

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 suggestion 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 departments 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 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