



Date/Time: Rescheduled to Wednesday May 29, 2024 @ 6:30 pm

Location: Town of Holland Town Hall, Holmen, WI, 54636

The Holmen Area Fire Department Board will hold a meeting on **May 29, 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.) Election of vacant Secretary position
- 5.) Approval of Meeting Minutes
 - a. 04/23/2024
- 6.) 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.
- 7.) 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
- 8.) Fire Administration Report (Chief Ostreng)
 - a. April 2024 Incident/Activity Report
 - b. Fire Administration Report
 - c. Staffing/Personnel Updates
 - d. Fleet update
 - e. General
- 9.) Fire Commission Report (Chief Ostreng)
- 10.) HAFD website
 - a. Progress report
- 11.) Future Fire Station Study
 - a. Review of Draft RFQ
- 12.) Open records request
 - a. Progress report



- 13.) Paid meeting minutes recorder
- 14.) 2025 Assistant Fire Chief Position Request
- 15.) Paid-On-Call Staff
- 16.) Potential Command Vehicle Replacement
- 17.) Credit Cards for Captains
- 18.) 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
- 19.) Reconvene in Open Session
- 20.) Reservation of right for action and/or recommendation on Closed Session item(s)
- 21.) Next Regular Meeting Date – **6/18/2024**
- 22.) Adjourn



Date Notice Emailed: 05/24/2024

Notices Posted: 05/24/2024

Notices Emailed To:

Holmen Are Fire Assoc. Board	Town/Village	Media	Posted
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 April 23, 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: Travis Elam, Doug Jorstad, Jeff Herlitzke and Rick Hauser. Also present were Fire Chief Ryan Ostreng, Alternate Micah Wyss and HAFD attorney Jessica Kirchner.

INTRODUCTION OF NEW MEMBERS: Rick Hauser Town of Holland, Travis Elam Village of Holmen and Mich Wyss Village of Holmen as alternate member.

ELECTION OF VACANT TREASURER POSITION:

Jorstad volunteered for position and made motion for position and 2nd by Hauser. Motion carried unanimously.

APPROVAL OF MEETING MINUTES, MARCH 19,2024:

Herlitzke/Jorstad motion for approval of minutes. Motion carried unanimously.

RESIDENT OR EMPLOYEE CONCERNS/COMMENTS:

None

FINANCIAL REVIEW:

General review and discussion on balance sheet. Image Trend's software annual fee of \$9,500 is due. Jorstad/Elam motion to pay. Motion carried unanimously. Firefighter/EMT Benjamin Storlie's Vacation Payout per contract is \$1,959.36 for unused vacation balance

and Chief Ostreng has authorized our accountant to issue payment. This item is for information only.

FIRE ADMINISTRATION REPORT:

Review of March Incident/Activity Report. Resignation of Probationary Storlie effective March 20, 2024. Firefighter/EMT Nicholas Meinertz has satisfied all conditions of his offer as Probationary firefighter and his first day will be April 9, 2024. Conditional offer and start date for new Firefighter/EMT is being processed at this time, more info at later date.

FIRE COMMISSION REPORT:

Nothing new to report

HAFD WEBSITE:

Website concept possibly ready to go very soon.

FUTURE FIRE STATION STUDY:

Request for Qualifications for a fire station facility needs study is almost complete and should be ready in May. Components are in meeting packet. Jorstad/Elam motion to approve up to \$30,000 for needs study. Motion carried unanimously.

OPEN RECORDS REQUEST:

Open records request from Anderson O'Brien LLP for William "Buck" Manley. Discussion to be addressed in closed session.

CLOSED SESSION:

Motion by Jorstad/Hauser to go into closed session per Wis. Stats 19.85(1)(g). Motion carried.

RECONVENE IN OPEN SESSION:

Elam/Hauser motion to reconvene in open session. Motion carried.

**RESERVATION OF RIGHT FOR ACTION AND/OR RECOMMENDATION ON
CLOSED SESSION ITEMS(S)**

No action to be taken from closed session.

NEXT REGULAR MEETING DATE:

Next regular meeting May 21, 2024 at 6:30pm at Town of Holland Town Hall.

ADJOURN:

Motion to adjourn by Hauser/Elam. Motion carried. Adjourned at 8:10 pm.

Minutes by Doug Jorstad, Secretary

8:43 AM

HOLMEN AREA FIRE DEPARTMENT

Profit & Loss

05/21/24

January through April 2024

Cash Basis

	Jan - Apr 24
Ordinary Income/Expense	
Income	
Income-Budget	867,530.60
Capital /Reserve Income	25,000.00
Income-Interest	430.12
Income-Interest-Special	4,467.99
Donations/Grants	1,384.03
	898,812.74
Total Income	898,812.74
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	45,837.42
Employee Retirement Career	48,590.27
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
	454,970.79
Total SALARY/WAGES EXPENSE	454,970.79
Total Wages	454,970.79
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 Support	7,474.00
Accounting Services	1,860.00

8:43 AM
05/21/24
Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
January through April 2024

	<u>Jan - Apr 24</u>
Attorney/Support	192.50
Computer Maintenance	179.79
Office Software	13,533.90
Office Supplies	989.76
Telephone/Cell-Phones/Internet	<u>1,882.42</u>
Total OFFICE	26,112.37
UTILITIES	
Electricity	4,669.85
Water/Sewer/Runoff	<u>1,521.14</u>
Total UTILITIES	6,190.99
VEHICLES	
Fuel	2,988.96
Repairs & Maintenance	<u>1,952.27</u>
Total VEHICLES	4,941.23
Total Expense	519,359.78
Net Ordinary Income	379,452.96
Net Income	<u>379,452.96</u>

HOLMEN AREA FIRE DEPARTMENT
Balance Sheet
 As of April 30, 2024

	Apr 30, 24
ASSETS	
Current Assets	
Checking/Savings	
Park Bank	
Park Bank Checking	607,565.83
Total Park Bank	607,565.83
LGIP-General Capital Savings	
LGIP- Capital Savings	6,499.12
LGIP -Operational Checking	1.84
LGIP-2% Dues Savings	223,192.38
LGIP-Scholarship Fund	0.37
LGIP- Special Events/Donations	23,982.34
Total LGIP-General Capital Savings	253,676.05
Total Checking/Savings	861,241.88
Total Current Assets	861,241.88
TOTAL ASSETS	861,241.88
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Life Insurance Payable EE	49.38
WI Retirement Payable	5,673.47
Union Dues Payable	560.71
Payroll Liabilities	2,705.42
Total Other Current Liabilities	8,988.98
Total Current Liabilities	8,988.98
Total Liabilities	8,988.98
Equity	
Retained Earnings	472,799.94
Net Income	379,452.96
Total Equity	852,252.90
TOTAL LIABILITIES & EQUITY	861,241.88

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	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	430.12			
Income-Interest-Special	4,467.99			
Donations/Grants	1,384.03			
Total Income	898,812.74	1,855,061.20	-956,248.46	48.5%
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	1,318.57	10,000.00	-8,681.43	13.2%
Fire-Capital Expenditures	7,435.00	20,000.00	-12,565.00	37.2%
Total CAPITAL EXPENDITURES	12,313.12	60,000.00	-47,686.88	20.5%
Wages				
SALARY/WAGES EXPENSE				
Employee Benefit Health	45,837.42	198,658.20	-152,820.78	23.1%
Employee Retirement Career	48,590.27	140,292.10	-91,701.83	34.6%
Insurance-DWD Compensation	0.00	5,203.37	-5,203.37	0.0%
Insurance-Life	506.60	3,592.46	-3,085.86	14.1%
Insurance-Work-Comp	8,819.71	30,000.00	-21,180.29	29.4%
Officer Salary	39,500.01	105,000.00	-65,499.99	37.6%
Salary	245,310.13	793,113.48	-547,803.35	30.9%
Salary -OT	94,856.78	132,142.86	-37,286.08	71.8%
Acting Pay	690.00	1,260.00	-570.00	54.8%
FLSA	3,292.00	20,827.56	-17,535.56	15.8%
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	31,079.96	84,019.60	-52,939.64	37.0%
Capital Wage Reimbursement	0.00	36,000.00	-36,000.00	0.0%
SALARY/WAGES EXPENSE - Other	1,221.19			
Total SALARY/WAGES EXPENSE	536,888.21	1,596,061.20	-1,059,172.99	33.6%
Total Wages	536,888.21	1,596,061.20	-1,059,172.99	33.6%
BUILDING				
Building Maintenance/Repair	2,294.96	3,000.00	-705.04	76.5%
Grounds Maintenance	480.63	3,000.00	-2,519.37	16.0%
Supplies	1,206.21	2,500.00	-1,293.79	48.2%
Total BUILDING	3,981.80	8,500.00	-4,518.20	46.8%

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	378.38	650.00	-271.62	58.2%
Repairs & Maintenance	0.00	250.00	-250.00	0.0%
Replacement-EMS	404.24	600.00	-195.76	67.4%
Supplies	2,057.38	4,000.00	-1,942.62	51.4%
Training	186.00	1,000.00	-814.00	18.6%
Total EMS	3,026.00	6,500.00	-3,474.00	46.6%
FIRE				
Professional Dues/Licenses	195.00	2,000.00	-1,805.00	9.8%
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	2,352.00	5,000.00	-2,648.00	47.0%
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	2,382.69	4,000.00	-1,617.31	59.6%
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	7,830.57	15,000.00	-7,169.43	52.2%
Total FIRE	15,698.19	40,300.00	-24,601.81	39.0%
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	9,204.20	15,000.00	-5,795.80	61.4%
Accounting Services	2,560.00	9,000.00	-6,440.00	28.4%
Attorney/Support	262.50	3,000.00	-2,737.50	8.8%
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	1,389.20	1,000.00	389.20	138.9%
Postage	136.00	200.00	-64.00	68.0%
Telephone/Cell-Phones/Internet	2,409.88	9,000.00	-6,590.12	26.8%
OFFICE - Other	991.03			
Total OFFICE	30,666.50	65,200.00	-34,533.50	47.0%
UTILITIES				
Electricity	4,669.85	14,000.00	-9,330.15	33.4%
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%
Total UTILITIES	6,190.99	19,500.00	-13,309.01	31.7%

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

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
VEHICLES				
Fuel	4,357.84	25,000.00	-20,642.16	17.4%
Repairs & Maintenance	1,990.24	15,000.00	-13,009.76	13.3%
Testing/Inspection	14.98	1,000.00	-985.02	1.5%
Tire Replacement	0.00	4,000.00	-4,000.00	0.0%
Total VEHICLES	6,363.06	45,000.00	-38,636.94	14.1%
Total Expense	615,127.87	1,855,061.20	-1,239,933.33	33.2%
Net Ordinary Income	283,684.87	0.00	283,684.87	100.0%
Net Income	283,684.87	0.00	283,684.87	100.0%

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
 January 1 through May 21, 2024

	Jan 1 - May 21, 24
Ordinary Income/Expense	
Income	
Income-Budget	867,530.60
Capital /Reserve Income	25,000.00
Income-Interest	430.12
Income-Interest-Special	4,467.99
Donations/Grants	1,384.03
	898,812.74
Total Income	898,812.74
Expense	
CAPITAL EXPENDITURES	
Building -Capital Expenditures	3,559.55
EMS-Capital Expenditures	1,318.57
Fire-Capital Expenditures	7,435.00
	12,313.12
Total CAPITAL EXPENDITURES	12,313.12
Wages	
SALARY/WAGES EXPENSE	
Employee Benefit Health	45,837.42
Employee Retirement Career	48,590.27
Insurance-Life	506.60
Insurance-Work-Comp	8,819.71
Officer Salary	39,500.01
Salary	245,310.13
Salary -OT	94,856.78
Acting Pay	690.00
FLSA	3,292.00
Holiday Pay	17,114.36
Parttime Wages	69.78
Payroll-Tax Expense	31,079.96
SALARY/WAGES EXPENSE - Other	1,221.19
	536,888.21
Total SALARY/WAGES EXPENSE	536,888.21
Total Wages	536,888.21
BUILDING	
Building Maintenance/Repair	2,294.96
Grounds Maintenance	480.63
Supplies	1,206.21
	3,981.80
Total BUILDING	3,981.80
EMS	
Lease/Air/Oxygen	378.38
Replacement-EMS	404.24
Supplies	2,057.38
Training	186.00
	3,026.00
Total EMS	3,026.00
FIRE	
Professional Dues/Licenses	195.00
Batteries	100.94
Conventions/Conferences	570.00
Physicals	2,352.00
Repairs & Maintenance	1,430.19
Replacement -Fire	186.85
Supplies	2,382.69
Training	649.95
Uniform Clothing	7,830.57
	15,698.19
Total FIRE	15,698.19
OFFICE	
Consulting	0.00
Human Resources/Business Suppor	9,204.20

8:49 AM
05/21/24
Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
January 1 through May 21, 2024

	<u>Jan 1 - May 21, 24</u>
Accounting Services	2,560.00
Attorney/Support	262.50
Computer Maintenance	179.79
Office Software	13,533.90
Office Supplies	1,389.20
Postage	136.00
Telephone/Cell-Phones/Internet	2,409.88
OFFICE - Other	991.03
Total OFFICE	30,666.50
UTILITIES	
Electricity	4,669.85
Water/Sewer/Runoff	1,521.14
Total UTILITIES	6,190.99
VEHICLES	
Fuel	4,357.84
Repairs & Maintenance	1,990.24
Testing/Inspection	14.98
Total VEHICLES	6,363.06
Total Expense	615,127.87
Net Ordinary Income	283,684.87
Net Income	283,684.87

HOLMEN AREA FIRE DEPARTMENT
Check Detail
 May 8, 2024

8:39 AM
 05/21/24

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check	17294	05/08/2024	4S PROMOTIONS ...	INV-2561	Park Bank Checking		-269.00
TOTAL				INV-2561	Supplies	-269.00	269.00
Check	17295	05/08/2024	ENGELSON & ASS...	march 376878	Park Bank Checking		-700.00
TOTAL				march 376878	Accounting Services	-700.00	700.00
Check	17296	05/08/2024	FIRE SAFTEY USA	185887, 186238, 18659	Park Bank Checking		-2,788.00
TOTAL				185887, 186238, 18659 185887, 186238, 18659	Fire-Capital Expendi... Supplies	-2,465.00 -323.00	2,465.00 323.00
Check	17297	05/08/2024	HOLMEN ACE HAR...	April	Park Bank Checking		-70.53
TOTAL				April April April	Grounds Maintenance Building Maintenanc... Supplies	-17.42 -35.13 -17.98	17.42 35.13 17.98
Check	17298	05/08/2024	MAYO CLINIC	05/01/24 statement	Park Bank Checking		-1,278.00
TOTAL				05/01/24 statement	Physicals	-1,278.00	1,278.00
Check	17299	05/08/2024	MCS NETWORKS	34166	Park Bank Checking		-1,318.57
TOTAL				34166	EMS-Capital Expen...	-1,318.57	1,318.57
Check	17300	05/08/2024	MOEN SHEEHAN ...	ACT #32495- statement 30	Park Bank Checking		-70.00
TOTAL				ACT #32495- statement 30	Attorney/Support	-70.00	70.00

HOLMEN AREA FIRE DEPARTMENT
Check Detail
May 8, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL						-70.00	70.00
Check	17301	05/08/2024	O'REILLY AUTO P...	5012-458152, 459366	Park Bank Checking		-45.46
				5012-458152, 459366	Grounds Maintenance	-30.48	30.48
				5012-458152, 459366	Testing/Inspection	-14.98	14.98
TOTAL						-45.46	45.46
Check	17302	05/08/2024	RIVER CITY LAWN...	202136175	Park Bank Checking		-158.66
TOTAL				202136175	Grounds Maintenance	-158.66	158.66
Liability Check	17303	05/08/2024	SECURIAN LIFE IN...		Park Bank Checking		-140.94
					Insurance-Life	-124.48	124.48
					Life Insurance Paya...	-16.46	16.46
TOTAL						-140.94	140.94
Check	17304	05/08/2024	THE UNIFORM SH...	#44952	Park Bank Checking		-179.90
TOTAL				#44952	Uniform Clothing	-179.90	179.90
Check	17305	05/08/2024	VISA	APRIL	Park Bank Checking		-2,215.99
				APRIL	Office Supplies	-371.84	371.84
				APRIL	Professional Dues/Li...	-100.00	100.00
				APRIL	Supplies	-126.48	126.48
				APRIL	Telephone/Cell-Pho...	-230.92	230.92
				APRIL	Building Maintenannc...	-166.82	166.82
				APRIL	Supplies	-36.18	36.18
				APRIL	Postage	-136.00	136.00
				APRIL	Supplies	-29.12	29.12
				APRIL	OFFICE	-991.03	991.03
				APRIL	Office Supplies	-27.60	27.60
TOTAL						-2,215.99	2,215.99

HOLMEN AREA FIRE DEPARTMENT
Check Detail
May 21, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
Check	17306	05/21/2024	McMahon Associat...	bill #400719	Park Bank Checking	-1,730.20	-1,730.20
TOTAL				acct#04-22-00321 #400719	Human Resources/...	-1,730.20	1,730.20
						-1,730.20	1,730.20
Check	17307	05/21/2024	AIRGAS NORTH C...	55067426085	Park Bank Checking	-57.23	-57.23
TOTAL				55067426085	Lease/Air/Oxygen	-57.23	57.23
						-57.23	57.23
Check	17308	05/21/2024	Bound Tree Medica...	85335878	Park Bank Checking	-211.94	-211.94
TOTAL				85335878	Supplies	-211.94	211.94
						-211.94	211.94
Check	17309	05/21/2024	FIRE SAFTEY USA	187026	Park Bank Checking	-75.00	-75.00
TOTAL				187026	Supplies	-75.00	75.00
						-75.00	75.00
Check	17310	05/21/2024	GUNDERSEN HEA...	#56884	Park Bank Checking	-19.28	-19.28
TOTAL				#56884	Supplies	-19.28	19.28
						-19.28	19.28
Check	17311	05/21/2024	KWIK TRIP	APRIL	Park Bank Checking	-1,368.88	-1,368.88
TOTAL				APRIL	Fuel	-1,368.88	1,368.88
						-1,368.88	1,368.88
Check	17312	05/21/2024	O'REILLY AUTO P...	5012-460309	Park Bank Checking	-37.97	-37.97
TOTAL				5012-460309	Repairs & Maintena...	-37.97	37.97
						-37.97	37.97
Check	17313	05/21/2024	RIVER CITY LAWN...	202136364, 202136622	Park Bank Checking	-192.12	-192.12

HOLMEN AREA FIRE DEPARTMENT
Check Detail
May 21, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL				202136364, 202136622	Grounds Maintenance	-192.12	192.12
						-192.12	192.12
Check	17314	05/21/2024	THE UNIFORM SH...	#344949, 344970, 344971, 3...	Park Bank Checking	-767.40	-767.40
				#344949, 344970, 344971, 3...	Uniform Clothing	-767.40	767.40
TOTAL						-767.40	767.40

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	83	-47
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	356	-66

CALL TYPES RESPONDED TO FOR APRIL

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

Memo



To: Fire Board
From: Ryan Ostreng
cc:
Date: May 20, 2024
Re: HAFD DNR FFP Grant

The Holmen Area Fire Department has the opportunity to apply for the next round of the Forest Fire Protection Grant through the WI DNR. The grant award is up to \$20,000 that includes a 50% local match (50% State/Federal and 50% HAFD). Applications are due July 1, 2024 with award notification on October 1, 2024. Grant reimbursements would be due by April 15, 2025.

HAFD is in need of a new PPE ensemble for grass and brush fire response. I ask for HAFD Board approval to apply for a grant totaling \$20,000.00.

Proudly Serving the Town of Holland and Village of Holmen

Holmen Area Fire Commission Meeting Minutes: May 2, 2024
Meeting Location: Town of Holland Town Hall - Holmen, WI 54636

CALL TO ORDER:

The meeting was promptly 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; Neal Forde, Village of Holmen; John Miller, Town of Holland; Barry Ploessl, Village of Holmen.

Also Present: Ryan Ostreng, Fire Chief; Nicholas Meinertz-FF/EMT, along with supporting family and friends; Travis Wills FF/EMT, along with supporting family and friends. Also in attendance were a handful of supportive HAFD personnel.

Special event--HAFD Staffing and Personnel:

Nicholas Meinertz and Travis Wills 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 Brockman, the swearing in and pinning ceremonies were pulled ahead in the meeting. This motion was unanimously approved.

Chairman Ploessl facilitated the swearing in of Nicholas Meinertz as Probationary Firefighter. Chief Ostreng facilitated the pinning event. Travis Wills has completed his probationary period. Chief Ostreng facilitated a pinning event in which the Probationary badge was replaced by his new shield.

APPROVAL OF MINUTES:

The minutes of the April 8, 2024 meeting were reviewed by the commissioners. A motion was made by Commissioner Forde with second by Commissioner Brockman to approve the minutes. This motion was unanimously approved.

RESIDENT OR EMPLOYEE CONCERNS/COMMENTS:

There were none presented.

FIRE ADMINISTRATION REPORT:

Chief Ostreng was not able to do a full report due to software transition. However, he recalled that we had 85 calls for April.

Candidate #1 from previous interviews was offered a position but declined the offer. Candidate #2 has been offered a position and is working through all the necessary conditions. Tentative start of July 2, 2024.

COMMISSION CHAIR REPORT:

Chairmna Ploesl was not able to secure the information regarding term length for the respective commissioners. Chief Ostreng vowed to secure that information for the next meeting.

UNFINISHED BUSINESS:

See Review of HAFD Job Description below.

By way of a motion, this topic was moved on the agenda from new business to unfinished business.

Motion by Commissioner Miller, second by Commissioner Forde.

Holmen Area Fire Commission Meeting Minutes: May 2, 2024

REVIEW OF HAFD JOB DESCRIPTION:

Revisiting the HAFD Job description as listed. Chief Ostreng did not receive any feedback from department leaders. Chief Ostreng made one very minor change to the document. Motion by Commissioner Forde, with second by Commissioner Miller, for the commissioners to do a more detailed review of the Job Description. This motion passed by unanimous vote.

Note 1- Full Job Description document was included with the meeting agenda.

Note 2-The intent is for the commissioners to spend time reviewing this document before the next meeting. Please bring forward comments, ideas, suggestions after further review.

NEW BUSINESS:

Budgetary discussions in the Town and Village will be taking place soon.

CLOSED SESSION:

No Closed Session was needed.

RECONVENE IN OPEN SESSION:

N/A

NEXT REGULAR MEETING: June 17, 2024 at 6:30pm at Town of Holland Hall.

ADJOURN:

A motion was made by Commissioner Brockman, with a second from Commissioner Forde to adjourn. This motion passed with a unanimous yes voice vote. The meeting adjourned at 7:31 pm.

Minutes taken and published by John Miller, Commission Secretary

Memo



To: Fire Board
From: Ryan Ostreng
cc:
Date: May 17, 2024
Re: HAFD Website Live

I am happy to announce that HAFD once again has a presence on the web. Creating a new website has been a priority for me as it is estimated that the previous website became inactive in 2021. The important purpose of our website is to keep the citizens and visitors of our HAFD communities informed through more accessible fire service-related information. The url for the website is:

<https://www.holmenfire.com/>

Memo



To: Fire Board
From: Ryan Ostreng
cc:
Date: May 20, 2024
Re: Open Records Request

Attorney Jessica Kirchner sent Attorney Formella a compressed file containing Chief Manley's personnel records and a letter asking for more clarity relating to the Open Records request. Based on Attorney Kirchner's advice, we have no further obligation until we receive more clarifying details from Attorney Formella.

Memo



To: Fire Board
From: Ryan Ostreng
cc:
Date: May 2, 2024
Re: HAFD Assistant Fire Chief for 2025 Budget

I am formally making it known to the Board that I will be requesting help administrating the Holmen Area Fire Department through the addition of an Assistant Fire Chief in the 2025 budget. The reasons for this request include:

1. Creates redundancy at the command level – operational depth of bench and organizational resilience.
2. Increases capacity to administrate - the current status of “a division of 1 gets nothing done” is not conducive for a department that needs to catch up and then keep pace with a growing community.
3. Plans for succession – this could be your next chief.

A requested budget of \$150,000.00 will cover wages and benefits for the addition of an Assistant Fire Chief to the Holmen Area Fire Department. This amount will be in addition to an operating budget increase needed to cover current staff wage increases per the Collective Bargaining Agreement, additional funding needed to support equipping the Assistant Fire Chief position, and inflationary increase factors on remaining budget items.

Proudly Serving the Town of Holland and Village of Holmen

Memo



To: Fire Board
From: Ryan Ostreng
cc:
Date: May 17, 2024
Re: HAFD Captain Credit Cards

Each HAFD Captain has a program area that they currently forward any related expenditures to the Chief's Office. This can become a bottle neck under the current structure waiting for me to make the purchases. I am looking to give each Captain the authority to make purchases along with the responsibility to monitor the related budget line items the pertain to their programs. I am asking the Board to approve issuing credit cards to the three Fire Captains with a \$500.00 limit.