



Holmen Area Fire Department

FIRE BOARD

AGENDA

www.holmenfire.com

Date/Time: Tuesday July 16, 2024 @ 6:30 pm

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

The Holmen Area Fire Commission will hold a regular meeting on **July 16, 2024 at 6:30 pm** at the **Town of Holland Town Hall, W7937 County Rd MH, Holmen, WI, 54636**

All items on the agenda indicate items for discussion and possible action.

The agenda for the meeting is as follows:

- 1.) Chair to call the meeting to order
- 2.) Pledge of Allegiance
- 3.) Roll Call
- 4.) Approval of Meeting Minutes
 - a. 06/18/2024
- 5.) Resident or Employee Concerns/Comments

The Commission may receive information from the public and department employees, but reserves the right to limit the time that the public/employee may comment, as well as the right to limit the degree to which members of the public and employees may participate in the meeting.
- 6.) Financial Review (Treasurer)
 - a. 2024 Balance Sheet
 - b. LGIP
 - c. Profit and Loss - Budget versus Actual
 - d. Check Detail
 - e. Approval of Quotes and Invoices
 - i. MCS Networks 2024 I.T. Support Contract
 - f. Special Topics
- 7.) Fire Administration Report (Chief Ostreng)
 - a. June 2024 Incident/Activity Report
 - b. Fire Administration Report
 - c. Staffing/Personnel Updates
 - d. Fleet update
 - e. General
- 8.) Fire Commission Report (Chief Ostreng)
- 9.) Future Fire Station Study
 - a. Review of Draft RFP
- 10.) 2025 Assistant Fire Chief Position Request
- 11.) Command Vehicle Replacement



www.holmenfire.com

- 12.) Announcement and Future Agenda Items
- 13.) Next Regular Meeting – 8/20/2024
- 14.) Adjourn



www.holmenfire.com

Date Notice Emailed: 07/12/2024

Notices Posted: 07/12/2024

Notices Emailed To:

Holmen Are Fire Assoc. Board	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 Area FD Web Site
Micah Wyss - Holmen (Alternate)	HAFD Fire Com	WIZM	
		FOX2548	

**Holmen Area Fire District
Meeting Minutes - June 18th, 2024**

Jeff Herlitzke called the Holmen Area Fire District meeting to order at 6:30 pm on June 18th, 2024 at the Town of Holland Town Hall.

Present: Doug Jorstad (Holmen), Travis Elam (Holmen), Rick Hauser (Holland), Jeff Herlitzke (Holland),

Also Present: Ryan Ostreng (Fire Chief)

Excused: None

Guests: Fire department staff

Approval of Meeting Minutes:

Motion by Jorstad/Hauser. Minor suggestions were suggested by Ostreng in addition to an inaccuracy in the minutes that needed correction. Motion carried unanimously.

Resident or Employee Concerns/Comments:

None.

Financial Review:

Jorstad presented a general overview of the department's financial standing. Jorstad stated that overall the finances are looking good even with the office supplies going slightly over. Jorstad stated that year to date the department has spent 41.5% of the total budget. The board reviewed the check details. Hauser asked a question about union dues. Ostreng stated that he's working on separating the financial report to better highlight operational cost from capital expenditures. The board reviewed MCS Networks 2024 I.T. Support Contract. Jorstad stated the new contract increased by \$1500 and asked if the new contract was within the budget. Ostreng stated it was slightly over budget. Board requested further details on the price increase and asked to see a more detailed quote regarding services provided. No motion occurred.

Fire Administration Report:

Ostreng stated the department had 81 calls for the month of May which was down 31 calls from the same time last year. Ostreng stated the calls year to date are similar to number seen in 2020-2021. Ostreng stated that the majority of the calls were for rescue and emergency. Ostreng stated there were only 4 fire calls for the month of May. Hauser questioned how many of the calls were responses to the memory care centers within the district. Ostreng stated that a new firefighter would be promoted to the open engineer position on C shift and that another probationary firefighter would be starting full time soon. Ostreng stated that with the new firefighter that would result in a full 12-man roster with 4 firefighters on every shift. Ostreng stated that it would also cut down on overtime hours. Ostreng stated that the department would be replacing the tires on rescue 1. Ostreng stated that the department is still monitoring the on-going water leak. Herlitzke asked a question regarding the fleet update and the absence of a line item for the replacement vehicle for the chief. Ostreng stated that he hadn't received a

quote for it yet. Herlitzke stated that they discussed the replacement vehicle at their previous board meeting and that the Town of Holland is in favor of a replacement but would like to use a loan instead of the 2% dues for the purchase of the vehicle. Jorstad stated that information would be brought to the Village of Holmen Board. Ostreng gave an update on the department training and stated the department is starting some water rescue training. In addition, Ostreng stated that he attended a fire investigation training course. Hauser questioned how many rescue swimmers the department has. Ostreng stated that the department only has one certified rescue swimmer. Hauser questioned if the department has a boat. Ostreng stated that they did and that the department services 16 miles of the black river including pigeon island. No motion occurred.

Fire Commission Report:

Ostreng stated the fire commission discussed the firefighter position description in great length and that it is receive approval with the understanding that it is a living document and is subject to change. Ostreng stated the commission also discussed the engineer position description. Elam questioned if the assistant fire chief position was discussed at the fire commission? Ostreng stated that he has not brought the position description to the commission yet and is waiting until it seems more likely to be supported. Herlitzke requested the chief present the assistant fire chief proposal directly to the Town of Holland either later summer or early fall before budget.

Fire Investigation Resource Sharing:

Ostreng stated that he had started initial talks with the Onalaska Fire Chief and that the Onalaska Fire Department was in favor of sharing resources regarding fire investigations. Ostreng stated that cooperation between the departments would give both departments increased access to investigate fires and improve both departments knowledge and training. In addition, Ostreng stated that there could possibly be a shared budget between the departments, and that tools and a trailer for investigations would need to be purchased and shared between the departments. Hauser questioned how long fire investigator training takes and where it takes place. Ostreng stated that it's a lifelong dedication and explained the various places fire investigator training takes place. Ostreng stated that he is currently evaluating the role and that he would eventually like somebody else within the department to lead the fire investigator role. No motion occurred.

Future Fire Station Study:

Ostreng stated that he was almost finished with the initial RFP and that he would send it to Scott Heinig and Bob Stupi for review. No motion occurred.

Chippewa Valley Technical College MOU for 2024-2025:

Ostreng stated that it was time to renew our MOU with the Chippewa Valley Technical College. Ostreng proceeded to give a general overview of the current MOU. Hauser questioned how many fire staff the department had obtained via the program. Ostreng stated that almost all of the staff had come through the program. Ostreng stated that it was a good program and is a good advertisement for the department. In addition, he stated that it is a better option than doing in house testing since the program

is accredited. Elam motioned for the approval of the MOU in the amount of \$1500, seconded by Hauser. Motion carried unanimously.

Announcements and Future Agenda Items:

Elam stated that he looked into the “hafd.com” domain that was discussed at the previous meeting and that it was already owned by a different entity. Herlitzke stated that he would not be present at the next meeting.

Next Regular Meeting Date:

Next regular meeting July 16th, 2024 at 6:30pm at Town of Holland Town Hall.

Adjourn:

Motion to adjourn Jorstad/Elam. Motion carried unanimously.

Minutes by Travis E. Elam, Secretary

DRAFT

3:31 PM
07/11/24
Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Balance Sheet
As of July 12, 2024

	<u>Jul 12, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Park Bank	
Park Bank Checking	416,013.55
Total Park Bank	416,013.55
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	670,844.92
Total Current Assets	670,844.92
TOTAL ASSETS	670,844.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Life Insurance Payable EE	49.38
WI Retirement Payable	8,745.02
Union Dues Payable	1,115.33
Payroll Liabilities	16,824.25
Total Other Current Liabilities	26,733.98
Total Current Liabilities	26,733.98
Total Liabilities	26,733.98
Equity	
Retained Earnings	472,799.94
Net Income	171,311.00
Total Equity	644,110.94
TOTAL LIABILITIES & EQUITY	670,844.92

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
 January 1 through July 12, 2024

	Jan 1 - Jul 12, 24
Ordinary Income/Expense	
Income	
Income-Budget	1,013,066.92
Capital /Reserve Income	31,250.00
Income-Interest	658.73
Income-Interest-Special	5,623.31
Donations/Grants	1,964.03
	1,052,562.99
Total Income	
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	
Wages	
SALARY/WAGES EXPENSE	
Employee Benefit Health	72,632.54
Employee Retirement Career	75,685.38
Insurance-Life	734.46
Insurance-Work-Comp	8,819.71
Officer Salary	55,346.17
Salary	350,756.73
Salary -OT	135,458.97
Acting Pay	790.00
FLSA	5,800.90
Holiday Pay	20,341.92
Parttime Wages	151.33
Payroll-Tax Expense	43,965.78
SALARY/WAGES EXPENSE - Other	1,850.51
	772,334.40
Total SALARY/WAGES EXPENSE	
Total Wages	772,334.40
BUILDING	
Building Maintenance/Repair	2,829.39
Grounds Maintenance	667.26
Supplies	2,580.19
	6,076.84
Total BUILDING	
EMS	
Lease/Air/Oxygen	477.67
Replacement-EMS	404.24
Supplies	2,057.38
Training	186.00
	3,125.29
Total EMS	
FIRE	
Professional Dues/Licenses	305.00
Batteries	73.36
Conventions/Conferences	1,998.01
Physicals	2,352.00
Repairs & Maintenance	1,446.17
Replacement -Fire	1,793.27
Supplies	2,842.39
Training	1,400.96
Uniform Clothing	10,538.85
	22,750.01
Total FIRE	
OFFICE	
Consulting	0.00
Human Resources/Business Support	10,406.70

3:30 PM
07/11/24
Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
January 1 through July 12, 2024

	<u>Jan 1 - Jul 12, 24</u>
Accounting Services	6,225.00
Attorney/Support	262.50
Computer Maintenance	179.79
Office Software	24,173.60
Office Supplies	1,933.53
Postage	136.00
Telephone/Cell-Phones/Internet	3,465.04
OFFICE - Other	991.03
Total OFFICE	47,773.19
UTILITIES	
Electricity	6,214.11
Water/Sewer/Runoff	2,321.17
Total UTILITIES	8,535.28
VEHICLES	
Fuel	6,115.81
Repairs & Maintenance	2,213.07
Testing/Inspection	14.98
Total VEHICLES	8,343.86
Total Expense	881,251.99
Net Ordinary Income	171,311.00
Net Income	171,311.00

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

3:42 PM
 07/11/24
 Cash Basis

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2% Fire Protection Equipmnet	0.00	70,000.00	-70,000.00	0.0%
Income-Budget	1,013,066.92	1,735,061.20	-721,994.28	58.4%
Capital /Reserve Income	31,250.00	50,000.00	-18,750.00	62.5%
Income-Interest	658.73			
Income-Interest-Special	5,623.31			
Donations/Grants	1,964.03			
Total Income	1,052,562.99	1,855,061.20	-802,498.21	56.7%
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	72,632.54	198,658.20	-126,025.66	36.6%
Employee Retirement Career	75,685.38	140,292.10	-64,606.72	53.9%
Insurance-DWD Compensation	0.00	5,203.37	-5,203.37	0.0%
Insurance-Life	734.46	3,592.46	-2,858.00	20.4%
Insurance-Work-Comp	8,819.71	30,000.00	-21,180.29	29.4%
Officer Salary	55,346.17	105,000.00	-49,653.83	52.7%
Salary	350,756.73	793,113.48	-442,356.75	44.2%
Salary -OT	135,458.97	132,142.86	3,316.11	102.5%
Acting Pay	790.00	1,260.00	-470.00	62.7%
FLSA	5,800.90	20,827.56	-15,026.66	27.9%
Holiday Pay	20,341.92	35,951.57	-15,609.65	56.6%
Parttime Wages	151.33	10,000.00	-9,848.67	1.5%
Payroll-Tax Expense	43,965.78	84,019.60	-40,053.82	52.3%
Capital Wage Reimbursement	0.00	36,000.00	-36,000.00	0.0%
SALARY/WAGES EXPENSE - Other	1,850.51			
Total SALARY/WAGES EXPENSE	772,334.40	1,596,061.20	-823,726.80	48.4%
Total Wages	772,334.40	1,596,061.20	-823,726.80	48.4%
BUILDING				
Building Maintenance/Repair	2,829.39	3,000.00	-170.61	94.3%
Grounds Maintenance	667.26	3,000.00	-2,332.74	22.2%
Supplies	2,580.19	2,500.00	80.19	103.2%
Total BUILDING	6,076.84	8,500.00	-2,423.16	71.5%

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	477.67	650.00	-172.33	73.5%
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	3,125.29	6,500.00	-3,374.71	48.1%
FIRE				
Professional Dues/Licenses	305.00	2,000.00	-1,695.00	15.3%
Fire Prevention/Pub Education	0.00	500.00	-500.00	0.0%
Batteries	73.36	300.00	-226.64	24.5%
Conventions/Conferences	1,998.01	2,500.00	-501.99	79.9%
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	2,842.39	4,000.00	-1,157.61	71.1%
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	10,538.85	15,000.00	-4,461.15	70.3%
Total FIRE	22,750.01	40,300.00	-17,549.99	56.5%
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	10,406.70	15,000.00	-4,593.30	69.4%
Accounting Services	6,225.00	9,000.00	-2,775.00	69.2%
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	24,173.60	18,000.00	6,173.60	134.3%
Office Supplies	1,933.53	1,000.00	933.53	193.4%
Postage	136.00	200.00	-64.00	68.0%
Telephone/Cell-Phones/Internet	3,465.04	9,000.00	-5,534.96	38.5%
OFFICE - Other	991.03			
Total OFFICE	47,773.19	65,200.00	-17,426.81	73.3%
UTILITIES				
Electricity	6,214.11	14,000.00	-7,785.89	44.4%
Heating/Cooling	0.00	1,500.00	-1,500.00	0.0%
Water/Sewer/Runoff	2,321.17	4,000.00	-1,678.83	58.0%
Total UTILITIES	8,535.28	19,500.00	-10,964.72	43.8%

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

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
VEHICLES				
Fuel	6,115.81	25,000.00	-18,884.19	24.5%
Repairs & Maintenance	2,213.07	15,000.00	-12,786.93	14.8%
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	8,343.86	45,000.00	-36,656.14	18.5%
Total Expense	881,251.99	1,855,061.20	-973,809.21	47.5%
Net Ordinary Income	171,311.00	0.00	171,311.00	100.0%
Net Income	171,311.00	0.00	171,311.00	100.0%

HOLMEN AREA FIRE DEPARTMENT
 Check Detail
 July 2, 2024

9:32 AM
 07/02/24

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17335	07/02/2024	Bernies Equipment...		Park Bank Checking		-619.42
TOTAL				Supplies		-619.42	619.42
						-619.42	619.42
Check	17336	07/02/2024	ENGELSON & ASS...		Park Bank Checking		-1,520.00
TOTAL				Accounting Services		-1,520.00	1,520.00
						-1,520.00	1,520.00
Check	17337	07/02/2024	MOEN SHEEHAN ...		Park Bank Checking		-700.00
TOTAL				Accounting Services		-700.00	700.00
						-700.00	700.00
Check	17338	07/02/2024	OVERHEAD DOOR ...		Park Bank Checking		-123.40
TOTAL				Building Maintenance/Re...		-123.40	123.40
						-123.40	123.40
Check	17339	07/02/2024	RIVER CITY LAWN...		Park Bank Checking		-163.07
TOTAL				Grounds Maintenance		-163.07	163.07
						-163.07	163.07
Check	17340	07/02/2024	THE FIRST SIGNS ...		Park Bank Checking		-80.95
TOTAL				Supplies		-80.95	80.95
						-80.95	80.95
Check	17341	07/02/2024	THE UNIFORM SH...		Park Bank Checking		-393.75
TOTAL				Uniform Clothing		-393.75	393.75
						-393.75	393.75
Check	17342	07/02/2024	VISA		Park Bank Checking		-2,332.63

HOLMEN AREA FIRE DEPARTMENT
Check Detail
July 2, 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					Repairs & Maintenance	-170.00	170.00
					Supplies	-723.44	723.44
					Supplies	-169.12	169.12
					Telephone/Cell-Phones/...	-230.82	230.82
					Office Supplies	-544.33	544.33
					Conventions/Conferences	-444.92	444.92
					Professional Dues/Licen...	-50.00	50.00
TOTAL						-2,332.63	2,332.63
Check	17343	07/02/2024	VISION DESIGN G...		Park Bank Checking		-50.00
TOTAL					Office Software	-50.00	50.00
						-50.00	50.00
Check	17344	07/02/2024	RYAN OSTRENG		Park Bank Checking		-346.79
TOTAL					Conventions/Conferences	-346.79	346.79
						-346.79	346.79
Check	17345	07/02/2024	RYAN OSTRENG		Park Bank Checking		-161.30
TOTAL					Conventions/Conferences	-161.30	161.30
						-161.30	161.30
Liability Check	17346	07/02/2024	LACROSSE AREA ...		Park Bank Checking		-1,109.24
TOTAL					Union Dues Payable	-1,109.24	1,109.24
						-1,109.24	1,109.24

HOLMEN AREA FIRE DEPARTMENT

Check Detail

July 12, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL					Payroll Liabilities Payroll Liabilities	57.44 183.65 -2,174.11	57.44 183.65 2,174.11
Liability Check	<i>PAYROLL</i> 17347	07/12/2024	NATIONWIDE RETI...	49284	Park Bank Chec...	-1,104.52	-1,104.52
TOTAL					Nationwide Retire...	-1,104.52 -1,104.52	1,104.52 1,104.52
Check	<i>CHERS</i> 17347	07/12/2024	MCS NETWORKS	34483-corrected invoice	Park Bank Chec...	-10,589.70	-10,589.70
TOTAL					Office Software	-10,589.70	10,589.70
Check	17348	07/12/2024	AIRGAS NORTH C...	9151101149	Park Bank Chec...	-40.91	-40.91
TOTAL					Lease/Air/Oxygen	-40.91	40.91
Check	17349	07/12/2024	Coaches Corner S...	10062	Park Bank Chec...	-35.50	-35.50
TOTAL					Uniform Clothing	-35.50	35.50
Check	17350	07/12/2024	GALLS	028116366, 028276563, 028...	Park Bank Chec...	-282.88	-282.88
TOTAL					Uniform Clothing	-282.88	282.88
Check	17351	07/12/2024	HOLMEN ACE HAR...	June	Park Bank Chec...	-42.97	-42.97
TOTAL					Repairs & Mainte... Batteries	-8.99 -33.98	8.99 33.98
Check	17352	07/12/2024	KWIK TRIP	June	Park Bank Chec...	-42.97	-42.97
TOTAL						-834.50	-834.50

HOLMEN AREA FIRE DEPARTMENT
Check Detail
July 12, 2024

Type	Num	Date	Name	Memo	Account	Paid Amount	Original Amount
TOTAL				June	Fuel	-834.50	834.50
						-834.50	834.50
Liability Check	17353	07/12/2024	SECURIAN LIFE IN...		Park Bank Chec...		-155.08
					Insurance-Life	-122.16	122.16
					Life Insurance Pa...	-32.92	32.92
TOTAL						-155.08	155.08
Check	17354	07/12/2024	THE UNIFORM SH...	#346694, 346721	Park Bank Chec...		-191.85
				#346694, 346721	Uniform Clothing	-191.85	191.85
TOTAL						-191.85	191.85
Check	17355	07/12/2024	VILLAGE OF HOLM...	w/s	Park Bank Chec...		-800.03
				w/s	Water/Sewer/Run...	-800.03	800.03
TOTAL						-800.03	800.03



Memo

To: Fire Board

From: Ryan Ostreng

cc:

Date: June 19, 2024

Re: MCS 2023/2024 Comparison and Revised Invoice

I reached out to Michael Howe at MCS to receive comparative information between the 2023 contract and the proposed 2024 contract. In so doing, we found out that too many user licenses have been purchased by HAFD, which cannot be refunded. But Mike is reducing the support costs for the unused licenses, which results in a revised contract invoice that is lower than what was presented at the June Board meeting. The following attachments for your review to compare the 2023 contract costs with the 2024 proposed contract costs are:

- Support Contract Details Exhibit A – I.T. Support Contract – 2023
- Support Contract Details Exhibit A – I.T. Support Contract – 2024 - Updated
- Invoice – 2024 – Managed Services Invoice

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	97	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	536	-94

CALL TYPES RESPONDED TO FOR APRIL

<u>INCIDENT TYPE</u>	<u>TOTAL</u>
1 - Fire	2
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0
3 - Rescue & Emergency Medical Service Incident	72
4 - Hazardous Condition (No Fire)	1
5 - Service Call	7
6 - Good Intent Call	10
7 - False Alarm & False Call	5
8 - Severe Weather & Natural Disaster	0
9 - Special Incident Type	0
	97



Holmen Area Fire Department

710 S Main St, Holmen, WI 54636

608-526-9363

www.holmenfire.com



ITEM 7a2

HAFD Incidents by Municipality

Report Pulled On: 07/12/2024

Incident Category	Total
Municipality: City of Onalaska	
1 - Fire	1
6 - Good Intent Call	1
	Total: 2
Municipality: Town of Holland	
3 - Rescue & Emergency Medical Service Incident	12
6 - Good Intent Call	2
7 - False Alarm & False Call	2
	Total: 16
Municipality: Town of Onalaska	
6 - Good Intent Call	1
	Total: 1
Municipality: Village of Holmen	
1 - Fire	1
3 - Rescue & Emergency Medical Service Incident	60
4 - Hazardous Condition (No Fire)	1
5 - Service Call	7
6 - Good Intent Call	6
7 - False Alarm & False Call	3
	Total: 78
	Total: 97

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: Contains Holmen

Basic Incident Date - Derived (Fd1.3): Is Equal To Last Month

Description

This report is for the HAFD Board fire administration report and captures the incident for the previous month categorized by call type and grouped by municipality.



Memo

To: Fire Board
From: Ryan Ostreng
cc:
Date: June 26, 2024
Re: Rescue 1 Tire Replacement

Please review the attached quote for \$2,265.62 from Goodyear Auto Service Center in La Crosse for replacing the six tires on Rescue 1. The quote includes the government rate for tires being purchased for government vehicles.

Goodyear Auto Service Center in La Crosse has been a partner with HAFD for numerous years and many of HAFD's current and past apparatus have had tires replaced by that business. As the quoted cost is below the \$2,500.00 threshold needed for Board approval; my intent is to approve the quote and schedule Rescue 1 for tire replacement.

Quote
0000002312
06/26/2024

Goodyear
Auto Service Centers 6924

Operator: Warren Moquin

612 Cass Street
La Crosse, WI 54601-4553
608-784-5687
Federal Tax Id 340253240

Customer Info:
HOLMEN FIRE DEPT
710 S Main St
HOLMEN, WI, 54636
Primary Ph: 608-526-9363
Secondary Ph: 608-526-9363
Customer #: 6924004225

Vehicle Info:
Year: 2018
Make: Ford
Model: F-550 Super Duty
Color:
License/State: /
VIN:

PRODUCT	DESCRIPTION	QTY	PART	LABOR	TOTAL
139755205	225/70R195 128/126N G G622 RSD TL	6.00	313.32	0.00	1,879.92
040479000	GOV MT/DISMT 17.5" & UP RIM DIAM OUTSIDE	6.00	0.00	38.00	228.00
040100000	WHEEL BALANCE -COMM TRK GOVT.	2.00	0.00	25.00	50.00
041270000	GOV NEW VALVE STEM	6.00	7.95	0.00	47.70
040100000	TIRE SCRAP CHARGE	6.00	0.00	10.00	60.00
		Parts Total*	1,927.62	State Tire Fee	0.00
		Labor Total	338.00	Excise Tax	0.00
				Sub Total	2,265.62
				Taxable Amount	0.00
				Sales Tax	0.00
				Estimate Total	2,265.62
				Expiration Date	09/24/2024

Holmen Area Fire Commission Meeting Minutes: June 17, 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 6:31 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; Travis Wills FF/Engineer, along with supporting family and friends, and supportive HAFD personnel.

Special event--HAFD Staffing and Personnel:

Travis Wills was 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.

Chief Ostreng facilitated the badge pinning event for Engineer Travis Wills. Son Max was tasked with the official placement of the shield. Chief Ostreng then facilitated the Oath of Office.

APPROVAL OF MINUTES:

The minutes of the May 2, 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 83 calls for May. 60 were EMS related. Other calls were for Fire, Natural Gas, etc. We are currently tracking a bit lower than last year and are headed towards an estimated 1,200 calls for the year.

COMMISSION CHAIR REPORT:

Nothing to report.

UNFINISHED BUSINESS:

1-An extensive review, with significant discussion, was done regarding the Job Description for the FF/EMT position. It was decided that, after extensive review, no major changes are needed at this time. This will continue to be a living, breathing document. This topic will be up for review again next year. Motion by Commissioner Forde, with 2nd by Commissioner Brockman to complete this review activity for this term, and review again next year. Unanimous approval.

Holmen Area Fire Commission Meeting Minutes: June 17, 2024

2-Chief Ostreng was able to procure information regarding terms for the Commissioners. See List:

<u>Commissioner</u>	<u>Extended year Off</u>
Ertz	April 2025
Forde	April 2026
Miller	April 2027
Ploessl	April 2028
Brockman	April 2029

NEW BUSINESS:

1-Information only. Quick review of the CVTC CPAT Testing- MOU (Memorandum of Understanding). The MOU outlines a partnership between the HAFD and CVTC for providing a list of qualified candidates. We are set to re-sign this agreement for 2024-2025.

2-Review of the FF/Engineer Job Description provided by Chief Ostreng. This job description is next in line for review. Homework assignment for Commissioners to review and be prepared for discussion at our next meeting.

CLOSED SESSION:

Motion by Commissioner Miller, 2nd by Commissioner Forde to move into Closed Session. Unanimous approval. Discussion ensued.

RECONVENE IN OPEN SESSION:

After closed session discussion, motion by Commissioner Forde, with 2nd by Commissioner Brockman to re-convene in open session. Unanimously approved.

NEXT REGULAR MEETING: August 26, 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 unanimous approval. The meeting adjourned at 7:45 pm.

Minutes taken and published by John Miller, Commission Secretary.



Holmen Area Fire Department

Request for Proposal

Fire Department Facility Needs Assessment & Station Location Analysis

Issued: July 18, 2024

Proposals Due: August 22, 2024

Holmen Area Fire Department (HAFD)
Request for Proposals
Fire Department Facility Needs Assessment & Station Location Analysis

July 18, 2024

Purpose

The Holmen Area Fire Department is seeking proposals from qualified, experienced consulting firms (consultant) to conduct a comprehensive Facility Needs Assessment and Station Location Analysis. The purpose of the study is to assess the current state of the fire station facility, analyze current and future department space needs, and analyze locations for optimum fire station placement for current and future deployment of resources based on current and future growth of the communities that HAFD serves.

Background

The Holmen Area Fire Department (HAFD) is located in northern La Crosse County, Wisconsin where the Coulee Region bluffs transition westward through sand prairies, bottom lands, and backwaters to the Black and Mississippi Rivers. This region is served by the growing U.S. Highway 53 and State Highway 35 corridors and includes the Village of Holmen, WI; one of Wisconsin's fastest growing communities. Residents and visitors have quick access to Interstate 90, the La Crosse Regional Airport, area shopping, major employment centers, and other regional amenities, as well as easy access to the outdoors, local waterways and miles of hiking and biking trails.

The Holmen Area Fire Department (HAFD) provides fire protection, EMS, rescue, fire education, and fire prevention services to the Village of Holmen and the Town of Holland, encompassing nearly 55 square miles and a resident population of approximately 17,000. HAFD is transitioning from a combination staffing model to a career staffing model currently composed of 12 fulltime firefighter/EMTs, one full-time chief officer and three paid-on-call firefighter/EMTs. Four full-time staff respond daily from one fire station located in the Village of Holmen originally built for a volunteer/paid-on-call staffing model in 1980 with additional apparatus space added in 2000. The station houses two fire pumpers, one light rescue truck, one water tender, one brush truck, one UTV, one boat, one command car, and one utility vehicle.

The Holmen Area Fire Department (HAFD) responded to 1286 calls for service in 2023 with approximately 75% being medical related. HAFD has averaged 5% yearly response volume growth since 2017. HAFD is an active Automatic Aid agreement with the Onalaska and La Crosse Fire Departments for working structure fires. HAFD receives and provides mutual aid with the neighboring paid-on-call fire departments of Farmington, Trempealeau, and Galesville. HAFD is also one of eight member departments in MABAS (Mutual Aid Box Alarm System) Division 134.

Scope of Work

The purpose of the study is to assess the current state of the Holmen Area Fire Department (HAFD) fire station facility, analyze current and future department space needs, and analyze locations for optimum fire station placement for current and future deployment of resources based on current and future growth of the communities that HAFD serves. The scope of work includes:

HAFD RFP: Fire Department Facility Needs Assessment & Station Location Analysis

1. Gather pertinent data and information. The consultant is responsible for all costs associated with obtaining third-party data.
2. Collaborate with HAFD staff to gather information and to evaluate current and future needs as it pertains to fire stations and personnel/apparatus deployment.
3. Conduct an operational efficiency evaluation and analysis of existing fire station, including an inspection to identify existing conditions of the building (structural, design, layout, expansion opportunities, HVAC, energy efficiency, electrical, space needs, etc.) to form comprehensive recommendations for a remodel of existing or construction of a new facility or facilities at current or alternative location(s). Particular attention should be given to:
 - A. Design that is responsive to turn-out times for a full-time staffing model.
 - B. Fire service standards and best practices (i.e. NFPA), specifically cancer prevention.
4. Prepare a draft report, including conceptual space designs and site plans for remodel of existing facility or construction of a new facility or facilities, for review and comment by HAFD leadership before drafting a final report. The report should consider:
 - A. Facility Condition Assessment (compliance with building codes/regulations, mechanical, electrical, plumbing, etc.)
 - B. Identified Space Needs (work space, training areas, living quarters, storage, apparatus bays, equipment storage needs, staff parking, decontamination space, shower facilities, etc.)
 - C. Safety and Compliance Review (health and safety hazards, compliance with OSHA and NFPA standards)
 - D. Community and Service Demand Analysis (consideration of community growth patterns and future development plans, station location(s) to service coverage area)
5. Provide three copies of the final report and conceptual site plans/designs; provide electronic copies of all documents in pdf format submitted electronically via USB storage device.
6. The intent is to provide this study to an engineering/architectural firm to undertake design and development of this facility.
7. This section is not meant to provide an exhaustive and complete scope of service. Items may be added or removed to this scope of services. A final scope of services agreement will need to be arranged between the HAFD and consultant.

Anticipated Meetings

The consultant shall propose a meeting schedule based on the aforementioned scope of work.

The Holmen Area Fire Department (HAFD), at a minimum, anticipates the following in-person meetings:

1. Project kickoff meeting with HAFD and community leadership to review scope of work, allowing all parties the opportunity to present data and information requests.
2. Facility inspection/review.
3. Stakeholder meeting (SWOT pertaining to facilities).
4. Meeting HAFD department leadership to review preliminary results and to make corrections or adjustments before drafting final report.
5. Meeting to convey findings to the HAFD Board of Directors and community leadership.

Consultant Qualification:

Qualifying consultants should possess the following attributes:

HAFD RFP: Fire Department Facility Needs Assessment & Station Location Analysis

- Experience in designing fire stations or emergency services facilities;
- Expertise in conducting space needs analysis and GIS studies;
- Demonstrated ability to deliver comprehensive project reports; and
- Previous experience in presenting to stakeholders in the public sector.

Proposal Format

Submitted proposals should include:

1. Executive summary.
2. Provide a brief and concise statement of the understanding of the facility needs assessment and station location analysis.
3. Identify the qualifications of the consultant, including relevant projects, particularly projects in providing services similar to those in Scope of Services for municipal clients.
4. Identify the project team and their expertise/experience with similar studies.
5. The proposals shall identify references from municipal clients for which the firm/individual to be assigned as the HAFD's point of contact have worked on likewise project and studies. References must include the name, title, address, and phone number of the contact person.
6. Define the project approach and identify the specific tasks involved in the performance of the proposed work effort and how these tasks would be implemented.
7. Any additional information that the consultant feels would aid HAFD in evaluating the consultant's ability to meet the selection criteria.
8. The proposal shall include a quote for all costs associated with performing the proposed facility needs assessment and station location analysis. If additional or alternative efforts are recommended these should be broken out separately from primary tasks.
9. Provide a timeline for key project milestones and completion of the study.

Proposal Submission Details

Proposal submittals must be by U.S. Mail, or in person. In person proposals may be delivered to the address below between the hours of 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m., Monday thru Friday. All proposals must be received by 3:00 p.m. on Thursday, August 20, 2024. Proposals received after the submittal deadline will be deemed late and rejected.

Proposal submittals shall include two (2) unbound paper copies and one (1) digital copy on a USB storage device. Proposals must be placed in a sealed envelope, plainly marked "Sealed Proposal for Needs Analysis/Study of Fire Station" and addressed to the following:

Ryan Ostreng, Fire Chief
Holmen Area Fire Department
710 S. Main Street
Holmen, WI 54636

HAFD RFP: Fire Department Facility Needs Assessment & Station Location Analysis

Cost quotes proposals shall be in a separate sealed envelope included within the sealed submittal package. The envelope should be identified as "Quote Proposal for Needs Analysis/Study of Fire Station" in the lower left-hand corner.

Proposal Timeline

The following chart is an anticipated schedule of RFP events and is subject to change at the sole discretion of the Holmen Area Fire Department. All attempts will be made to adhere to this schedule. However, this schedule is subject to change based on HAFD's needs and best interests.

Event	Date
RFP Issued	July 18, 2024
Last Date for Questions	August 1, 2024
Addendum Posted (estimated and if needed)	August 8, 2024
Proposals Due	August 22, 2024
Respondent Interviews (if needed)	September 2 - 6, 2024
Contract Award (estimated)	September 18, 2024

Note: There will not be a public opening for these proposals.

Clarification and Questions

Consultants may seek clarification regarding the meaning or interpretation of this RFP. All questions shall be directed to the Holmen Area Fire Department Fire Chief Ryan Ostreng via email at rostreng@holmenfire.com by 3:00 p.m. Thursday August 1, 2024.

Questions will be addressed in an addendum and issued via email unless advised otherwise by 4 p.m., Thursday August 8, 2024. Any addenda shall become part of the Proposal Documents and will be furnished to all prospective Contractor. All Contractors must acknowledge each addendum in the submittal.

Site Access

Firms are strongly encouraged to familiarize themselves with the property and existing conditions. The Holmen Area Fire Department business hours are weekdays from 8:00 a.m. until 4:30 p.m. Access to the Fire Department should be arranged through Fire Chief Ryan Ostreng. Chief Ostreng can be reached via email at rostreng@holmenfire.com or by phone at (608) 399-8226.

Selection and Award

All interested parties are requested to provide a response containing all required elements herein to the Holmen Area Fire Department (HAFD) by the deadline given. HAFD staff will review and evaluate qualifications, references, overall fit as well as take into consideration the proposed scope and pricing to determine the most qualified response.

If HAFD staff so chooses, respondents may be invited for an interview to supplement their submission. If requested to participate in an interview, an email will be sent to schedule the interview. The HAFD

HAFD RFP: Fire Department Facility Needs Assessment & Station Location Analysis

will not reimburse any expenses associated with the participation in responding to this RFP or participation in interviews.

Terms and Conditions

1. **Acceptance and Rejection:** The Holmen Area Fire Department (HAFD) reserves the right to reject unqualified or non-conforming proposals, to reject all proposals, to accept the proposal most advantageous to the HAFD, to waive any technicality in any bid/proposal submitted or to select the most qualified proposal and negotiate a contract. The HAFD is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the HAFD. The HAFD reserves the right to re-issue any requests for proposals.
2. **Clarification of Proposals:** The Holmen Area Fire Department reserves the right to obtain clarification of any point in a vendor's proposal or obtain additional information.
3. **Waiver:** The Holmen Area Fire Department (HAFD) reserves the right to waive any formalities, defects, or irregularities in any proposal, response and/or submittal where the acceptance, rejection or waiving of such is in the best interests of the HAFD.
4. **Disqualification:** The Holmen Area Fire Department reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the vendor.
5. **Public Records Access Statement:** Both parties understand that the Holmen Area Fire Department (HAFD) is bound by the Wisconsin Public Records Law, and as such, all of the terms of this RFP and corresponding contract are subject to and conditioned on the provisions of Wis. Stat. 19.21, et. seq. The Consultant acknowledges that it is obligated to assist the HAFD in retaining and producing records that are subject to Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of the Agreement, and that the selected auditor must defend and hold the HAFD harmless from liability under that law. Except as otherwise stated, those records shall be maintained for a period of seven years after receipt of final payment under this Agreement.
6. **Assignment Language:** No right or duty in whole or in part of the Consultant under this Contract may be assigned or delegated without the prior written consent of the Holmen Area Fire Department.
7. **Applicable Law and Compliance:** The validity, interpretation, performance, and enforcement of any Contract will be governed by the laws of the State of Wisconsin and any action arising out of or related to this Agreement shall be handled in La Crosse County Circuit Court. Consultant shall, at all times, comply with and observe all federal and state laws, local laws, ordinance and regulations which are in effect during the period of this Contract and which, in any manner, affect the work or its conduct.

HAFD RFP: Fire Department Facility Needs Assessment & Station Location Analysis

8. **Nondiscrimination/Affirmative Action:** In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, or developmental disability as defined in Wis. State. 111.32(13m) or national origin.
9. **Cancellation:** The Holmen Area Fire Department reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds or for failure of the consultant to comply with terms, conditions and specification of this contract.
10. **Proprietary Information:** Any restrictions on the use of data contained within a request, must be clearly stated in the bid/proposal itself. Proprietary information submitted in response to a request will be handled in accordance with applicable State of Wisconsin procurement regulations and the Wisconsin Public Records Law. Proprietary restrictions normally are not accepted. However, when accepted, it is the consultant's responsibility to defend the determination in the event of an appeal or litigation.
11. **Independent Capacity of Consultant:** The parties hereto agree that the consultant, its officers, agents and employees, in the performance of this Agreement shall act in the capacity of independent contractor and not as an officer, employee or agent of the Holmen Area Fire Department. The Consultant agrees to take such steps as may be necessary to ensure that each subcontractor of the Consultant will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant or joint venture or partner of the Holmen Area Fire Department.