



[www.holmenfire.com](http://www.holmenfire.com)

**Date/Time:** Tuesday June 18, 2024 @ 6:30 pm

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

The Holmen Area Fire Department Board will hold a meeting on **June 18, 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. 05/28/2024
- 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
    - i. MCS Networks 2024 I.T. Support Contract
  - f. Special Topics
- 8.) Fire Administration Report (Chief Ostreng)
  - a. May 2024 Incident/Activity Report
  - b. Fire Administration Report
  - c. Staffing/Personnel Updates
  - d. Fleet update
  - e. General
- 9.) Fire Commission Report (Chief Ostreng)
- 10.) Fire Investigation Resource Sharing
- 11.) Future Fire Station Study
- 12.) Chippewa Valley Technical College MOU for 2024-2025 firefighter eligibility testing review and approval



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- 13.) Announcements and Future Agenda Items
- 14.) Next Regular Meeting Date – 7/16/2024
- 15.) Adjourn



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Date Notice Emailed: 06/14/2024

Notices Posted: 06/14/2024

**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 District**  
**Meeting Minutes - May 29th, 2024**

Jeff Herlitzke called the Holmen Area Fire District meeting to order at 6:30 pm on May 29th, 2024 at the Town of Holland Town Hall.

**Present:** Doug Jorstad (Holmen), Travis Elam (Holmen), Rick Hauser (Holland), Jeff Herlitzke (Holland), Ryan Ostreng (Fire Chief)

**Excused:** None

**Guests:** Fire department staff

**Election of vacant Secretary position:**

Travis Elam volunteered for the vacant secretary position. Motion by Elam, second by Jorstad. Motion carried unanimously.

**Approval of Meeting Minutes:**

Jorstad/Hauser motion for approval of the minutes. Motion carried unanimously.

**Resident or Employee Concerns/Comments:**

None

**Financial Review:**

General review and discussion on balance sheet. Jorstad highlighted that as of May 21<sup>st</sup> the board has spent 33.2% of the budget. General review of check details. Hauser questioned new hire payments for physicals. Ostreng, stated that it is typical practice to cover the entire cost of physicals for firefighters. Herlitzke questioned recurring payments for uniforms. Ostreng stated it was due to new hires. Ostreng reminded the board that the 33.2% of the budget spent also includes capital expenditures and to expect the capital expenditures to impact the budget later.

**Fire Administration Report:**

Review of April incident/activity report. Ostreng stated that he is still working on transferring reports from the La Crosse software to internal software for more reporting. Ostreng highlighted the Country Road T fire, a few smaller brush fires, and a few gas leak calls.

Ostreng stated that we have the ability to apply for the DNR Forestry Fire Protection Grant which is a 50/50 match for a maximum amount of \$20,000. Ostreng stated that he wished to use the grant money to replace forest fire fighting PPE. Elam questioned how many forest fires we have yearly. Ostreng stated about half a dozen or so. Ostreng stated that the largest forest fire in his professional career happened last April which the department responded too. Fire staff elaborated that it was multiple acres and structure that were on fire. Herlitzke stated that we should expect more forest/brush fires that the department will have to respond to. Ostreng agreed. Ostreng stated that the department also protects black river bottoms. Jorstad/Elam motion to approve. Motion carried unanimously.

**Fire Commission Report:**

Ostreng stated the fire commission is reviewing the job description of the fire fighter position.

**HAFD Website:**

Ostreng stated the website is up and running, but it's still a work in progress. Hauser questioned why the domain was only "holmenfire.com" when it represent the Village of Holmen and Town of Holland. Hauser questioned why the domain wasn't "hafd.com". Ostreng stated that the department was just re-using the domain that was previously purchased years ago by the department and was unsure of the cost to change it. Elam explained to everyone the process behind purchasing a web domain. Hauser questioned why the site didn't end in ".gov". Ostreng stated that he started looked into it.

**Future Fire Station Study:**

Ostreng stated that he is looking for a RFQ for the study and is still in the draft stage. Ostreng stated that he hopes to have it done by Friday and that he had reached out to Scott Heinig for review. Herlitzke asked that when it's finished the draft also be sent to Bob Stupi for review as well.

**Open records request:**

Ostreng stated that according to the boards attorney the initial request was too broad and there are no actions required until the request is narrowed.

**Paid meeting minutes recorder:**

Jorstad stated the Village of Holmen clerk was not interested in recording minutes. Herlitzke stated the Town of Holland's clerk was interested. Jorstad stated the Village of Holmen's administrator doesn't support paying for an additional body to record minutes and agreed with the administrator. Elam agreed with Jorstad and the Village of Holmen's administrator. No motion occurred.

**2025 Assistant Fire Chief Position Request:**

Ostreng requested a budget of \$150,000 to cover wages and benefits for the additions of an assistant fire chief for the department. Ostreng gave a brief explanation of the reasons he thought the department needed an assistant fire chief.

Hauser request an explanation of the fire departments command structure. Hauser stated that he thought an assistant fire chief in a 14 man department is a redundant and unnecessary thing to have. Hauser asked if an administrative assistant would be more practical to help with the issues Ostreng was facing. Ostreng stated that it would be helpful but wouldn't address all the needs of the department. Hauser stated he would be more open to the idea of an assistant fire chief once the results of the fire study were finalized.

Ostreng stated that he is overwhelmed with the day to day responsibilities of the fire chief and that he doesn't have the time/capacity to think about the future of the fire department and it's growth. Ostreng stated that he should be at the planning and zoning meetings but doesn't have the time with normal

operations. Fire staff stated that they would also like an assistant fire chief to focus on the day to day, training, staffing issues, meetings, etc. while Chief Ostreng could focus more on growing the department and taking the department where it needs to go.

Herlitzke stated that the Town of Holland Board needs to discuss the details in depth as a whole before moving forward with anything.

Elam requested additional details on some of the issues that the department is facing that would require an assistant chief position. Elam also asked the chief if it would be possible to offload some of his day to day tasks to higher ranking staff within the department.

Jorstad stated that after talks with Administrator Hieing that the Village of Holmen supports Ostreng's request for an assistant fire chief but request that he waits to propose the new position until 2025. Jorstad also requested Ostreng bring up the assistant fire chief position to the Fire Commission so they can establish a job description prior to the approval of an assistant fire chief should it pass.

#### **Paid-On-Call Staff:**

Ostreng stated that we currently have 2 paid on call staff and 1 starting soon. Ostreng stated he wanted to know the boards opinion of paid-on-call staff. Ostreng stated that he has concerns about staffing of the department in the event of major fire/incident. Ostreng stated during calls only 2 staff remain at the station if the other 4 respond to the call, and sometimes he is the only one at the station to cover additional calls. Ostreng stated that anytime the department responds to a structural fire the department is reliant on paid-on-call staff and additional aid for any other calls. Ostreng stated that he is **very** concerned about this issue.

Herlitzke stated that the Town is concerned about the lack of response and the cost associated with paid on call staff. Herlitzke stated the purpose of the previous referendum was to hire more full time staff instead of spending resources on paid-on-call staff. Herlitzke raised concerns about the cost of staff in addition to the requested \$150,000 in funding for an assistant fire chief. Ostreng stated that the department covers all training and equipment for paid-on-call staff and that the total cost is around \$16,000 per person. Ostreng stated he is still weighing the cost/benefits of paid-on-call staff.

Elam asked fire staff for their opinion of paid-on-call staff. Fire staff stated that only 1 person in the last decade has transitioned from paid-on-call to full time firefighter and they are unreliable. Jorstad stated that he doesn't think they are enough people out there to make the commitment as paid-on-call, and that hopefully the department can add full time staff in the future instead. Fire staff commented that other municipalities also have issues with the reliability of paid-on-call staff.

Ostreng stated that changes were coming, and that paid-on-call staff will be required to attend a minimum amount of monthly training and will be required to attend a certain percentage of call backs.

Ostreng stated that paid-on-call staff were required to be firefighter 1 & 2 and EMT trained which is roughly 300 hours of training. Fire staff commented that their training took them roughly 18 months to finish all of the required training.

Elam asked if there was any form of contract that could protect the fire department from spending resources on non committed paid-on-call staff similar to how the Holmen Police Department ran the Police Reserves. Elam stated he didn't think the department should close the door to individuals who were seriously committed to future fire fighting careers. Elam stated a positive experience with Holmen Police reserves and thought other individuals should have a similar opportunity with the fire department. Ostreng stated that he would love to see a contractual agreement but in practice they are hard to uphold.

Herlitzke stated he would like to see buy in from the rest of the fire staff before supporting additional paid-on-call staff. Hauser stated that he would rather see the money used to pay paid-on-call staff moved into the budget instead. Jorstad raised concerns about paying for the training for paid-on-call staff only to have them leave to take a full time position somewhere else. Jorstad stated this had happened in the past due to lack of funding and the inability for the board to hire paid-on-call staff as full time firefighters. Jorstad stated he would like to see the full time staff increase overtime instead of paid-on-call.

No actions occurred.

**Potential Command Vehicle Replacement:**

Ostreng stated he would like to replace the current vehicle he is using right now which is a ford expedition, use the expedition as a reserve vehicle, and get rid of the departments excursion. Ostreng stated that he would like to replace his expedition with a new suburban so that he can outfit it with a slide out tray that can be used to carry additional equipment to calls. Ostreng suggested using the 2% dues to purchase the vehicle only, and explained that it wouldn't cover the entire cost to outfit the vehicles with lights, radios, and additional graphics for the department. Ostreng estimated the total cost to purchase the vehicle would come out to \$110,000. Ostreng stated he doesn't currently have any quotes lined up yet. Ostreng stated that he had plans for a 10 year vehicle replacement plan for the department. Herlitzke stated he thought this was a good idea and that we should establish this.

No actions occurred.

**Credit Cards for Captains:**

Ostreng requested approval of credit cards for captains with a limit of \$500. Motion by Travis/Hauser for the approval of the 3 fire captains not to exceed a total amount of \$500 each. Motion carried unanimously.

**Closed Session:**

None

**Next Regular Meeting Date:**

Next regular meeting June 17th, 2024 at 6:30pm at Town of Holland Town Hall.

**Adjourn:**

Motion to adjourn Jorstad/Hauser. Motion carried unanimously.

Minutes by Travis E. Elam, Secretary

DRAFT

## 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                     | 554.55            |                     |                    |              |
| Income-Interest-Special             | 5,623.31          |                     |                    |              |
| Donations/Grants                    | 1,964.03          |                     |                    |              |
| <b>Total Income</b>                 | <b>900,672.49</b> | <b>1,855,061.20</b> | <b>-954,388.71</b> | <b>48.6%</b> |
| 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%        |
| <b>Total CAPITAL EXPENDITURES</b>   | <b>12,313.12</b>  | <b>60,000.00</b>    | <b>-47,686.88</b>  | <b>20.5%</b> |
| Wages                               |                   |                     |                    |              |
| SALARY/WAGES EXPENSE                |                   |                     |                    |              |
| Employee Benefit Health             | 72,632.54         | 198,658.20          | -126,025.66        | 36.6%        |
| Employee Retirement Career          | 60,531.88         | 140,292.10          | -79,760.22         | 43.1%        |
| Insurance-DWD Compensation          | 0.00              | 5,203.37            | -5,203.37          | 0.0%         |
| Insurance-Life                      | 612.30            | 3,592.46            | -2,980.16          | 17.0%        |
| Insurance-Work-Comp                 | 8,819.71          | 30,000.00           | -21,180.29         | 29.4%        |
| Officer Salary                      | 47,423.09         | 105,000.00          | -57,576.91         | 45.2%        |
| Salary                              | 298,881.93        | 793,113.48          | -494,231.55        | 37.7%        |
| Salary -OT                          | 116,387.15        | 132,142.86          | -15,755.71         | 88.1%        |
| Acting Pay                          | 700.00            | 1,260.00            | -560.00            | 55.6%        |
| FLSA                                | 5,017.90          | 20,827.56           | -15,809.66         | 24.1%        |
| Holiday Pay                         | 20,341.92         | 35,951.57           | -15,609.65         | 56.6%        |
| Parttime Wages                      | 69.78             | 10,000.00           | -9,930.22          | 0.7%         |
| Payroll-Tax Expense                 | 37,748.19         | 84,019.60           | -46,271.41         | 44.9%        |
| Capital Wage Reimbursement          | 0.00              | 36,000.00           | -36,000.00         | 0.0%         |
| <b>SALARY/WAGES EXPENSE - Other</b> | <b>398.99</b>     |                     |                    |              |
| <b>Total SALARY/WAGES EXPENSE</b>   | <b>669,565.38</b> | <b>1,596,061.20</b> | <b>-926,495.82</b> | <b>42.0%</b> |
| <b>Total Wages</b>                  | <b>669,565.38</b> | <b>1,596,061.20</b> | <b>-926,495.82</b> | <b>42.0%</b> |
| BUILDING                            |                   |                     |                    |              |
| Building Maintenance/Repair         | 2,749.96          | 3,000.00            | -250.04            | 91.7%        |
| Grounds Maintenance                 | 520.18            | 3,000.00            | -2,479.82          | 17.3%        |
| Supplies                            | 1,369.64          | 2,500.00            | -1,130.36          | 54.8%        |
| <b>Total BUILDING</b>               | <b>4,639.78</b>   | <b>8,500.00</b>     | <b>-3,860.22</b>   | <b>54.6%</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                 | 436.76           | 650.00           | -213.24           | 67.2%        |
| 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%        |
| <b>Total EMS</b>                 | <b>3,084.38</b>  | <b>6,500.00</b>  | <b>-3,415.62</b>  | <b>47.5%</b> |
| <b>FIRE</b>                      |                  |                  |                   |              |
| Professional Dues/Licenses       | 255.00           | 2,000.00         | -1,745.00         | 12.8%        |
| Fire Prevention/Pub Education    | 0.00             | 500.00           | -500.00           | 0.0%         |
| Batteries                        | 100.94           | 300.00           | -199.06           | 33.6%        |
| Conventions/Conferences          | 1,045.00         | 2,500.00         | -1,455.00         | 41.8%        |
| Physicals                        | 2,352.00         | 5,000.00         | -2,648.00         | 47.0%        |
| Repairs & Maintenance            | 1,446.17         | 3,000.00         | -1,553.83         | 48.2%        |
| Replacement -Fire                | 1,793.27         | 2,000.00         | -206.73           | 89.7%        |
| Supplies                         | 2,592.32         | 4,000.00         | -1,407.68         | 64.8%        |
| Testing/Insp                     | 0.00             | 1,000.00         | -1,000.00         | 0.0%         |
| Training                         | 1,400.96         | 5,000.00         | -3,599.04         | 28.0%        |
| Uniform Clothing                 | 9,634.87         | 15,000.00        | -5,365.13         | 64.2%        |
| <b>Total FIRE</b>                | <b>20,620.53</b> | <b>40,300.00</b> | <b>-19,679.47</b> | <b>51.2%</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 | 10,481.70        | 15,000.00        | -4,518.30         | 69.9%        |
| Accounting Services              | 4,005.00         | 9,000.00         | -4,995.00         | 44.5%        |
| Attorney/Support                 | 262.50           | 3,000.00         | -2,737.50         | 8.8%         |
| Computer Maintenance             | 11,249.49        | 10,000.00        | 1,249.49          | 112.5%       |
| 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   | 2,937.24         | 9,000.00         | -6,062.76         | 32.6%        |
| OFFICE - Other                   | 991.03           |                  |                   |              |
| <b>Total OFFICE</b>              | <b>44,986.06</b> | <b>65,200.00</b> | <b>-20,213.94</b> | <b>69.0%</b> |
| <b>UTILITIES</b>                 |                  |                  |                   |              |
| Electricity                      | 5,629.55         | 14,000.00        | -8,370.45         | 40.2%        |
| 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>7,150.69</b>  | <b>19,500.00</b> | <b>-12,349.31</b> | <b>36.7%</b> |

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

|                            | Jan - Dec 24      | Budget              | \$ Over Budget       | % of Budget   |
|----------------------------|-------------------|---------------------|----------------------|---------------|
| <b>VEHICLES</b>            |                   |                     |                      |               |
| Fuel                       | 5,281.31          | 25,000.00           | -19,718.69           | 21.1%         |
| Repairs & Maintenance      | 2,034.08          | 15,000.00           | -12,965.92           | 13.6%         |
| Testing/Inspection         | 14.98             | 1,000.00            | -985.02              | 1.5%          |
| Tire Replacement           | 0.00              | 4,000.00            | -4,000.00            | 0.0%          |
| <b>Total VEHICLES</b>      | <b>7,330.37</b>   | <b>45,000.00</b>    | <b>-37,669.63</b>    | <b>16.3%</b>  |
| <b>Total Expense</b>       | <b>769,690.31</b> | <b>1,855,061.20</b> | <b>-1,085,370.89</b> | <b>41.5%</b>  |
| <b>Net Ordinary Income</b> | <b>130,982.18</b> | <b>0.00</b>         | <b>130,982.18</b>    | <b>100.0%</b> |
| <b>Net Income</b>          | <b>130,982.18</b> | <b>0.00</b>         | <b>130,982.18</b>    | <b>100.0%</b> |

**HOLMEN AREA FIRE DEPARTMENT**  
**Profit & Loss**  
 January 1 through June 18, 2024

|                                   | Jan 1 - Jun 18, 24 |
|-----------------------------------|--------------------|
| <b>Ordinary Income/Expense</b>    |                    |
| <b>Income</b>                     |                    |
| Income-Budget                     | 867,530.60         |
| Capital /Reserve Income           | 25,000.00          |
| Income-Interest                   | 554.55             |
| Income-Interest-Special           | 5,623.31           |
| Donations/Grants                  | 1,964.03           |
|                                   | 900,672.49         |
| <b>Total Income</b>               | <b>900,672.49</b>  |
| <b>Expense</b>                    |                    |
| <b>CAPITAL EXPENDITURES</b>       |                    |
| Building -Capital Expenditures    | 3,559.55           |
| EMS-Capital Expenditures          | 1,318.57           |
| Fire-Capital Expenditures         | 7,435.00           |
|                                   | 12,313.12          |
| <b>Total CAPITAL EXPENDITURES</b> | <b>12,313.12</b>   |
| <b>Wages</b>                      |                    |
| <b>SALARY/WAGES EXPENSE</b>       |                    |
| Employee Benefit Health           | 72,632.54          |
| Employee Retirement Career        | 60,531.88          |
| Insurance-Life                    | 612.30             |
| Insurance-Work-Comp               | 8,819.71           |
| Officer Salary                    | 47,423.09          |
| Salary                            | 298,881.93         |
| Salary -OT                        | 116,387.15         |
| Acting Pay                        | 700.00             |
| FLSA                              | 5,017.90           |
| Holiday Pay                       | 20,341.92          |
| Parttime Wages                    | 69.78              |
| Payroll-Tax Expense               | 37,748.19          |
| SALARY/WAGES EXPENSE - Other      | 398.99             |
|                                   | 669,565.38         |
| <b>Total SALARY/WAGES EXPENSE</b> | <b>669,565.38</b>  |
| <b>Total Wages</b>                | <b>669,565.38</b>  |
| <b>BUILDING</b>                   |                    |
| Building Maintenance/Repair       | 2,749.96           |
| Grounds Maintenance               | 520.18             |
| Supplies                          | 1,369.64           |
|                                   | 4,639.78           |
| <b>Total BUILDING</b>             | <b>4,639.78</b>    |
| <b>EMS</b>                        |                    |
| Lease/Air/Oxygen                  | 436.76             |
| Replacement-EMS                   | 404.24             |
| Supplies                          | 2,057.38           |
| Training                          | 186.00             |
|                                   | 3,084.38           |
| <b>Total EMS</b>                  | <b>3,084.38</b>    |
| <b>FIRE</b>                       |                    |
| Professional Dues/Licenses        | 255.00             |
| Batteries                         | 100.94             |
| Conventions/Conferences           | 1,045.00           |
| Physicals                         | 2,352.00           |
| Repairs & Maintenance             | 1,446.17           |
| Replacement -Fire                 | 1,793.27           |
| Supplies                          | 2,592.32           |
| Training                          | 1,400.96           |
| Uniform Clothing                  | 9,634.87           |
|                                   | 20,620.53          |
| <b>Total FIRE</b>                 | <b>20,620.53</b>   |
| <b>OFFICE</b>                     |                    |
| Consulting                        | 0.00               |
| Human Resources/Business Support  | 10,481.70          |

1:23 PM  
06/17/24  
Cash Basis

HOLMEN AREA FIRE DEPARTMENT  
**Profit & Loss**  
January 1 through June 18, 2024

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|                                | <u>Jan 1 - Jun 18, 24</u> |
|--------------------------------|---------------------------|
| Accounting Services            | 4,005.00                  |
| Attorney/Support               | 262.50                    |
| Computer Maintenance           | 11,249.49                 |
| Office Software                | 13,533.90                 |
| Office Supplies                | 1,389.20                  |
| Postage                        | 136.00                    |
| Telephone/Cell-Phones/Internet | 2,937.24                  |
| OFFICE - Other                 | 991.03                    |
| <b>Total OFFICE</b>            | <b>44,986.06</b>          |
| <b>UTILITIES</b>               |                           |
| Electricity                    | 5,629.55                  |
| Water/Sewer/Runoff             | 1,521.14                  |
| <b>Total UTILITIES</b>         | <b>7,150.69</b>           |
| <b>VEHICLES</b>                |                           |
| Fuel                           | 5,281.31                  |
| Repairs & Maintenance          | 2,034.08                  |
| Testing/Inspection             | 14.98                     |
| <b>Total VEHICLES</b>          | <b>7,330.37</b>           |
| <b>Total Expense</b>           | <b>769,690.31</b>         |
| <b>Net Ordinary Income</b>     | <b>130,982.18</b>         |
| <b>Net Income</b>              | <b>130,982.18</b>         |

1:24 PM  
06/17/24  
Cash Basis

HOLMEN AREA FIRE DEPARTMENT  
**Balance Sheet**  
As of June 18, 2024

|                                       | <u>Jun 18, 24</u> |
|---------------------------------------|-------------------|
| <b>ASSETS</b>                         |                   |
| Current Assets                        |                   |
| Checking/Savings                      |                   |
| Park Bank                             |                   |
| Park Bank Checking                    | 364,327.51        |
| Total Park Bank                       | 364,327.51        |
| LGIP-General Capital Savings          |                   |
| LGIP- Capital Savings                 | 6,528.72          |
| LGIP -Operational Checking            | 1.84              |
| LGIP-2% Dues Savings                  | 224,208.88        |
| LGIP-Scholarship Fund                 | 0.37              |
| LGIP- Special Events/Donations        | 24,091.56         |
| Total LGIP-General Capital Savings    | 254,831.37        |
| Total Checking/Savings                | 619,158.88        |
| Total Current Assets                  | 619,158.88        |
| <b>TOTAL ASSETS</b>                   | <b>619,158.88</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                   |
| Liabilities                           |                   |
| Current Liabilities                   |                   |
| Other Current Liabilities             |                   |
| Life Insurance Payable EE             | 49.38             |
| WI Retirement Payable                 | 11,155.89         |
| Union Dues Payable                    | 1,115.33          |
| Payroll Liabilities                   | 3,056.16          |
| Total Other Current Liabilities       | 15,376.76         |
| Total Current Liabilities             | 15,376.76         |
| Total Liabilities                     | 15,376.76         |
| Equity                                |                   |
| Retained Earnings                     | 472,799.94        |
| Net Income                            | 130,982.18        |
| Total Equity                          | 603,782.12        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>619,158.88</b> |

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

| Type            | Num   | Date       | Name                | Memo                 | Account                | Paid Amount |
|-----------------|-------|------------|---------------------|----------------------|------------------------|-------------|
| Liability Check | wd    | 06/10/2024 | STATE OF WIS        | S579                 | Park Bank Checking     |             |
|                 |       |            |                     | S579                 | Employee Benefit H...  | -14,642.86  |
|                 |       |            |                     | S579                 | Payroll Liabilities    | -754.88     |
| TOTAL           |       |            |                     |                      |                        | -15,397.74  |
| Check           | 17315 | 06/10/2024 | Coaches Corner S... | 9956                 | Park Bank Checking     |             |
|                 |       |            |                     | 9956                 | Uniform Clothing       | -183.00     |
| TOTAL           |       |            |                     |                      |                        | -183.00     |
| Check           | 17316 | 06/10/2024 | ENGELSON & ASS...   | April 378528         | Park Bank Checking     |             |
|                 |       |            |                     | April 378528         | Accounting Services    | -780.00     |
| TOTAL           |       |            |                     |                      |                        | -780.00     |
| Check           | 17317 | 06/10/2024 | GALLS               | 027952500, 027969777 | Park Bank Checking     |             |
|                 |       |            |                     | 027952500, 027969777 | Replacement -Fire      | -248.00     |
|                 |       |            |                     | 027952500, 027969777 | Uniform Clothing       | -268.00     |
| TOTAL           |       |            |                     |                      |                        | -516.00     |
| Check           | 17318 | 06/10/2024 | HOLMEN ACE HAR...   | May                  | Park Bank Checking     |             |
|                 |       |            |                     | May                  | Repairs & Maintena...  | -10.58      |
|                 |       |            |                     | May                  | Supplies               | -61.38      |
|                 |       |            |                     | May                  | Repairs & Maintena...  | -15.98      |
| TOTAL           |       |            |                     |                      |                        | -87.94      |
| Check           | 17319 | 06/10/2024 | INTERSTATE ROO...   | 16805                | Park Bank Checking     |             |
|                 |       |            |                     | 16805                | Building Maintenanc... | -455.00     |
| TOTAL           |       |            |                     |                      |                        | -455.00     |
| Check           | 17320 | 06/10/2024 | MACQUEEN EMER...    | P30478               | Park Bank Checking     |             |
|                 |       |            |                     | P30478               | Replacement -Fire      | -1,358.42   |

HOLMEN AREA FIRE DEPARTMENT  
Check Detail  
June 10, 2024

| Type            | Num   | Date       | Name                | Memo                         | Account                | Paid Amount |
|-----------------|-------|------------|---------------------|------------------------------|------------------------|-------------|
| TOTAL           |       |            |                     |                              |                        | -1,358.42   |
| Check           | 17321 | 06/10/2024 | MOEN SHEEHAN ...    | ACT #32495- statement 31     | Park Bank Checking     |             |
| TOTAL           |       |            |                     | ACT #32495- statement 31     | Accounting Services    | -665.00     |
|                 |       |            |                     |                              |                        | -665.00     |
| Liability Check | 17322 | 06/10/2024 | SECURIAN LIFE IN... |                              | Park Bank Checking     |             |
| TOTAL           |       |            |                     |                              | Insurance-Life         | -105.70     |
|                 |       |            |                     |                              | Life Insurance Paya... | -49.38      |
|                 |       |            |                     |                              |                        | -155.08     |
| Check           | 17323 | 06/10/2024 | CLAREY'S SAFETY...  | 211635                       | Park Bank Checking     |             |
| TOTAL           |       |            |                     | 211635                       | Supplies               | -209.63     |
|                 |       |            |                     |                              |                        | -209.63     |
| Check           | 17324 | 06/10/2024 | THE UNIFORM SH...   | #345316, 345576, 345577,3... | Park Bank Checking     |             |
| TOTAL           |       |            |                     | #345316, 345576, 345577,3... | Uniform Clothing       | -1,103.30   |
|                 |       |            |                     |                              |                        | -1,103.30   |
| Check           | 17325 | 06/10/2024 | VISA                | MAY                          | Park Bank Checking     |             |
| TOTAL           |       |            |                     | MAY                          | Training               | -351.01     |
|                 |       |            |                     |                              | Uniform Clothing       | -250.00     |
|                 |       |            |                     |                              | Supplies               | -102.05     |
|                 |       |            |                     |                              | Telephone/Ceill-Pho... | -230.82     |
|                 |       |            |                     |                              | Grounds Maintenance    | -39.55      |
|                 |       |            |                     |                              | Conventions/Confer...  | -475.00     |
|                 |       |            |                     |                              |                        | -1,448.43   |
| Check           | 17326 | 06/10/2024 | VISION DESIGN G...  | 118280                       | Park Bank Checking     |             |
| TOTAL           |       |            |                     | 118280                       | Human Resources/...    | -825.00     |
|                 |       |            |                     |                              |                        | -825.00     |

HOLMEN AREA FIRE DEPARTMENT  
Check Detail  
June 10, 2024

| Type            | Num   | Date       | Name              | Memo              | Account            | Paid Amount |
|-----------------|-------|------------|-------------------|-------------------|--------------------|-------------|
| Check           | 17327 | 06/10/2024 | WESTERN TECHN...  | Bill # 0000000017 | Park Bank Checking |             |
|                 |       |            |                   | Bill # 0000000017 | Training           | -400.00     |
| TOTAL           |       |            |                   |                   |                    | -400.00     |
| Liability Check | 17328 | 06/10/2024 | LACROSSE AREA ... | May 2024          | Park Bank Checking |             |
|                 |       |            |                   | May 2024          | Union Dues Payable | -1,109.24   |
| TOTAL           |       |            |                   |                   |                    | -1,109.24   |

## HOLMEN AREA FIRE DEPARTMENT Check Detail June 18, 2024

| Type  | Num   | Date       | Name                | Memo                     | Account                 | Paid Amount |
|-------|-------|------------|---------------------|--------------------------|-------------------------|-------------|
| Check | 17329 | 06/18/2024 | AIRGAS NORTH C...   | 5508127221               | Park Bank Checking      |             |
| TOTAL |       |            |                     | 5508127221               | Lease/Air/Oxygen        | -58.38      |
| Check | 17330 | 06/18/2024 | KWIK TRIP           | May                      | Park Bank Checking      |             |
| TOTAL |       |            |                     | May                      | Fuel                    | -923.47     |
| Check | 17331 | 06/18/2024 | LACROSSE COUN...    | membership/dues          | Park Bank Checking      |             |
| TOTAL |       |            |                     | membership/dues          | Professional Dues/Li... | -60.00      |
| Check | 17332 | 06/18/2024 | McMahon Associat... | bill #400736             | Park Bank Checking      |             |
| TOTAL |       |            |                     | acct#04-22-00321 #400736 | Human Resources/...     | -452.50     |
| Check | 17333 | 06/18/2024 | O'REILLY AUTO P...  | 5012-464615, 5012-464626 | Park Bank Checking      |             |
| TOTAL |       |            |                     | 5012-464615, 5012-464626 | Repairs & Maintena...   | -33.26      |
| Check | 17334 | 06/18/2024 | MCS NETWORKS        | 34483                    | Park Bank Checking      |             |
| TOTAL |       |            |                     | 34483                    | Computer Maintena...    | -11,069.70  |
|       |       |            |                     |                          |                         | -11,069.70  |

# Memo



**To:** Fire Board  
**From:** Ryan Ostreng  
**cc:**  
**Date:** June 10, 2024  
**Re:** MCS Networks Invoice

---

Attached is an invoice for the 2024 I.T. Support Contract from MCS Networks. The 2023 contract cost was \$9,535.05. Cost difference includes additional per user cost and inflationary factors. I am asking the Board to approve payment to MCS Networks for \$11,069.70 to continue using MCS as network support.



## 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        | 83         | -31        |
| 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>439</b> | <b>-97</b> |

### 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 31, 2024

**Re:** Gundersen Medical Direction Pre-Hospital Care Guideline Updates

---

In April of 2024, Gundersen Health Systems updated the Medical Direction Pre-Hospital Guidelines that we follow when responding to EMS emergencies in the HAFD jurisdiction. This typically happens yearly to stay current with WI scope of practice changes. As the service medical director, I have authorized the April 2024 guidelines to go into effect at HAFD starting June 17, 2024.

Mr. Jason Witte,

Our service utilizes Dr. Christopher Eberlein as our Medical Director through Gundersen Health System. We are requesting to adopt the recently approved Gundersen Medical Direction Pre-Hospital Guidelines: April 2024 Version.

This change will go into effect on (date): June 17, 2024

Service (select one)

- |  |   |
|--|---|
| <input type="checkbox"/> Arcadia Ambulance Service (6000941)                               | <input type="checkbox"/> LA CROSSE FIRE DEPARTMENT (6050306)                    |
| <input type="checkbox"/> Blair-Preston Fire Department (6605035)                           | <input type="checkbox"/> ONALASKA FIRE DEPARTMENT (6050143)                     |
| <input type="checkbox"/> BLUE RIVER VOLUNTEER RESCUE SQUAD (6000362)                       | <input type="checkbox"/> Pigeon Falls First Responders (6050155)                |
| <input type="checkbox"/> BRICE PRAIRIE FIRST RESPONDERS (6602397)                          | <input type="checkbox"/> SENECA FIRST RESPONDERS (6604896)                      |
| <input type="checkbox"/> CAMPBELL FIRST RESPONDERS (6050312)                               | <input type="checkbox"/> Shelby Fire Department First Responders (6050297)      |
| <input type="checkbox"/> CASHTON FIRE & RESCUE FIRST RESPONDERS (6600045)                  | <input type="checkbox"/> STODDARD BERGEN FIRE DEPT FIRST RESPONDERS (6601097)   |
| <input type="checkbox"/> City of La Crosse TEMS Unit (TEMS-0009)                           | <input type="checkbox"/> TREMPEALEAU FIRE DEPARTMENT FIRST RESPONDERS (6050136) |
| <input type="checkbox"/> COON CREEK FIRE & RESCUE (6050159)                                | <input type="checkbox"/> Tri County Ambulance (Interfacility) (6604964)         |
| <input type="checkbox"/> DESOTO FIRST RESPONDERS (6050225)                                 | <input type="checkbox"/> Tri County Ambulance Service (6001241)                 |
| <input type="checkbox"/> Dodge First Responders (6604958)                                  | <input type="checkbox"/> TRI STATE AMBULANCE INC - LA CROSSE (6001353)          |
| <input type="checkbox"/> FARMINGTON EMERGENCY MEDICAL TEAM Inc. (6050140)                  | <input type="checkbox"/> Tri State Regional Ambulance, Inc. (6604922)           |
| <input type="checkbox"/> GALESVILLE ETTRICK FIRST RESPONDERS (6050259)                     | <input type="checkbox"/> Viroqua Fire Department (6605034)                      |
| <input type="checkbox"/> GENOA HARMONY FIRST RESPONDERS (6603400)                          | <input type="checkbox"/> WAUMANDEE FIRST RESPONDERS (6600135)                   |
| <input type="checkbox"/> HALE FIRST RESPONDERS (6050144)                                   | <input type="checkbox"/> West Salem First Responders (6050257)                  |
| <input checked="" type="checkbox"/> Holmen Area Fire Department First Responders (6050124) | <input type="checkbox"/> WHEATLAND FIRST RESPONDERS (6050162)                   |
| <input type="checkbox"/> INDEPENDENCE FIRST RESPONDERS (6050205)                           | <input type="checkbox"/> WI Department of Justice, DCI TEMS Team (TEMS-0018)    |

Regards,

Ryan R. Ostreng

Service Director Name

Ryan R. Ostreng 05/31/2024

Service Director Signature and Date

# Memo



**To:** Fire Board

**From:** Ryan Ostreng

**cc:**

**Date:** June 12, 2024

**Re:** MCS Networks Invoice

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Attached is a Memorandum of Understanding (MOU) for firefighter hiring process assistance from Chippewa Valley Technical College (CVTC). The previous contract cost was \$1,000.00. The cost increase for the attached MOU is due to website improvements, a year-around hiring practice, and additional components to the application process. I am asking the Board to approve the MOU in the amount of \$1,500.00 to continue with firefighter hiring process assistance through CVTC.

## CVTC CPAT Testing -- Memorandum of Understanding

This Memorandum of Understanding outlines a partnership agreement between **Holmen Area Fire Dept.**, hereafter referred to as “department,” and Chippewa Valley Technical College, hereafter referred to as “CVTC,” for the period of July 1<sup>st</sup>, 2024 through June 30<sup>th</sup>, 2025.

CVTC provides specific services for the establishment of an eligibility list of qualified candidates for partnering fire departments. As a condition of this agreement, CVTC and the department agree to the following partnership provisions:

### CVTC will provide

- Annual social media advertisements for the hiring process
- Application tracking and management software
- CPAT practice opportunity for all candidates
- CPAT formal exam for all candidates
- Staffing for all practice and formal exam dates
- Egrometric’s FireTEAM Exam offerings
- Maintenance of the mandatory CPAT equipment; including upkeep, replacement, and storage
- Dissemination of applicant information to the appropriate departments.
- Maintenance of application portal for all candidates to register/enroll in the hiring process
- Support between the department and the IAFF/IAFC if any discrepancies or challenges arise.

### The department will

- Advertise for the hiring process in their region
- Pay Annual Invoice fee of \$1,500.00 for participation in the Regional Hiring Process
- Each FD will be registered with the IAFF as a CPAT certified Dept.
- Departments will adhere to the timeline and deadlines set forth per CVTC staff
- Provide minimum applicant requirements, residency requirements, and any other changes to the department application at least 30 days prior to application period opening

### Terms

- Any department withdrawing from CVTC’s Regional Fire Department Hiring Process will not be allowed to regain membership for a period of 2 years without paying the ‘re-entry fee’ of \$1000.00.
- CVTC retains the right to exclude any department from entering into or renewing their contract

*In addition, all parties involved agree to approach the partnership and resulting activities with on-going communication, evaluation, and collaboration as we strive for mutual benefit while meeting the needs of our students, faculty, taxpayers, and constituents. Ongoing*

*communications will assure that the needs of all partners are being met. Elements within the partnership requiring review should be brought to the attention of the leadership of the partners involved at the time or at any time preceding such meetings.*

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Jeffrey L. Dykes  
Regional FD Hiring Process Coordinator  
Chippewa Valley Technical College

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Ryan R. Ostreng  
Fire Chief  
Holmen Area Fire Department