



# Holmen Area Fire Department

## Agenda

710 South Main Street  
Holmen, WI 54636  
www.holmenfire.com

## HOLMEN AREA FIRE COMMISSION

**Date/Time:** Monday August 26, 2024 @ 6:30 pm  
**Location:** Town of Holland Town Hall, Holmen, WI, 54636

The Holmen Area Fire Commission will hold a regular meeting on August 26, 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.) Roll Call
- 2.) Pledge of Allegiance
- 3.) Approval of June 17, 2024 Meeting Minutes
- 4.) 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.*
- 5.) Fire Administration Report (Chief Ostreng)
  - a. General Fire Department Stats
  - b. Staffing/Personnel Updates
    - i. Swearing in and badge pinning of Probationary Firefighter McKay Wolsey
    - ii. End of probation badge exchange for Probationary Firefighter Myranda Antony
    - iii. End of probation badge exchange for Probationary Firefighter Davis Wilson
- 6.) Commission Chair Report
- 7.) Unfinished Business
  - a. Review of current HAFD job description for Firefighter/Engineer
- 8.) New Business
  - a. None
- 9.) Closed Session
  - a. Convene in Closed Session
    - i. The Board shall consider a motion to convene in closed session pursuant to Wis. Stats. §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises



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responsibility. To Wit:

- a. Review of performance and possible suspension/termination of Paid-On-Call Firefighter/EMT
- 10.) Reconvene in Open Session
- 11.) Reservation of right for action and/or recommendation on Closed Session item(s)
- 12.) Next Meeting Date
- 13.) Adjourn



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Date Notice Emailed: 08/22/2024

Notices Posted: 08/22/2024

**Notices Emailed To:**

<b>Holmen Area Fire Commission</b>	<b>Board/Town/Village</b>	<b>Media</b>	<b>Posted</b>
Patrick Brockman - Holland	Marilyn Pedretti	Holmen Courier	Holmen Area FD
Marc Ertz - Holland	Rhonda Hesselberg	La Crosse Tribune	Town of Holland
Neal Forde - Holmen	Scott Heinig	La Crosse Radio Group	Village of Holmen
John Miller - Holland	HAFD Members/IAFF L127	WXOW	Holmen USPS
Barry Ploessl - Holmen	HAFD Admin	WKBT	Holmen Library
	HAFD Fire Board	WIZM	
		FOX2548	

**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 2<sup>nd</sup> 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, 2<sup>nd</sup> 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 2<sup>nd</sup> 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.

# 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	98	-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>634</b>	<b>-97</b>

## CALL TYPES RESPONDED TO FOR JULY

<u>INCIDENT TYPE</u>	<u>TOTAL</u>
1 - Fire	3
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0
3 - Rescue & Emergency Medical Service Incident	74
4 - Hazardous Condition (No Fire)	3
5 - Service Call	5
6 - Good Intent Call	6
7 - False Alarm & False Call	6
8 - Severe Weather & Natural Disaster	0
9 - Special Incident Type	1
	<b>98</b>

**Holmen Area Fire Department**

710 Main Street South

Holmen, WI 54636

608-526-9363

***OFFICIAL OATH OF OFFICE***

State of Wisconsin

County of La Crosse

I, McKay Wolsey, who has been appointed to the office of

**Firefighter**

affirm that I will support the constitution of the United States and the constitution of the state of Wisconsin, and will faithfully discharge the duties of the said office to the best of

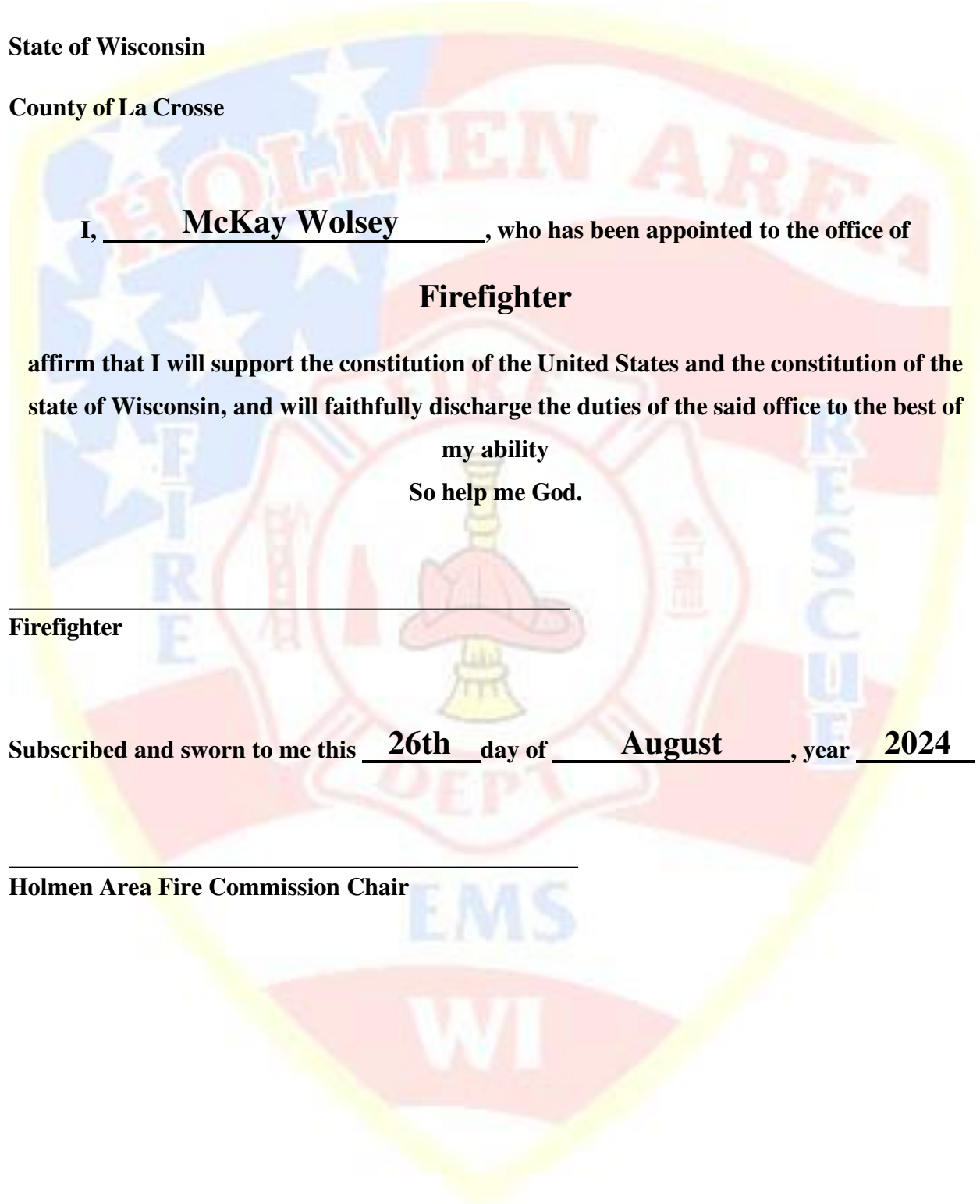
my ability

So help me God.

\_\_\_\_\_  
Firefighter

Subscribed and sworn to me this 26th day of August, year 2024

\_\_\_\_\_  
Holmen Area Fire Commission Chair



# **HOLMEN AREA FIRE DEPARTMENT**

## **JOB DESCRIPTION**

### **ENGINEER**

#### **REPORTS TO:**

Company Officer (Lieutenant or Captain)

#### **NATURE OF WORK:**

This job description is intended as an illustration of the various types of work performed at this rank. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, a logical assignment of the position, or of an imminent nature.

#### **PURPOSE OF POSITION:**

The Engineer is a skilled position responsible for driving, operating, and maintaining fire department apparatus and associated equipment and appliances in addition to the duties of the position of Firefighter.

- 1) Performs periodic checks of apparatus and equipment per department or manufacturer specifications to detect defects and for preventive maintenance purposes.
- 2) Services apparatus and equipment by washing, cleaning, testing and conducting preventative maintenance.
- 3) Submits repair orders for concerns identified during periodic checks of apparatus and equipment.
- 4) Compiles and submit records of vehicle usage, service, maintenance, and repair work.
- 5) Responds to alarms as a member of a firefighting company, and performs a variety of fire ground functions, as the situation demands.
- 6) Responds as a member of a medical team to bring emergency medical care to the citizens of the community.
- 7) Prepares written reports under supervision of a Company Officer.
- 8) Participates in daily training exercises and classroom lectures.
- 9) Performs duties as an Acting Company Officer, if qualified, when assigned.
- 10) Performs duties as a Certified Firefighter/EMT according to criteria and standards set forth by the department, when assigned.
- 11) Responsible for cleanliness of station and maintenance of tools, equipment and all other fire department property.

- 12) Conducts demonstrations, tours, and public speeches on fire safety, fire prevention, CPR, fire extinguishers, smoke detectors, first-aid, and other subjects to the public.
- 13) Performs fire inspections and pre-emergency plans when assigned.

**PHYSICAL DEMANDS OF POSITION:** These physical demands are representative of demands that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable persons with disabilities to perform essential functions.

- 1) Standing, walking and sitting.
- 2) Stooping, kneeling, crouching and crawling.
- 3) Running, swimming, grappling, climbing, balancing, bending, and twisting.
- 4) Reaching, feeling, talking and hearing.
- 5) Vision requirements in accordance with NFPA 1582.
- 6) Lifting, carrying, pushing/pulling: 100 lbs or more.
- 7) Handling, grasping and fingering: fire hose, ladders, performing CPR, utilizing patient lifting devices, etc.

**PHYSICAL ABILITY:**

- 1) Stamina - vent a roof, pull charged hose line: strip roof w/ tools; climb stairs w/ equipment; carry hose up multiple flights.
- 2) Extent Flexibility - Roll/pull hose; remove ceiling w/ poles; push ladder to peak; reach out from ladder; chop w/ axe; extricate victim; overhaul burned building; remove building parts.
- 3) Dynamic Flexibility - Chop w/ axe; pick up hose; advance hose; strip roof; perform CPR/chest compression.
- 4) Static Strength - Carry hose; lift/carry victim/patient; move charged hose; lift ladder; move generator.
- 5) Explosive Strength - Force entry w/ axe battering ram; raise ladder; run up stairs w/ equipment; breach walls; pull advance hose; chop w/ axe to vent roof.
- 6) Dynamic Strength - Climb ladders/stairs in full turn out w/ equipment; climb aerial ladder.

- 7) Trunk Strength - Pull charged hose; perform CPR; pick up equipment at fire; hold hose on fire target; lift victim.
- 8) Speed Limb Movement - Dodge debris; chop w/ axe; don SCBA; pump manual pump; exit burning building; operate/drive apparatus; operate aerial apparatus; perform CPR.
- 9) Gross Body Coordination - Climb/descend ladder w/ victim; advance charged line while maintaining flow on target; walk across roof ridge; start/use power tools.
- 10) Gross Body Equilibrium - Walk icy roof peak at night; carry patient down stairs; swing axe from ladder.
- 11) Arm-Hand Steadiness - Take BP/pulse; operate power tools; perform CPR; apply traction to limb/neck of victim; connect hose couplings.
- 12) Manual Dexterity - Couple hoses; perform CPR; bandage patient; use tools/extraction equipment; use bag valve mask; tie knots; use SCBA.
- 13) Finger Dexterity - Maintain/operate SCBA equipment; bandage patient; remove object from patient airway w/ Magill forceps; tie knots; perform infant CPR.
- 14) Near Vision - Patient assessment; read manuals/pump control panel.
- 15) Far Vision - Drive to fire; visualization of fire condition; see power lines for safe ladder placement; see addresses.
- 16) Visual Color Discrimination - Determine fire status/hazards by smoke color; identify labels and placards; assess patient.
- 17) Hearing - Hear call for help in burning building; hear fire crackle in dense smoke; hear BP.
- 18) Mobility - Advance hose line; climb ladder; search/rescue in building; move on roof; get on/off equipment.
- 19) Effort - Chop/vent roof; overhaul burned buildings; advance charged line up stairs; climb stairs/ladder; use axe.

## **ENVIRONMENTAL/WORKING CONDITIONS OF POSITION:**

- 1) Outside workplace environment that is confined.
- 2) Exposure to extreme cold, hot and normal temperatures.
- 3) Contact with water or liquids.

- 4) Exposure to loud noise with a minimum of 90 decibels and vibrations from tools, equipment, machinery, etc.
- 5) Exposure to hazardous conditions such as; mechanical/electrical, chemical, burns, explosives, heights, physical injury, and fast-moving vehicles.
- 6) Exposure to atmospheric conditions such as: fumes, gases, noxious odors, dust, and poor ventilation.
- 7) Exposure to blood borne pathogens, i.e., blood on self and clothing from EMS related calls.

### **EQUIPMENT USED:**

- 1) Computer terminal, telephone and two-way radio.
- 2) Measuring devices.
- 3) Power tools, hand tools, chain saws, shovels, brooms, ladders, air tools, exhaust fans, and generators.
- 4) Car, fire apparatus, utility vehicle, ambulance and boat.
- 5) Patient restraints, first-aid equipment, oxygen, blood pressure equipment, defibrillator, test equipment, general medical equipment, and patient lifting devices.
- 6) Breathing apparatus, steel tip boots, hearing and eye protection, firefighting turn-out clothing, and hazardous materials protective clothing.

### **EDUCATION/LICENSE/CERTIFICATION REQUIREMENTS:**

Prior to the due date for applications for the rank of Firefighter/Engineer, a candidate must be eighteen (18) years of age and shall have the following qualifications:

- 1) High school diploma or equivalent.
- 2) Valid driver's license or such valid operator's permit recognized by the Wisconsin Department of transportation as authorizing operation of a motor vehicle in Wisconsin (maintained throughout employment as a condition of continued employment).
- 3) Wisconsin Emergency Medical Technician license (maintained throughout employment as a condition of continued employment).
- 4) Emergency Medical Technician certification with the National Registry of Emergency

Medical Technicians (maintained throughout employment as a condition of continued employment).

- 5) State of Wisconsin Certified Firefighter II or equivalent certification accredited through IFSAC or NFPA Pro Board (maintained throughout employment as a condition of continued employment).
- 6) State of Wisconsin Technical College System Certified Driver/Operator-Pumper and/or Wisconsin Technical College System Certified Driver/Operator-Aerial as appropriate or equivalent certifications accredited through IFSAC or NFPA Pro Board.

## **KNOWLEDGE AND SKILLS REQUIRED FOR POSITION:**

- 1) Major life activities.
- 2) Village of Holmen and Town of Holland highways, roads, streets and geography.
- 3) Traffic rules and regulations, especially those pertaining to emergency vehicles.
- 4) Fire hose, nozzles, hydrant pressures and pump capacities.
- 5) Hydraulic principles, formulas and calculations
- 6) Safely drive, maneuver and park fire department vehicles in both emergency and non-emergency conditions.
- 7) Properly operate all components of fire apparatus including fire pumps and aerial devices.
- 8) Demonstrate a high degree of mechanical aptitude.
- 9) Impart knowledge of material learned to others.
- 10) Remain calm, think clearly and act quickly in emergencies;
- 11) Effective communication, oral and written, with supervisors, peers, and public.
- 12) Understanding and following work rules, and Suggested Operating Guidelines.
- 13) Read, write, add, subtract, multiply and divide.
- 14) Knowledge of national, state and local laws and fire/safety codes.
- 15) Organize, direct and coordinate written and oral reports.
- 16) Skills in report writing, computer usage, driving, and two-way radio usage.

- 17) Knowledge of fire protection system, water supply, building construction, natural and man-made disasters, fire control and extinguishment, and combustible and flammable materials.
- 18) Skills in firefighting, patient care and public relations.

**MEDICAL:**

Applicants may be required to submit to a medical examination consistent with the requirements of the position, which will include drug testing, after an offer of employment and prior to appointment. This medical exam is designed to reveal any medical condition that might put the Firefighter at increased risk to self or others as a result of certain exposures or activities and to exhibit freedom from any physical, emotional or mental condition which adversely affects the performance of duties as a firefighter in the essential functions of employment, with reasonable accommodation.

**SALARY AND BENEFITS:**

Wages and benefits are determined by the Holmen Area Fire Department Board of Directors and the collective bargaining agreement as applicable.

**BACKGROUND:**

All new appointees may have a record check made by local, state or federal authorities. A conviction is not an automatic bar to employment.