hall, Holmen, WI, 54636

The Holmen Area Fire Department Board will hold a meeting on **April 23, 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.) Introduction of new members
- 5.) Election of vacant Treasurer position
- 6.) Approval of Meeting Minutes
  - a. 03/19/2024
- 7.) 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.*
- 8.) Financial Review (Treasurer)
  - a. 2024 Balance Sheet
  - b. LGIP
  - c. Profit and Loss - Budget versus Actual
  - d. Check Detail
  - e. Approval of Quotes and Invoices
  - f. Special Topics
- 9.) Fire Administration Report (Chief Ostreng)
  - a. March 2024 Incident/Activity Report
  - b. Fire Administration Report
  - c. Staffing/Personnel Updates
  - d. Fleet update
  - e. General
- 10.) Fire Commission Report (Chief Ostreng)
- 11.) HAFD website
  - a. Progress report
- 12.) Future Fire Station Study
  - a. Study funding approval
- 13.) Open records request



- a. Anderson O'Brien LLP for William "Buck" Manely
- 14.) 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)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. To Wit:
      - a. Open records request for William "Buck" Manely
- 15.) Reconvene in Open Session
- 16.) Reservation of right for action and/or recommendation on Closed Session item(s)
- 17.) Next Regular Meeting Date – 5/21/2024
- 18.) Adjourn



Date Notice Emailed: 04/19/2024

Notices Posted: 04/19/2024

**Notices Emailed To:**

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

**HOLMEN AREA FIRE ASSOCIATION MEETING MINUTES MARCH 19, 2024  
TOWN OF HOLLAND TOWN HALL**

**CALL TO ORDER:**

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

**PLEDGE OF ALLEGIANCE RECITED:**

**ROLL CALL:**

Doug Jorstad, Rod Stanek, Jeff Hertlitzke and Bob Stupi. Also present Ryan Ostreng, Fire Chief.

**APPROVAL OF MEETING MINURES:**

Motion to approve February 20, 2024 meeting minutes by Stanek/Stupi. Motion carried unanimously.

**RESIDENT OR EMPLOYEE CONCERNS/COMMENTS:**

None

**FINANCIAL REVIEW:**

Stanek presented report indicating that we have spend 19.7 % of our 2024 budget as of March 14, 2024.

**FIRE ADMINISTRATION REPORT:**

90 calls for month of February.

Recently promoted Captain Lavery started in his title as of March 18<sup>th</sup>. Caden Douglas has satisfied all conditions of his offer and will start as probationary Firefighter/EMT on March 18, 2024 Nicholas Meinertz has satisfied all conditions of his offer and his start date as Firefighter/EMT will be soon.

Discussion of current PPV fan as it is nears its end of life expectancy.

Action item: Motion by Jorstad/Stanek to purchase replacement PPV fan from Fire Safety USA in the amount of \$4,970.00. To be paid out of capital funds.

Motion carried unanimously.

**FIRE COMMISSION REPORT:**

Newly formed Fire Commission held its first meeting on March 5, 2024. Election of officers conducted. Next meeting scheduled for April 4, 2024.

**HAFD WEBSITE:**

Contract with Vision Design from Winona, MN.  
Work progressing towards implementation of program.

**PURCHASE POLICY:**

Discussion of current policy and possible amendments. No action taken at this time and will monitor purchases moving forward.

**CLOSED SESSION:**

Motion by Stupi/Stanek to convene in closed session pursuant to Wis. Stats 19.85(1)(c). Motion carried.

**RECONVENE IN OPEN SESSION:**

Motion by Stanek/Stupi to reconvene in open session. Motion carried.

**RESERVATION OF RIGHT FOR ACTION AND/OR RECOMMENDATION ON CLOSED SESSION ITEM:**

Motion by Stanek/Stupi to reimburse retired employee for payout of 50% of unused sick leave.

**NEXT REGULAR MEETING:**

Next regular meeting is April 23, 2024 at Town of Holland Town Hall

**ADJOURN:**

Motion by Stupi/Jorstad to adjourn at 7:50 pm. Motion carried.

Minutes by Doug Jorstad, Secretary

1:49 PM

## HOLMEN AREA FIRE DEPARTMENT

## Balance Sheet

04/22/24

As of March 31, 2024

Cash Basis

	<u>Mar 31, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Park Bank	
Park Bank Checking	442,946.53
Total Park Bank	442,946.53
LGIP-General Capital Savings	
LGIP- Capital Savings	6,470.61
LGIP -Operational Checking	1.84
LGIP-2% Dues Savings	222,213.35
LGIP-Scholarship Fund	0.37
LGIP- Special Events/Donations	23,877.14
Total LGIP-General Capital Savings	252,563.31
Total Checking/Savings	695,509.84
Total Current Assets	695,509.84
<b>TOTAL ASSETS</b>	<b>695,509.84</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Life Insurance Payable EE	32.92
WI Retirement Payable	5,244.73
Union Dues Payable	1,569.11
Payroll Liabilities	2,395.90
Total Other Current Liabilities	9,242.66
Total Current Liabilities	9,242.66
Total Liabilities	9,242.66
Equity	
Retained Earnings	472,799.94
Net Income	213,467.24
Total Equity	686,267.18
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>695,509.84</b>

1:49 PM  
04/22/24  
Cash Basis

HOLMEN AREA FIRE DEPARTMENT  
**Balance Sheet**  
As of April 24, 2024

	<u>Apr 24, 24</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Park Bank	
Park Bank Checking	640,399.52
Total Park Bank	<u>640,399.52</u>
LGIP-General Capital Savings	
LGIP- Capital Savings	6,470.61
LGIP -Operational Checking	1.84
LGIP-2% Dues Savings	222,213.35
LGIP-Scholarship Fund	0.37
LGIP- Special Events/Donations	23,877.14
Total LGIP-General Capital Savings	<u>252,563.31</u>
Total Checking/Savings	<u>892,962.83</u>
Total Current Assets	<u>892,962.83</u>
<b>TOTAL ASSETS</b>	<b><u>892,962.83</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Life Insurance Payable EE	49.38
WI Retirement Payable	10,998.77
Union Dues Payable	1,619.53
Payroll Liabilities	5,953.13
Total Other Current Liabilities	<u>18,620.81</u>
Total Current Liabilities	<u>18,620.81</u>
Total Liabilities	18,620.81
Equity	
Retained Earnings	472,799.94
Net Income	401,542.08
Total Equity	<u>874,342.02</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>892,962.83</u></b>

1:49 PM

## HOLMEN AREA FIRE DEPARTMENT

04/22/24

## Profit &amp; Loss

Cash Basis

January 1 through April 24, 2024

	Jan 1 - Apr 24, 24
Ordinary Income/Expense	
Income	
Income-Budget	867,530.60
Capital /Reserve Income	25,000.00
Income-Interest	311.07
Income-Interest-Special	3,355.25
Donations/Grants	1,384.03
	897,580.95
Total Income	897,580.95
Expense	
CAPITAL EXPENDITURES	
Building -Capital Expenditures	3,559.55
Fire-Capital Expenditures	4,970.00
	8,529.55
Total CAPITAL EXPENDITURES	8,529.55
Wages	
SALARY/WAGES EXPENSE	
Employee Benefit Health	34,686.74
Employee Retirement Career	37,538.35
Insurance-Life	382.12
Insurance-Work-Comp	8,819.71
Officer Salary	31,576.93
Salary	191,515.22
Salary -OT	81,640.41
Acting Pay	660.00
FLSA	2,389.10
Holiday Pay	17,114.36
Parttime Wages	69.78
Payroll-Tax Expense	25,267.43
SALARY/WAGES EXPENSE - Other	1,108.04
	432,768.19
Total SALARY/WAGES EXPENSE	432,768.19
Total Wages	432,768.19
BUILDING	
Building Maintenance/Repair	2,093.01
Grounds Maintenance	81.95
Supplies	1,043.55
	3,218.51
Total BUILDING	3,218.51
EMS	
Lease/Air/Oxygen	321.15
Replacement-EMS	404.24
Supplies	1,826.16
Training	186.00
	2,737.55
Total EMS	2,737.55
FIRE	
Professional Dues/Licenses	95.00
Batteries	100.94
Conventions/Conferences	570.00
Physicals	1,074.00
Repairs & Maintenance	1,430.19
Replacement -Fire	186.85
Supplies	1,668.59
Training	649.95
Uniform Clothing	6,883.27
	12,658.79
Total FIRE	12,658.79
OFFICE	
Consulting	0.00
Human Resources/Business Suppor	7,474.00
Accounting Services	1,860.00

1:49 PM  
04/22/24  
Cash Basis

**HOLMEN AREA FIRE DEPARTMENT**  
**Profit & Loss**  
**January 1 through April 24, 2024**

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	<u>Jan 1 - Apr 24, 24</u>
Attorney/Support	192.50
Computer Maintenance	179.79
Office Software	13,533.90
Office Supplies	979.76
Telephone/Cell-Phones/Internet	<u>1,882.42</u>
Total OFFICE	26,102.37
UTILITIES	
Electricity	3,561.54
Water/Sewer/Runoff	<u>1,521.14</u>
Total UTILITIES	5,082.68
VEHICLES	
Fuel	2,988.96
Repairs & Maintenance	<u>1,952.27</u>
Total VEHICLES	<u>4,941.23</u>
Total Expense	<u>496,038.87</u>
Net Ordinary Income	<u>401,542.08</u>
Net Income	<u><u>401,542.08</u></u>

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

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
2% Fire Protection Equipmnet	0.00	70,000.00	-70,000.00	0.0%
Income-Budget	867,530.60	1,735,061.20	-867,530.60	50.0%
Capital /Reserve Income	25,000.00	50,000.00	-25,000.00	50.0%
Income-Interest	311.07			
Income-Interest-Special	3,355.25			
Donations/Grants	1,384.03			
<b>Total Income</b>	<b>897,580.95</b>	<b>1,855,061.20</b>	<b>-957,480.25</b>	<b>48.4%</b>
<b>Expense</b>				
<b>CAPITAL EXPENDITURES</b>				
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	4,970.00	20,000.00	-15,030.00	24.9%
<b>Total CAPITAL EXPENDITURES</b>	<b>8,529.55</b>	<b>60,000.00</b>	<b>-51,470.45</b>	<b>14.2%</b>
<b>Wages</b>				
<b>SALARY/WAGES EXPENSE</b>				
Employee Benefit Health	34,686.74	198,658.20	-163,971.46	17.5%
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	382.12	3,592.46	-3,210.34	10.6%
Insurance-Work-Comp	8,819.71	30,000.00	-21,180.29	29.4%
Officer Salary	31,576.93	105,000.00	-73,423.07	30.1%
Salary	191,515.22	793,113.48	-601,598.26	24.1%
Salary -OT	81,640.41	132,142.86	-50,502.45	61.8%
Acting Pay	660.00	1,260.00	-600.00	52.4%
FLSA	2,389.10	20,827.56	-18,438.46	11.5%
Holiday Pay	17,114.36	35,951.57	-18,837.21	47.6%
Parttime Wages	69.78	10,000.00	-9,930.22	0.7%
Payroll-Tax Expense	25,267.43	84,019.60	-58,752.17	30.1%
Capital Wage Reimbursement	0.00	36,000.00	-36,000.00	0.0%
<b>SALARY/WAGES EXPENSE - Other</b>	<b>1,108.04</b>			
<b>Total SALARY/WAGES EXPENSE</b>	<b>432,768.19</b>	<b>1,596,061.20</b>	<b>-1,163,293.01</b>	<b>27.1%</b>
<b>Total Wages</b>	<b>432,768.19</b>	<b>1,596,061.20</b>	<b>-1,163,293.01</b>	<b>27.1%</b>
<b>BUILDING</b>				
Building Maintenance/Repair	2,093.01	3,000.00	-906.99	69.8%
Grounds Maintenance	81.95	3,000.00	-2,918.05	2.7%
Supplies	1,043.55	2,500.00	-1,456.45	41.7%
<b>Total BUILDING</b>	<b>3,218.51</b>	<b>8,500.00</b>	<b>-5,281.49</b>	<b>37.9%</b>

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

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
<b>EMS</b>				
Lease/Air/Oxygen	321.15	650.00	-328.85	49.4%
Repairs & Maintenance	0.00	250.00	-250.00	0.0%
Replacement-EMS	404.24	600.00	-195.76	67.4%
Supplies	1,826.16	4,000.00	-2,173.84	45.7%
Training	186.00	1,000.00	-814.00	18.6%
<b>Total EMS</b>	<b>2,737.55</b>	<b>6,500.00</b>	<b>-3,762.45</b>	<b>42.1%</b>
<b>FIRE</b>				
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	100.94	300.00	-199.06	33.6%
Conventions/Conferences	570.00	2,500.00	-1,930.00	22.8%
Physicals	1,074.00	5,000.00	-3,926.00	21.5%
Repairs & Maintenance	1,430.19	3,000.00	-1,569.81	47.7%
Replacement -Fire	186.85	2,000.00	-1,813.15	9.3%
Supplies	1,668.59	4,000.00	-2,331.41	41.7%
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	6,883.27	15,000.00	-8,116.73	45.9%
<b>Total FIRE</b>	<b>12,658.79</b>	<b>40,300.00</b>	<b>-27,641.21</b>	<b>31.4%</b>
<b>INSURANCE</b>				
Insurance-General	0.00	14,000.00	-14,000.00	0.0%
<b>Total INSURANCE</b>	<b>0.00</b>	<b>14,000.00</b>	<b>-14,000.00</b>	<b>0.0%</b>
<b>OFFICE</b>				
Consulting	0.00			
Human Resources/Business Support	7,474.00	15,000.00	-7,526.00	49.8%
Accounting Services	1,860.00	9,000.00	-7,140.00	20.7%
Attorney/Support	192.50	3,000.00	-2,807.50	6.4%
Computer Maintenance	179.79	10,000.00	-9,820.21	1.8%
Office Software	13,533.90	18,000.00	-4,466.10	75.2%
Office Supplies	979.76	1,000.00	-20.24	98.0%
Postage	0.00	200.00	-200.00	0.0%
Telephone/Cell-Phones/Internet	1,882.42	9,000.00	-7,117.58	20.9%
<b>Total OFFICE</b>	<b>26,102.37</b>	<b>65,200.00</b>	<b>-39,097.63</b>	<b>40.0%</b>
<b>UTILITIES</b>				
Electricity	3,561.54	14,000.00	-10,438.46	25.4%
Heating/Cooling	0.00	1,500.00	-1,500.00	0.0%
Water/Sewer/Runoff	1,521.14	4,000.00	-2,478.86	38.0%
<b>Total UTILITIES</b>	<b>5,082.68</b>	<b>19,500.00</b>	<b>-14,417.32</b>	<b>26.1%</b>
<b>VEHICLES</b>				

11:55 AM

04/19/24

Cash Basis

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

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Fuel	2,988.96	25,000.00	-22,011.04	12.0%
Repairs & Maintenance	1,952.27	15,000.00	-13,047.73	13.0%
Testing/Inspection	0.00	1,000.00	-1,000.00	0.0%
Tire Replacement	0.00	4,000.00	-4,000.00	0.0%
<b>Total VEHICLES</b>	<b>4,941.23</b>	<b>45,000.00</b>	<b>-40,058.77</b>	<b>11.0%</b>
<b>Total Expense</b>	<b>496,038.87</b>	<b>1,855,061.20</b>	<b>-1,359,022.33</b>	<b>26.7%</b>
<b>Net Ordinary Income</b>	<b>401,542.08</b>	<b>0.00</b>	<b>401,542.08</b>	<b>100.0%</b>
<b>Net Income</b>	<b>401,542.08</b>	<b>0.00</b>	<b>401,542.08</b>	<b>100.0%</b>

**HOLMEN AREA FIRE DEPARTMENT**  
**Check Detail**  
March 27, 2024

Num	Date	Name	Memo	Account	Paid Amount	Original Amount
17265	03/27/2024	Coaches Corner S...	9735, 9750	Park Bank Checking	-1,064.00	-1,064.00
TOTAL			9735, 9750	Uniform Clothing	-1,064.00	1,064.00
					-1,064.00	1,064.00
17266	03/27/2024	EMC INSURANCE ...	IN #24074027	Park Bank Checking	-3,779.87	-3,779.87
TOTAL			work/comp/ins	Insurance-Work-Co...	-3,779.87	3,779.87
					-3,779.87	3,779.87
17267	03/27/2024	ENGELSON & ASS...	Feb 375437	Park Bank Checking	-700.00	-700.00
TOTAL			Feb 375437	Accounting Services	-700.00	700.00
					-700.00	700.00
17268	03/27/2024	FIRE SAFTEY USA	184268, 184494, 184562	Park Bank Checking	-5,381.95	-5,381.95
TOTAL			184268, 184494, 184562	Uniform Clothing	-311.95	311.95
			184268, 184494, 184562	Supplies	-100.00	100.00
			184268, 184494, 184562	Fire-Capital Expendi...	-4,970.00	4,970.00
					-5,381.95	5,381.95
17269	03/27/2024	HOLMEN BUSINES...	2024 membership	Park Bank Checking	-75.00	-75.00
TOTAL			2024 membership	Human Resources/...	-75.00	75.00
					-75.00	75.00
17270	03/27/2024	HENRY SCHEIN INC	76624123	Park Bank Checking	-270.82	-270.82
TOTAL			76624123	Replacement-EMS	-270.82	270.82
					-270.82	270.82
17271	03/27/2024	MNSCO	4255287	Park Bank Checking	-123.86	-123.86
TOTAL			4255287	Repairs & Maintena...	-123.86	123.86
					-123.86	123.86

**HOLMEN AREA FIRE DEPARTMENT**  
**Check Detail**  
March 27, 2024

Num	Date	Name	Memo	Account	Paid Amount	Original Amount
17272	03/27/2024	O'REILLY AUTO P...	5012-451929, 5012-453603	Park Bank Checking	-32.89	-32.89
TOTAL			5012-451929, 5012-453603	Repairs & Maintena...	-32.89	32.89
					-32.89	32.89
17273	03/27/2024	THE UNIFORM SH...	#343504	Park Bank Checking	-382.70	-382.70
TOTAL			#343504	Uniform Clothing	-382.70	382.70
					-382.70	382.70
17274	03/27/2024	VISA	March	Park Bank Checking	-1,955.96	-1,955.96
			March	Office Supplies	-873.76	873.76
			March	Conventions/Confer...	-190.00	190.00
			March	Supplies	-309.59	309.59
			March	Telephone/Cell-Pho...	-461.84	461.84
			March	Building Maintenan...	-97.01	97.01
			March	Office Supplies	-23.76	23.76
TOTAL					-1,955.96	1,955.96
17275	03/27/2024	TRAVIS P WILLIS	reimbursement	Park Bank Checking	-186.85	-186.85
			reimbursement	Replacement -Fire	-186.85	186.85
TOTAL					-186.85	186.85

**HOLMEN AREA FIRE DEPARTMENT**  
**Check Detail**  
April 10, 2024

Num	Date	Name	Memo	Account	Paid Amount	Original Amount
17277	04/10/2024	Coaches Corner S...	9800	Park Bank Checking	-122.00	-122.00
TOTAL				Uniform Clothing	-122.00	122.00
					-122.00	122.00
17278	04/10/2024	GALLS	027448142	Park Bank Checking	-148.00	-148.00
TOTAL				Uniform Clothing	-148.00	148.00
					-148.00	148.00
17279	04/10/2024	HOLMEN ACE HAR...	march	Park Bank Checking	-70.92	-70.92
TOTAL				Supplies	-19.95	19.95
				Batteries	-50.97	50.97
					-70.92	70.92
17280	04/10/2024	MCS NETWORKS	24037, 34137	Park Bank Checking	-104.79	-104.79
TOTAL				Computer Maintena...	-104.79	104.79
					-104.79	104.79
17281	04/10/2024	MOEN SHEEHAN ...	ACT #32495- st...	Park Bank Checking	-35.00	-35.00
TOTAL				Attorney/Support	-35.00	35.00
					-35.00	35.00
17282	04/10/2024	O'REILLY AUTO P...	5012-452978	Park Bank Checking	-23.99	-23.99
TOTAL				Supplies	-23.99	23.99
					-23.99	23.99
17283	04/10/2024	SECURIAN LIFE IN...		Park Bank Checking	-30.06	-30.06
TOTAL				Insurance-Life	-13.60	13.60
				Life Insurance Paya...	-16.46	16.46
					-30.06	30.06

HOLMEN AREA FIRE DEPARTMENT  
Check Detail  
April 10, 2024

Num	Date	Name	Memo	Account	Paid Amount	Original Amount
17284	04/10/2024	THE UNIFORM SH...	#343867	Park Bank Checking	-299.80	-299.80
			#343867	Uniform Clothing	-299.80	299.80
TOTAL					-299.80	299.80
17285	04/10/2024	VILLAGE OF HOLM...	w/s	Park Bank Checking	-762.41	-762.41
			w/s	Water/Sewer/Runoff	-762.41	762.41
TOTAL					-762.41	762.41

**HOLMEN AREA FIRE DEPARTMENT**  
**Check Detail**  
April 24, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check	17286	04/24/2024	IMAGE TREND	INV 104931	Park Bank Checking	-9,500.00	-9,500.00
TOTAL					Office Software	-9,500.00	9,500.00
						-9,500.00	9,500.00
Check	17287	04/24/2024	AIRGAS NORTH C...	5506743143, 9148673830	Park Bank Checking	-106.90	-106.90
TOTAL					Lease/Air/Oxygen	-106.90	106.90
						-106.90	106.90
Check	17288	04/24/2024	FIRE SAFTEY USA	185381	Park Bank Checking	-260.00	-260.00
TOTAL					Supplies	-260.00	260.00
						-260.00	260.00
Check	17289	04/24/2024	GUNDERSEN HEA...	#56870	Park Bank Checking	-128.63	-128.63
TOTAL					Supplies	-128.63	128.63
						-128.63	128.63
Check	17290	04/24/2024	HASTINGS AIR-EN...	10006704	Park Bank Checking	-105.31	-105.31
TOTAL					Building Maintenan...	-105.31	105.31
						-105.31	105.31
Check	17291	04/24/2024	KWIK TRIP	MARCH	Park Bank Checking	-878.30	-878.30
TOTAL					Fuel	-878.30	878.30
						-878.30	878.30
Check	17292	04/24/2024	McMahon Associat...	bill #400706	Park Bank Checking	-2,140.00	-2,140.00
TOTAL					Human Resources/...	-2,140.00	2,140.00
						-2,140.00	2,140.00

# Memo



**To:** Fire Board  
**From:** Ryan Ostreng  
**cc:**  
**Date:** April 11, 2024  
**Re:** ImageTrend Invoice

---

ImageTrend's annual fee invoice for software usage is due. HAFD uses ImageTrend as a database for Fire and EMS emergency response reporting, fire inspection reporting, and then data reporting for a variety of reports. I am requesting the HAFD Board approves payment for the invoice in the amount of \$9,500.00.

# Memo



**To:** Fire Board  
**From:** Ryan Ostreng  
**cc:**  
**Date:** March 27, 2024  
**Re:** Firefighter/EMT Benjamin Storlie Vacation Payout

---

Ben earned 144 (6 shift days) of vacation on his 1-year anniversary date of January 13, 2024. He used 48 hours of vacation in January, which leaves his remaining vacation at a balance of 96 hours. Per Article 24, Vacation, of the collective bargaining agreement (CBA) between HAFD and IAFF Local 127:

*When an employee's service to the Department is terminated by retirement or resignation, he/she shall receive pay for his/her unused earned vacation and prorated vacation pay for the current year of employment.*

I have authorized the HAFD accountant to issue payment of \$1,959.36 to cover Ben's remain vacation balance in accordance to the CBA.

*Proudly Serving the Town of Holland and Village of Holmen*

## 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	84	-19
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		
<b>TOTAL</b>	<b>946</b>	<b>121</b>	<b>1001</b>	<b>55</b>	<b>1057</b>	<b>56</b>	<b>1052</b>	<b>-5</b>	<b>1249</b>	<b>176</b>	<b>1315</b>	<b>66</b>	<b>1286</b>	<b>-29</b>	<b>273</b>	<b>-19</b>

### CALL TYPES RESPONDED TO FOR MARCH

<u>INCIDENT TYPE</u>	<u>TOTAL</u>
1 - Fire	4
3 - Rescue & Emergency Medical Service Incident	61
4 - Hazardous Condition (No Fire)	3
5 - Service Call	4
6 - Good Intent Call	8
7 - False Alarm & False Call	4
8 - Severe Weather & Natural Disaster	0
9 - Special Incident Type	0
	<b>84</b>



# Holmen Area Fire Department

710 Main Street, Holmen, WI 54636

info@holmenfire.com - 608.526.9636



## HAFD 2 Incidents by Municipality

Report pulled on :04/07/2024 01:46 PM

Incident Category	Total
<b>Municipality: Town of Holland</b>	
1 - Fire	2
3 - Rescue & Emergency Medical Service Incident	8
5 - Service Call	2
	<b>Total: 12</b>
<b>Municipality: Village of Holmen</b>	
1 - Fire	2
3 - Rescue & Emergency Medical Service Incident	53
4 - Hazardous Condition (No Fire)	3
5 - Service Call	2
6 - Good Intent Call	8
7 - False Alarm & False Call	4
	<b>Total: 72</b>
	<b>Total: 84</b>

### Report Filters

Basic Incident Date Time: is between 'Last Month 12:00 AM' and 'Last Month 11:59 PM'

### 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

### Description

Call totals for individual communities served by HAFD.

# Memo



**To:** Fire Board

**From:** Ryan Ostreng

**cc:**

**Date:** March 20, 2024

**Re:** Probationary Firefighter/EMT Benjamin Storlie Resignation

---

Ben Storlie has submitted a letter of resignation from employment with the Holmen Area Fire Department. I have accepted his resignation effective today (03/20/2024). I have reached out to Robert Whitaker to start the off-boarding process.

*Proudly Serving the Town of Holland and Village of Holmen*

# Memo



**To:** Fire Board  
**From:** Ryan Ostreng  
**cc:**  
**Date:** March 20, 2024  
**Re:** Firefighter/EMT Candidate Nicholas Meinertz Start Date

---

I am excited to announce that Nicholas Meinertz has satisfied all conditions of his offer and is excited to join the ranks of the Holmen Area Fire Department (HAFD). Nick's first day as a Probationary Firefighter/EMT with the HAFD will be Tuesday April 9, 2024.

*Proudly Serving the Town of Holland and Village of Holmen*

# Memo



**To:** Fire Board  
**From:** Ryan Ostreng  
**cc:**  
**Date:** April 3, 2024  
**Re:** Another Roof Leak

---

With the recent wet weather, we have discovered another fire station roof leak. This is a leak coming into the captain's office in an area that has had a leak in the past. Looking at the previous work done by Interstate Roofing, it appears that they did not do any work with this area of the roof. Interstate will be out to look at and possibly caulk the leak area when the weather dries up. The cost is anticipated not to exceed \$1,300.00.

# Memo



**To:** Fire Board  
**From:** Ryan Ostreng  
**cc:**  
**Date:** April 19, 2024  
**Re:** Continued Roof Leak

---

With another round of wet weather, we have discovered the fire station roof leak above the captain's office is not fixed. Interstate Roofing, stopped by on April 19, 2024 to take another look at the general area around the leak and did more caulking. The work crew snapped a few pictures and will be getting back to me with better ideas on how to more permanently fix the leak.

*Proudly Serving the Town of Holland and Village of Holmen*

**Holmen Area Fire Commission Meeting Minutes: April 8, 2024**  
**Meeting Location: Town of Holland Town Hall - Holmen, WI 54636**

**CALL TO ORDER:**

The meeting was called to order by Chairman Barry Ploessl at 6:30 pm.

**THE PLEDGE OF ALLEGIANCE WAS RECITED.**

**ROLL CALL:**

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

Also Present: Ryan Ostreng, Fire Chief; Caden Douglas-FF/EMT, along with supporting family and friends; Mike Lavery-Fire Captain, along with supporting family and friends. Also in attendance were a handful of supportive HAFD personnel.

**Special event--HAFD Staffing and Personnel:**

Caden Douglas and Mike Lavery were in attendance for a special ceremony and recognition. With respect to this, item 5b on the agenda was moved forward in the meeting.

With a motion by Commissioner Miller, and a second by Commissioner Ertz, the swearing in ceremonies were pulled ahead in the meeting. This motion was unanimously approved.

Chairman Ploessl facilitated the swearing in of Caden Douglas as Probationary Firefighter. Chairman Ploessl then facilitated the swearing in of Mike Lavery for the rank of Fire Captain. Chief Ryan Ostreng then coordinated the pinning of both individuals.

**APPROVAL OF MINUTES:**

The minutes of the March 5, 2024 meeting were reviewed briefly. Motion by Commissioner Ertz with second by Commissioner Miller to approve the minutes. This motion was unanimously approved.

**RESIDENT OR EMPLOYEE CONCERNS/COMMENTS:**

There were none presented.

**FIRE ADMINISTRATION REPORT:**

Chief Ostreng reviewed the number of emergency calls so far for 2024. Chief Ostreng shared that the number of response calls is down a bit compared to recent years. A brief review of memoranda was also done regarding a recent staffing resignation and a recent addition to the department.

**COMMISSION CHAIR REPORT:**

There was nothing reported. Chairman Ploessl and Chief Ostreng will work together for future reports.

**UNFINISHED BUSINESS:**

Our last meeting highlighted a very short term of service listed for Commissioner Ertz. This situation was brought forward to the leadership for both the Town and the Village. We were informed that the length of terms has been revised and updated, but it appears that some uncertainty remains. Chairman Ploessl has vowed to communicate with all respective parties and get firm and clear answers for the Commission.

## **Holmen Area Fire Commission Meeting Minutes: April 8, 2024**

### **REVIEW OF HAFD HIRING PROCESS:**

Chief Ostreng shared information regarding the hiring process for HAFD personnel. Motion by Commissioner Ertz with second by Commissioner Brockman to maintain status quo and revisit this again next meeting. This motion was unanimously approved.

### **REVIEW OF HAFD JOB DESCRIPTION:**

Chief Ostreng presented the very lengthy and detailed listings of requirements called out in the job description. Discussion and review ensued.

A motion was made by Commissioner Miller, with second by Commissioner Ertz to continue with this document as is currently listed. After significant discussion and debate, this motion was voted down by unanimous vote.

A subsequent motion was then made by Commissioner Miller, with a second from Commissioner Brockman, to have Chief Ostreng review this document with HAFD Leadership and bring this back to the commission at the next meeting. This motion was unanimously approved.

### **CLOSED SESSION:**

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

### **RECONVENE IN OPEN SESSION:**

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

Two applicants have been interviewed recently. A motion by Commissioner Ertz, with second by Commissioner Brockman, to recommend that a conditional offer be extended to the higher scoring of these two applicants. This motion was unanimously approved.

**NEXT REGULAR MEETING:** May 2, 2024 at 6:30pm at Town of Holland Hall.

### **ADJOURN:**

A motion was made by Commissioner Brockman, with a second from Commissioner Ertz to adjourn. This motion passed with a unanimous yes voice vote. The meeting adjourned at 8:05 pm.

Minutes taken and published by John Miller, Commission Secretary

# Memo



**To:** Fire Board  
**From:** Ryan Ostreng  
**cc:**  
**Date:** April 22, 2024  
**Re:** Fire Station Needs Study Funding

---

I am asking the Board to officially approve up to \$30,000.00 for a Request for Qualifications (RFQ) for a fire station facility needs study. The proposed study would include the following components:

- Review of existing facility condition
- Provide a space needs analysis
- Conduct a GIS study to determine best location for a fire station(s)
- Provide a conceptual plan with cost estimate
- Provide a written study document
- Provide an in-person presentation

I should have a draft RFQ for your review at the May, 2024 Board meeting.

# Memo



**To:** Fire Board  
**From:** Ryan Ostreng  
**cc:**  
**Date:** April 22, 2024  
**Re:** Open Records Request

---

Please review the attached open records request and request for personnel records from Anderson O'Brien LLP for William "Buck" Manley. Attorney Jessica Kirchner will be available for any questions that come up in regard to this open records request.

APR 10 REC'D

ANDERSON O'BRIEN LLP

ATTORNEYS SINCE 1886

Brian G. Formella  
Attorney

715-344-0890  
bgf@andlaw.com

April 8, 2024

Holmen Area Fire Association  
Attn: Records Custodian  
710 Main Street  
Holmen, WI 54636

In Re: Open Records Request and Request for Personnel Records  
Our Client: William "Buck" Manley  
Our File No.: 30067.0001

Dear Records Custodian:

Enclosed please find an Authorization for the release of William "Buck" Manley's personnel records on file with the Holmen Area Fire Association. Please provide the undersigned all personnel records that you hold regarding Mr. Manley.

Further, this is a request under the Wisconsin open records law for any and all communications, applications, emails, text messages and other records between any Holmen Area Fire Association officials and any member of the City of La Crosse, the La Crosse County Fire Department or the City of Monroe Fire Department and the City of Monroe Police and Fire Commission with respect to the subject of William "Buck" Manley. This request includes any and all records of any third party vendors hired at any time within a four (4) year period from the date of this letter with respect to reorganization of the Holmen Area Fire Association including, but not limited to, RW McMahon Consulting and/or Jeff Roemer where such records mention directly or indirectly the Holmen Area fire chief or assistant fire chief during the tenure of William "Buck" Manley as Fire Chief for the Holmen Area Fire Association, which tenure lasted from approximately July 30, 2018 to July 9, 2021. This request also includes any and all records that relate in any respect to Mr. Manley or his candidacy for the position of fire chief with the City of Monroe.

AUTHORIZATION FOR DISCLOSURE OF EMPLOYMENT RECORDS  
INCLUDING MEDICAL INFORMATION

I, William "Buck" Manley authorize Holmen Area Fire Association, 710 Main Street, Holmen, Wisconsin 54636 to disclose to Anderson O'Brien, LLP, Attorneys at Law, 1257 Main Street, P. O. Box 228, Stevens Point, Wisconsin 54481-0228, all information from my employment and personnel records. I understand that the specific type of information to be disclosed includes, without limitations, all records, reports, forms and information in their possession regarding, but not limited to, my wages, hours, time lost, current and previous work record, amount of benefits paid and applications for employment that have been accumulated in the course of my employment, both prior and subsequent to the date of this authorization. This authorization specifically includes all medical and health care records and worker's compensation records. It also includes all notes of any supervisors or company officials relating in any way to my employment or to my performance as an employee, including any investigations conducted concerning me.

This authorization for disclosure of information shall remain in effect for 24 months from the date of signing.

A photocopy of this authorization shall be considered as effective and valid as the original.

Dated this 1st day of April, 2024.

Wm. "Buck" Manley  
William "Buck" Manley

March 26, 1958  
Date of Birth