



Holmen Area Fire Department

Agenda

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

HOLMEN AREA FIRE BOARD

Date/Time: Thursday, August 29, 2024 @ 6:30 pm
Location: Town of Holland Town Hall, Holmen, WI, 54636

The Holmen Area Fire Board of Directors will hold a regular meeting on **August 29, 2024 at 6:30 pm** at the **Town of Holland Town Hall**.

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

The agenda for the meeting is as follows:

- 1.) Chair to call the meeting to order
- 2.) Pledge of Allegiance
- 3.) Roll Call
- 4.) Approval of Meeting Minutes
 - a. 07/16/2024
- 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
 - f. Special Topics
 - g. Donations
- 7.) Fire Administration Report (Chief Ostreng)
 - a. July 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
- 10.) 2025 Budget Draft



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- a. Impact on Command Vehicle
- b. Impact on 2025 Assistant Fire Chief position
- 11.) Announcement and Future Agenda Items
- 12.) Next Regular Meeting – 09/17/2024
- 13.) Adjourn



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Date Notice Emailed: 08/26/2024

Notices Posted: 08/26/2024

Notices Emailed To:

Holmen Area Fire Commission	Board/Town/Village	Media	Posted
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	www.holmenfire.com
		FOX2548	

Holmen Area Fire District

Meeting Minutes – July 16th, 2024

Bob Stupi called the Holmen Area Fire District meeting to order at 6:30 pm on July 16th, 2024 at the Town of Holland Town Hall.

Present: Doug Jorstad (Holmen), Travis Elam (Holmen), Rick Hauser (Holland), Bob Stupi (Holland),

Also Present: Ryan Ostreng (Fire Chief)

Excused: Jeff Herlitzke

Guests: Fire department staff

Pledge of Allegiance Recited

Approval of Meeting Minutes:

Motion by Jorstad, second by Hauser. Motion carried unanimously.

Resident or Employee Concerns/Comments:

None.

Financial Review:

Jorstad (Treasurer) presented a general fund summary.

Jorstad highlighted that the department was only halfway through the fiscal year but the staff overtime was at 102% of budget and requested comment from Chief Ostreng.

Ostreng explained that the increase would continue but the department would save money in other areas like employee benefits and salary because the department wasn't fully staffed for the first half of the year. Ostreng stated the overtime was due to large increases in staff training. Ostreng stated that he was watching the budget and intended to use 2% dues, if necessary, at the end of the year to cover any extra costs.

Jorstad highlighted that building supplies were at 103% of the budget and requested comment from Chief Ostreng. Ostreng explained the department was cleaning more frequently and the cost increase of cleaning products was the cause.

Jorstad stated that the department was at 47.5% of the total budget for the year.

Jorstad highlighted the department's commitment to repaying itself the \$80,000 it borrowed from the capital account to pay firefighter wages while waiting on the results of the referendum. Jorstad stated this year's budget had a line item for \$40,000.

Check detail was reviewed by the board.

Board reviewed new detailed quote by MCS networks IT contract. Jorstad motioned for the approval of the contract for a total of \$10,589.70, second by Elam. Motion carried unanimously.

Fire Administration Report:

Ostreng stated that June had 97 calls and highlighted that it was the most amount of calls the department has had for June since 2017. Ostreng stated the department had a total of 536 calls year to date, which was similar to numbers from 2019. Ostreng gave a brief summary of the calls for the month which included a gas line being hit, structure fire in Onalaska, and a sprinkler system issue at a business.

Ostreng stated that a new firefighter, McKay Wolsey, started July 2nd. Ostreng stated that with the addition of McKay, the department now has 4 firefighters on every shift.

Ostreng stated rescue 1 would be getting new tires and gave the board an update on upcoming staff training, including additional boat/water training.

Ostreng stated that the department and Onalaska would be forming a committee to create the framework for shared resources for fire investigations.

Fire Commission Report:

Nothing new to report. Jorstad asked a question about when Holmen should have a new replacement lined up for the opening position on the fire commission.

Future Fire Station Study:

Ostreng stated that he had finished the draft RFP and had sent it to Stupi and Administrator Heinig for review. Jorstad asked if the Chief had an idea of how many parties would be interested in the RFP. Ostreng stated that it would be similar to how many Onalaska had received, which would be about 5 to 6. Stupi asked if the RFP should have language that states the awarded party communicate with both municipalities. Ostreng stated the RFP was left intentionally broad on purpose and that it was his intentions for the party to meet with staff from both municipalities. Motion by Stupi to accept the proposed RFP, second by Jorstad. Motion carried unanimously.

Assistant Fire Chief Position Request:

Ostreng stated that he reached out to some of his personal connections for help on the specific job description and is actively working on it. Ostreng stated that the focus of the position will primarily be on firefighter training. Ostreng stated that the department needs to focus on the mandatory training that is required for the firefighters. More specifically dangers unique to the community like confined spaces, hazardous materials, water rescue, etc. Ostreng stated that this work requires a more dedicated position due to the amount of coordination and record keeping. Ostreng stated that this position would also rotate availability with the Chief as necessary. Ostreng stated that his goal is to present a job description at the next fire commission meeting.

Command Vehicle Replacement:

Ostreng stated that he has not heard anything back from the vehicle dealer, but his plan is to get a black suburban and apply a vehicle wrap to it to match the other vehicles in the department. Ostreng stated he got a quote for \$13,000 for radios for the command vehicle. Ostreng stated only one supplier got back to him for the vehicle wrap and that was around \$3,000. Ostreng stated that he had not yet received a response from suppliers he had reached out to about painting the vehicle. Ostreng stated that he reached out to a local organization for the installation of the light package, cabinets, radio mounting, and other interior work and had not yet received a response. Ostreng stated that he is still not sure on what the total vehicle would cost the department. Stupi questioned if the Chief was still set on a Chevy Suburban. Ostreng stated that he was still set on a suburban due to the storage capacity of the vehicle compared to others and intended to install a pull-out tray in the back for equipment. Ostreng stated that he wanted the vehicle dedicated to a command position. Jorstad stated that he had spoken with Administrator Heinig and that the Village of Holmen was still not sure how the vehicle would be funded and that the Village of Holmen would be setting its budget soon. Jorstad suggested Ostreng speak to Administrator Heinig about the vehicle soon. Ostreng stated he still intended to use 2% dues to purchase the vehicle.

Announcements and Future Agenda Items:

Elam asked Ostreng if he had any information about an MOU for medical response from the County. Ostreng stated that he had looked into it and most of the people he had spoken to weren't aware of the MOU. Ostreng also stated that he spoke with one person who said the district did and another who said it didn't. Ostreng stated that because the department doesn't do medical transport and Tri-State is always dispatched for medical transport that he was under the assumption that he might have the ability to suspend medical response from the department in the event of an all-hands-on deck fire scenario. Elam stated that he would look into this further at the county level.

Next Regular Meeting Date:

Next regular meeting August 20th, 2024 at 6:30pm at Town of Holland Town Hall.

Adjourn:

Motion to adjourn by Hauser, second by Jorstad. Motion carried unanimously.

Minutes by Travis E. Elam, Secretary

DRAFT

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

12:26 PM
 08/27/24
 Cash Basis

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2% Fire Protection Equipmnet	85,107.60	70,000.00	15,107.60	121.6%
Income-Budget	1,301,295.90	1,735,061.20	-433,765.30	75.0%
Capital /Reserve Income	37,500.00	50,000.00	-12,500.00	75.0%
Income-Interest	757.42			
Income-Interest-Special	7,930.78			
Donations/Grants	2,014.03			
Total Income	1,434,605.73	1,855,061.20	-420,455.47	77.3%
Expense				
CAPITAL EXPENDITURES				
2% Fire Protection Equipment Ex	1,149.95	10,000.00	-8,850.05	11.5%
Building -Capital Expenditures	3,559.55	20,000.00	-16,440.45	17.8%
EMS-Capital Expenditures	1,476.07	10,000.00	-8,523.93	14.8%
Fire-Capital Expenditures	7,435.00	20,000.00	-12,565.00	37.2%
Total CAPITAL EXPENDITURES	13,620.57	60,000.00	-46,379.43	22.7%
Wages				
SALARY/WAGES EXPENSE				
Employee Benefit Health	85,502.64	198,658.20	-113,155.56	43.0%
Employee Retirement Career	102,001.61	140,292.10	-38,290.49	72.7%
Insurance-DWD Compensation	0.00	5,203.37	-5,203.37	0.0%
Insurance-Life	860.22	3,592.46	-2,732.24	23.9%
Insurance-Work-Comp	13,679.21	30,000.00	-16,320.79	45.6%
Officer Salary	67,230.79	105,000.00	-37,769.21	64.0%
Salary	437,652.33	793,113.48	-355,461.15	55.2%
Salary -OT	153,073.79	132,142.86	20,930.93	115.8%
Acting Pay	885.00	1,260.00	-375.00	70.2%
FLSA	7,148.70	20,827.56	-13,678.86	34.3%
Holiday Pay	23,551.20	35,951.57	-12,400.37	65.5%
Parttime Wages	508.40	10,000.00	-9,491.60	5.1%
Payroll-Tax Expense	53,288.02	84,019.60	-30,731.58	63.4%
Capital Wage Reimbursement	0.00	36,000.00	-36,000.00	0.0%
SALARY/WAGES EXPENSE - Other	2,305.31			
Total SALARY/WAGES EXPENSE	947,687.22	1,596,061.20	-648,373.98	59.4%
Total Wages	947,687.22	1,596,061.20	-648,373.98	59.4%
BUILDING				
Building Maintenance/Repair	2,863.33	3,000.00	-136.67	95.4%
Grounds Maintenance	1,048.20	3,000.00	-1,951.80	34.9%
Supplies	2,928.02	2,500.00	428.02	117.1%
Total BUILDING	6,839.55	8,500.00	-1,660.45	80.5%

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	975.29	650.00	325.29	150.0%
Repairs & Maintenance	0.00	250.00	-250.00	0.0%
Replacement-EMS	477.26	600.00	-122.74	79.5%
Supplies	2,222.91	4,000.00	-1,777.09	55.6%
Training	186.00	1,000.00	-814.00	18.6%
Total EMS	3,861.46	6,500.00	-2,638.54	59.4%
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	2,921.11	2,500.00	421.11	116.8%
Physicals	2,352.00	5,000.00	-2,648.00	47.0%
Repairs & Maintenance	1,495.01	3,000.00	-1,504.99	49.8%
Replacement -Fire	1,808.01	2,000.00	-191.99	90.4%
Supplies	2,985.08	4,000.00	-1,014.92	74.6%
Testing/Insp	0.00	1,000.00	-1,000.00	0.0%
Training	1,536.69	5,000.00	-3,463.31	30.7%
Uniform Clothing	11,124.55	15,000.00	-3,875.45	74.2%
Total FIRE	24,600.81	40,300.00	-15,699.19	61.0%
INSURANCE				
Insurance-General	0.00	14,000.00	-14,000.00	0.0%
Total INSURANCE	0.00	14,000.00	-14,000.00	0.0%
OFFICE				
Consulting	0.00			
Human Resources/Business Support	12,498.70	15,000.00	-2,501.30	83.3%
Accounting Services	6,145.00	9,000.00	-2,855.00	68.3%
Attorney/Support	-402.50	3,000.00	-3,402.50	-13.4%
Computer Maintenance	11,260.47	10,000.00	1,260.47	112.6%
Office Software	13,633.90	18,000.00	-4,366.10	75.7%
Office Supplies	2,116.73	1,000.00	1,116.73	211.7%
Postage	136.00	200.00	-64.00	68.0%
Telephone/Cell-Phones/Internet	4,232.88	9,000.00	-4,767.12	47.0%
OFFICE - Other	991.03			
Total OFFICE	50,612.21	65,200.00	-14,587.79	77.6%
UTILITIES				
Electricity	6,837.27	14,000.00	-7,162.73	48.8%
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	9,158.44	19,500.00	-10,341.56	47.0%

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

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
VEHICLES				
Fuel	6,972.71	25,000.00	-18,027.29	27.9%
Repairs & Maintenance	2,993.01	15,000.00	-12,006.99	20.0%
Testing/Inspection	14.98	1,000.00	-985.02	1.5%
Tire Replacement	2,360.33	4,000.00	-1,639.67	59.0%
Total VEHICLES	12,341.03	45,000.00	-32,658.97	27.4%
Total Expense	1,068,721.29	1,855,061.20	-786,339.91	57.6%
Net Ordinary Income	365,884.44	0.00	365,884.44	100.0%
Net Income	365,884.44	0.00	365,884.44	100.0%

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
 January through August 2024

	Jan - Aug 24
Ordinary Income/Expense	
Income	
2% Fire Protection Equipmnet	85,107.60
Income-Budget	1,301,295.90
Capital /Reserve Income	37,500.00
Income-Interest	757.42
Income-Interest-Special	7,930.78
Donations/Grants	2,014.03
	1,434,605.73
Total Income	1,434,605.73
Expense	
CAPITAL EXPENDITURES	
2% Fire Protection Equipment Ex	1,149.95
Building -Capital Expenditures	3,559.55
EMS-Capital Expenditures	1,476.07
Fire-Capital Expenditures	7,435.00
	13,620.57
Total CAPITAL EXPENDITURES	13,620.57
Wages	
SALARY/WAGES EXPENSE	
Employee Benefit Health	85,502.64
Employee Retirement Career	102,001.61
Insurance-Life	860.22
Insurance-Work-Comp	13,679.21
Officer Salary	67,230.79
Salary	437,652.33
Salary -OT	153,073.79
Acting Pay	885.00
FLSA	7,148.70
Holiday Pay	23,551.20
Parttime Wages	508.40
Payroll-Tax Expense	53,288.02
SALARY/WAGES EXPENSE - Other	2,305.31
	947,687.22
Total SALARY/WAGES EXPENSE	947,687.22
Total Wages	947,687.22
BUILDING	
Building Maintenance/Repair	2,863.33
Grounds Maintenance	1,048.20
Supplies	2,928.02
	6,839.55
Total BUILDING	6,839.55
EMS	
Lease/Air/Oxygen	975.29
Replacement-EMS	477.26
Supplies	2,222.91
Training	186.00
	3,861.46
Total EMS	3,861.46
FIRE	
Professional Dues/Licenses	305.00
Batteries	73.36
Conventions/Conferences	2,921.11
Physicals	2,352.00
Repairs & Maintenance	1,495.01
Replacement -Fire	1,808.01
Supplies	2,985.08
Training	1,536.69
Uniform Clothing	11,124.55
	24,600.81
Total FIRE	24,600.81
OFFICE	

12:24 PM
08/27/24
Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
January through August 2024

	<u>Jan - Aug 24</u>
Consulting	0.00
Human Resources/Business Support	12,498.70
Accounting Services	6,145.00
Attorney/Support	-402.50
Computer Maintenance	11,260.47
Office Software	13,633.90
Office Supplies	2,116.73
Postage	136.00
Telephone/Cell-Phones/Internet	4,232.88
OFFICE - Other	991.03
Total OFFICE	50,612.21
UTILITIES	
Electricity	6,837.27
Water/Sewer/Runoff	2,321.17
Total UTILITIES	9,158.44
VEHICLES	
Fuel	6,972.71
Repairs & Maintenance	2,993.01
Testing/Inspection	14.98
Tire Replacement	2,360.33
Total VEHICLES	12,341.03
Total Expense	1,068,721.29
Net Ordinary Income	365,884.44
Net Income	365,884.44

12:24 PM
08/27/24
Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Balance Sheet
As of August 31, 2024

	<u>Aug 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Park Bank	
Park Bank Checking	594,531.27
Total Park Bank	594,531.27
LGIP-General Capital Savings	
LGIP- Capital Savings	6,587.83
LGIP -Operational Checking	1.88
LGIP-2% Dues Savings	226,239.05
LGIP-Scholarship Fund	0.37
LGIP- Special Events/Donations	24,309.71
Total LGIP-General Capital Savings	257,138.84
Total Checking/Savings	851,670.11
Total Current Assets	851,670.11
TOTAL ASSETS	851,670.11
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Life Insurance Payable EE	65.84
WI Retirement Payable	5,419.79
Union Dues Payable	1,770.79
Payroll Liabilities	5,729.31
Total Other Current Liabilities	12,985.73
Total Current Liabilities	12,985.73
Total Liabilities	12,985.73
Equity	
Retained Earnings	472,799.94
Net Income	365,884.44
Total Equity	838,684.38
TOTAL LIABILITIES & EQUITY	851,670.11

HOLMEN AREA FIRE DEPARTMENT
 Check Detail
 July 29, 2024

8:48 AM
 07/26/24

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Liability Check	To Print	07/29/2024	STATE OF WIS		Park Bank Checking	-1,659.78	-1,659.78
TOTAL					Payroll Liabilities	-1,659.78	1,659.78
Check	17356	07/29/2024	AIRGAS NORTH C...		Park Bank Checking	-57.23	-57.23
TOTAL					Lease/Air/Oxygen	-57.23	57.23
Check	17357	07/29/2024	Bound Tree Medica...		Park Bank Checking	-152.91	-152.91
TOTAL					Supplies	-152.91	152.91
Check	17358	07/29/2024	FIRE SAFTEY USA		Park Bank Checking	-100.00	-100.00
TOTAL					Supplies	-100.00	100.00
Check	17359	07/29/2024	HENRY SCHEIN INC		Park Bank Checking	-73.02	-73.02
TOTAL					Replacement-EMS	-73.02	73.02
Check	17360	07/29/2024	McMahon Associat...		Park Bank Checking	-272.00	-272.00
TOTAL					Human Resources/...	-272.00	272.00
Check	17361	07/29/2024	MNSCO		Park Bank Checking	-43.92	-43.92
TOTAL					Repairs & Maintena...	-43.92	43.92
Check	17362	07/29/2024	VISA		Park Bank Checking	-655.11	-655.11

HOLMEN AREA FIRE DEPARTMENT
 Check Detail
 July 29, 2024

8:48 AM
 07/26/24

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-655.11	655.11
Check	17363	07/29/2024	WSFIA		Park Bank Checking	-375.00	-375.00
TOTAL						-375.00	375.00
Check	17364	07/29/2024	LASER PRINTER C...		Park Bank Checking	-85.35	-85.35
TOTAL						-85.35	85.35
Liability Check	17365	07/29/2024	LACROSSE AREA ...		Park Bank Checking	-1,159.66	-1,159.66
TOTAL						-1,159.66	1,159.66

HOLMEN AREA FIRE DEPARTMENT
 Check Detail
 August 12, 2024

9:34 AM
 08/09/24

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17366	08/12/2024	AIRGAS USA, LLC		Park Bank Checking	-382.01	-382.01
TOTAL					Lease/Air/Oxygen	-382.01	382.01
						-382.01	382.01
Check	17367	08/12/2024	ENGELSON & ASS...		Park Bank Checking	-700.00	-700.00
TOTAL					Accounting Services	-700.00	700.00
						-700.00	700.00
Check	17368	08/12/2024	HOLMEN ACE HAR...		Park Bank Checking	-65.85	-65.85
TOTAL					Building Maintenan...	-33.94	33.94
					Repairs & Maintena...	-4.92	4.92
					Supplies	-26.99	26.99
						-65.85	65.85
Check	17369	08/12/2024	McMahon Associat...		Park Bank Checking	-320.00	-320.00
TOTAL					Human Resources/...	-320.00	320.00
						-320.00	320.00
Check	17370	08/12/2024	MCS NETWORKS		Park Bank Checking	-490.98	-490.98
TOTAL					Computer Maintena...	-490.98	490.98
						-490.98	490.98
Check	17371	08/12/2024	RIVER CITY LAWN...		Park Bank Checking	-380.94	-380.94
TOTAL					Grounds Maintenance	-380.94	380.94
						-380.94	380.94
Liability Check	17372	08/12/2024	SECURIAN LIFE IN...		Park Bank Checking	-158.68	-158.68
					Insurance-Life	-125.76	125.76
					Life Insurance Paya...	-32.92	32.92

HOLMEN AREA FIRE DEPARTMENT
 Check Detail
 August 12, 2024

9:34 AM
 08/09/24

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-158.68	158.68
Check	17373	08/12/2024	VISION DESIGN G...		Park Bank Checking	-50.00	-50.00
					Office Software	-50.00	50.00
TOTAL						-50.00	50.00

HOLMEN AREA FIRE DEPARTMENT
Check Detail
August 27, 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17374	08/27/2024	AIRGAS USA, LLC		Park Bank Checking		-58.38
TOTAL					Lease/Air/Oxygen	-58.38	58.38
						-58.38	58.38
Check	17375	08/27/2024	Chippewa Valley T...		Park Bank Checking		-1,500.00
TOTAL					Human Resources/...	-1,500.00	1,500.00
						-1,500.00	1,500.00
Check	17376	08/27/2024	DeBAUCHE TRUCK...		Park Bank Checking		-779.94
TOTAL					Repairs & Maintena...	-779.94	779.94
						-779.94	779.94
Check	17377	08/27/2024	EMC INSURANCE ...		Park Bank Checking		-4,859.50
TOTAL					Insurance-Work-Co...	-4,859.50	4,859.50
						-4,859.50	4,859.50
Check	17378	08/27/2024	FIRE SAFTEY USA		Park Bank Checking		-1,149.95
TOTAL					2% Fire Protection E...	-1,149.95	1,149.95
						-1,149.95	1,149.95
Check	17379	08/27/2024	GUNDERSEN HEA...		Park Bank Checking		-12.62
TOTAL					Supplies	-12.62	12.62
						-12.62	12.62
Check	17380	08/27/2024	KWIK TRIP		Park Bank Checking		-856.90
TOTAL					Fuel	-856.90	856.90
						-856.90	856.90
Check	17381	08/27/2024	THE UNIFORM SH...		Park Bank Checking		-585.70

HOLMEN AREA FIRE DEPARTMENT
Check Detail
August 27, 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL					Uniform Clothing	-585.70	585.70
						-585.70	585.70
Check	17382	08/27/2024	VISA		Park Bank Checking	-3,498.07	-3,498.07
					Office Supplies	-117.85	117.85
					Supplies	-320.84	320.84
					Replacement -Fire	-14.74	14.74
					Telephone/Cell-Pho...	-224.58	224.58
					Tire Replacement	-2,360.33	2,360.33
					Conventions/Confer...	-324.00	324.00
					Training	-135.73	135.73
TOTAL						-3,498.07	3,498.07



Memo

To: Fire Board

From: Ryan Ostreng

cc:

Date: August 28, 2024

Re: 2021 AFG Grant Expenditures

We are attempting to take advantage of the 2021 Assistance to Firefighters Grant (AFG) grant that became effective in early 2023 for HAFD. The intent was to equip and train HAFD to La Crosse Fire Department's standards. Since we are no longer in direct partnership, I still want to take advantage of this grant for equipment and training purchases. The total grant is in the amount of \$113,318.18 with HAFD contributing 10% for an amount of \$11,331.81.

I am asking the board to waive the Board invoice approval requirement of purchases at or more than \$2,500.00 for purchases specifically attached to this grant opportunity (purchasing policy attached) up to the 10% amount of \$11,331.81.

HOLMEN AREA FIRE DEPARTMENT	
STANDARD OPERATING PROCEDURES	CHAPTER: 2 S.O.P. # 222
	INITIAL: 03/21/2023
	LAST REVISION:
	LAST REVIEWED:
SUBJECT: PURCHASING POLICY	PAGE 1 OF 1

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PURPOSE

To provide direction on the procurement of supplies, materials, equipment and services at the lowest price consistent with quality and performance necessary to meet standards established by the Holmen Area Fire Department. The lease of equipment or vehicles as measured by its fair market value shall conform to the same procurement parameters as required for purchase. The use of multiple purchase orders to circumvent the dollar limits specified in this policy is prohibited. The Fire Chief shall act as the purchasing agent for the Holmen Area Fire Department.

SCOPE

This procedure applies to all members and employees.

PROCEDURE

1. Whenever it is necessary or desirable that supplies, materials, equipment or contractual services be purchased which will cost \$200 or more, approval must be first submitted for Fire Chief approval.
2. Members making purchases of \$200 or less shall submit a receipt for such purchase with their name and purpose of purchase written on the receipt. If the vendor uses email receipts, the member shall email the Fire Chief with an explanation of purchase and intended use of the purchase.
3. Department credit cards or accounts shall only be used for Department purchases.
4. Whenever it is necessary or desirable that supplies, materials, equipment or contractual services be purchased which will cost \$2,500 or more, invoice approval must be first submitted to the Fire Chief and approved by the Board of Directors.
5. No requisition shall be submitted, and no purchase shall be made for items or services not included in the current year budget, or at an amount exceeding that which has been budgeted without approval of the Board of Directors.
6. All required procedures shall be complied with before any invoices are paid except in urgent situations where operational or safety requirements pose an immediate need and delivery of services or materials is contingent upon payment. In such instances, the Fire Chief is authorized to make any necessary purchases, with “confirming” approval following the incurred expense. The person making or authorizing the procurement must have, or obtain reasonable knowledge, that sufficient funds exist to cover the cost of any such expenditure.
7. If the estimated cost of supplies, materials, equipment or services will exceed the sum of \$5,000, competitive quotations or proposals will be obtained in writing from three or more vendors who are able to supply the requested item(s). If three or more quotations or proposals cannot be obtained, an explanation of the reason and effort to obtain three quotations or proposals shall be

- 40 presented to the Board by the Fire Chief. Upon receipt of competitive proposals, the Board of
41 Directors may award the purchase of supplies, materials, equipment or service to the vendor
42 offering the lowest and/or best bid, taking into account price, availability, reliability, warranty,
43 uniformity or other bonafide factors. In the event that all factors are equal, vendors with locations
44 within the Fire Department shall be given preference.
- 45 8. If a specific vendor or brand name commodity is deemed to be in the best interest of the Fire
46 Department, the Fire Chief may present information in support of the requisition and, if concurred
47 with by the Board of Directors, the requirement for competitive proposals may be waived. In this
48 event, the rationale for selecting the particular vendor or commodity shall be noted as part of the
49 minutes of the Board of Directors Meeting at which the Board approves a sole source purchase.
- 50 9. The Board of Directors will approve all capital improvement expenses which shall include
51 expenditures related to structural reconstruction of premises, purchases of apparatus and
52 equipment that has a lifespan of at least five (5) years and a purchase price of at least \$25,000
53 (2023) and replacement or addition of building infrastructure to include heating, electric and
54 plumbing systems.
- 55 10. Public construction projects as defined by Wisconsin Statutes 62.15 requires formal bids be
56 obtained from qualified contractors. The results of such bidding shall be reported to the Board of
57 Directors for award of a contract.
- 58 11. Grants
- 59 a. The Board of Directors will approve all grant applications that require matching funds.
60 b. The Fire Chief will approve all grant applications that do not require matching funds.
- 61 12. Purchases Using Federal Funds
- 62 a. All purchases using federal funds shall be made in compliance with 2 CFR 200 and
63 this purchasing policy.
64

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		
TOTAL	946	121	1001	55	1057	56	1052	-5	1249	176	1315	66	1286	-29	634	-97

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
	98



Holmen Area Fire Department

710 S Main St, Holmen, WI 54636

608-526-9363

www.holmenfire.com



HAFD Incidents by Municipality

Report Pulled On: 08/28/2024

Incident Category	Total
Municipality: City of Onalaska	
3 - Rescue & Emergency Medical Service Incident	1
4 - Hazardous Condition (No Fire)	1
6 - Good Intent Call	1
	Total: 3
Municipality: Town of Holland	
1 - Fire	1
3 - Rescue & Emergency Medical Service Incident	12
6 - Good Intent Call	1
	Total: 14
Municipality: Town of Onalaska	
1 - Fire	1
	Total: 1
Municipality: Village of Holmen	
1 - Fire	1
3 - Rescue & Emergency Medical Service Incident	61
4 - Hazardous Condition (No Fire)	2
5 - Service Call	5
6 - Good Intent Call	4
7 - False Alarm & False Call	6
9 - Special Incident Type	1
	Total: 80
	Total: 98

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: August 28, 2024
Re: 2025 Draft Budget

Attached is a comparison of two draft HAFD budgets for 2025. Draft 1 was submitted to both the Village of Holmen and Town of Holland a few weeks ago. Draft 2 is an adjustment made based on feedback from Village Administrator Heinig. I will answer your questions about my submission at the HAFD Board meeting Thursday evening.

 HAFD BUDGET	2021 Budget	2022 Budget	2023 Budget Amended - 4 Person Minimum with CBA Settlement	2024 Adopted Budget	2025 Proposed Budget DRAFT 1		2025 Proposed Budget DRAFT 2	
Income								
2% Fire Protection Equipment	\$78,114.92	\$93,879.38	\$63,000.00	\$70,000.00	\$80,000.00		\$80,000.00	
Income-Budget	\$749,700.00	\$824,670.00	\$1,622,683.00	\$1,735,061.20	\$2,079,715.28	19.9%	\$1,901,565.38	9.6%
Capital /Reserve Income	\$75,000.00	\$75,000.00	\$50,000.00	\$50,000.00	\$50,000.00		\$50,000.00	
Income-Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Income-Interest-Special	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Income-Misc	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00		\$0.00	
Income-Permit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Income-Grants and Donations	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00		\$0.00	
Total Income	\$902,814.92	\$1,003,549.38	\$1,785,683.00	\$1,855,061.20	\$2,209,715.28	19.1%	\$2,031,565.38	9.5%
Expense								
CAPITAL EXPENDITURES								
2% Fire Protection Equipment Ex	\$78,114.92	\$0.00	\$18,839.39	\$10,000.00	\$80,000.00		\$80,000.00	
Building -Capital Expenditures	\$25,000.00	\$0.00	\$20,000.00	\$20,000.00	\$10,000.00		\$15,000.00	
EMS-Capital Expenditures	\$5,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00		\$20,000.00	
Fire-Capital Expenditures	\$45,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$30,000.00		\$15,000.00	
Total CAPITAL EXPENDITURES	\$153,114.92	\$30,000.00	\$68,839.39	\$60,000.00	\$130,000.00	116.7%	\$130,000.00	116.7%
OPERATING EXPENDITURES	\$902,814.92	\$971,455.63	\$1,716,843.61	\$1,795,061.19	\$2,079,715.28		\$1,901,565.38	
TOTAL EXPENDITURES	\$1,055,929.84	\$1,001,455.63	\$1,785,683.00	\$1,855,061.19	\$2,209,715.28		\$2,031,565.38	
TOTAL REVENUE	\$902,814.92	\$1,003,549.38	\$1,785,683.00	\$1,855,061.20	\$2,209,715.28		\$2,031,565.38	
NET	-\$153,114.92	\$2,093.75	\$0.00	\$0.01	\$0.00		\$0.00	
SALARY/WAGES EXPENSE								
Employee Benefit Health	\$110,000.00	\$113,400.00	\$253,090.02	\$198,658.20	\$240,980.00		\$234,600.00	
Employee Retirement Career	\$43,000.00	\$50,000.00	\$138,125.86	\$140,292.10	\$161,198.75		\$150,975.37	
Employee Retirement Volunteer	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Payroll-Tax Expense	\$37,000.00	\$35,000.00	\$61,976.13	\$84,019.60	\$96,258.76		\$88,570.96	
Insurance-DWD Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Insurance-Life	\$350.00	\$350.00	\$3,393.60	\$3,592.45	\$3,000.00		\$3,000.06	
Insurance - Income Continuation	\$0.00	\$0.00	\$0.00	\$5,203.37	\$5,773.35		\$5,328.66	
Insurance-Work-Comp	\$11,000.00	\$12,200.00	\$30,000.00	\$30,000.00	\$30,000.00		\$30,000.00	
Officer Salary	\$104,000.00	\$0.00	\$105,000.00	\$105,000.00	\$157,500.00		\$105,000.00	
Salary	\$255,000.00	\$381,395.63	\$774,284.78	\$793,113.48	\$813,994.27		\$813,994.27	
Overtime	\$45,000.00	\$55,000.00	\$96,000.00	\$120,159.00	\$204,304.28	70.0%	\$158,535.18	31.9%
Acting Pay	\$840.00	\$0.00	\$840.00	\$1,260.00	\$1,485.00		\$1,260.00	
FLSA	\$0.00	\$0.00	\$13,490.22	\$20,827.56	\$21,803.42		\$21,803.42	
Holiday Pay	\$0.00	\$0.00	\$56,793.00	\$35,951.57	\$36,898.09		\$36,898.09	
Holiday OT	\$0.00	\$0.00	\$0.00	\$11,983.86	\$12,299.36		\$12,299.36	
Part Time Wages	\$45,000.00	\$40,000.00	\$10,000.00	\$10,000.00	\$10,000.00		\$8,000.00	
Fire Administration Contract	\$0.00	\$175,000.00	\$0.00	\$0.00	\$0.00		\$0.00	
Capital Wage Reimbursement	\$0.00	\$0.00	\$0.00	\$36,000.00	\$20,000.00		\$0.00	
Employee Retirement Sick Accrual Payout	\$0.00	\$0.00	\$0.00	\$0.00	\$23,500.00		\$17,000.00	
Total SALARY/WAGES EXPENSE	\$653,350.00	\$862,345.63	\$1,542,993.61	\$1,596,061.19	\$1,838,995.28	15.2%	\$1,687,265.38	5.7%
BUILDING								
Building Maintenance/Repair	\$4,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$5,500.00		\$3,000.00	

 HAFD BUDGET	2021 Budget	2022 Budget	2023 Budget Amended - 4 Person Minimum with CBA Settlement	2024 Adopted Budget	2025 Proposed Budget DRAFT 1		2025 Proposed Budget DRAFT 2	
Grounds Maintenance	\$1,000.00	\$500.00	\$3,000.00	\$3,000.00	\$3,000.00		\$3,000.00	
Supplies	\$400.00	\$500.00	\$2,000.00	\$2,500.00	\$5,000.00		\$4,500.00	
Total BUILDING	\$5,400.00	\$4,000.00	\$8,000.00	\$8,500.00	\$13,500.00	58.8%	\$10,500.00	23.5%
EMS								
Lease/Air/Oxygen	\$390.00	\$500.00	\$650.00	\$650.00	\$1,000.00		\$1,200.00	
Repairs & Maintenance	\$500.00	\$0.00	\$500.00	\$250.00	\$250.00		\$250.00	
Replacement-EMS	\$500.00	\$1,000.00	\$600.00	\$600.00	\$800.00		\$750.00	
Supplies	\$1,500.00	\$1,500.00	\$2,000.00	\$4,000.00	\$4,000.00		\$4,000.00	
Training	\$3,000.00	\$1,500.00	\$1,000.00	\$1,000.00	\$1,000.00		\$1,000.00	
Total EMS	\$5,890.00	\$4,500.00	\$4,750.00	\$6,500.00	\$7,050.00	8.5%	\$7,200.00	10.8%
FIRE								
Professional Dues/Licenses	\$4,000.00	\$3,500.00	\$2,000.00	\$2,000.00	\$2,600.00		\$2,000.00	
Fire Prevention/Pub Education	\$1,500.00	\$500.00	\$500.00	\$500.00	\$750.00		\$500.00	
Batteries	\$60.00	\$300.00	\$300.00	\$300.00	\$300.00		\$300.00	
Conventions/Conferences	\$2,000.00	\$0.00	\$2,500.00	\$2,500.00	\$10,000.00		\$2,700.00	
Physicals	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00	\$8,000.00		\$5,300.00	
Repairs & Maintenance	\$5,150.00	\$5,150.00	\$3,500.00	\$3,000.00	\$3,000.00		\$3,000.00	
Replacement -Fire	\$3,000.00	\$3,000.00	\$2,000.00	\$2,000.00	\$2,000.00		\$2,000.00	
Supplies	\$1,500.00	\$1,500.00	\$1,500.00	\$4,000.00	\$4,000.00		\$4,000.00	
Testing/Insp	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00		\$1,000.00	
Training	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00	\$5,000.00		\$5,000.00	
Uniform Clothing	\$1,000.00	\$3,000.00	\$8,000.00	\$15,000.00	\$15,000.00		\$15,000.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Total FIRE	\$24,710.00	\$22,450.00	\$31,300.00	\$40,300.00	\$51,650.00	28.2%	\$40,800.00	1.2%
INSURANCE								
Insurance-General	\$10,500.00	\$13,960.00	\$14,000.00	\$14,000.00	\$16,000.00		\$16,000.00	
Total INSURANCE	\$10,500.00	\$13,960.00	\$14,000.00	\$14,000.00	\$16,000.00	14.3%	\$16,000.00	14.3%
OFFICE								
Consulting	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00		\$0.00	
Human Resources/Business Support	\$0.00	\$15,000.00	\$5,000.00	\$15,000.00	\$21,000.00		\$17,500.00	
Accounting Services	\$9,000.00	\$7,500.00	\$8,500.00	\$9,000.00	\$12,500.00		\$9,000.00	
Attorney/Support	\$2,000.00	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00		\$4,500.00	
Computer Maintenance	\$9,400.00	\$9,400.00	\$11,000.00	\$10,000.00	\$14,700.00		\$14,700.00	
Computer Hardware					\$4,200.00			
Office Software	\$1,000.00	\$1,000.00	\$15,000.00	\$18,000.00	\$20,300.00		\$18,200.00	
Office Supplies	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00	\$2,500.00		\$2,200.00	
Postage	\$350.00	\$200.00	\$200.00	\$200.00	\$220.00		\$200.00	
Telephone/Cell-Phones/Internet	\$5,000.00	\$4,500.00	\$4,500.00	\$9,000.00	\$9,000.00		\$9,000.00	
Total OFFICE	\$28,250.00	\$41,100.00	\$62,200.00	\$65,200.00	\$87,420.00	34.1%	\$75,300.00	15.5%
UTILITIES								
Electricity	\$4,000.00	\$4,000.00	\$9,000.00	\$14,000.00	\$14,000.00		\$14,000.00	
Heating/Cooling	\$2,000.00	\$3,000.00	\$1,500.00	\$1,500.00	\$1,500.00		\$1,500.00	

 HAFD BUDGET	2021 Budget	2022 Budget	2023 Budget Amended - 4 Person Minimum with CBA Settlement	2024 Adopted Budget	2025 Proposed Budget DRAFT 1		2025 Proposed Budget DRAFT 2	
Water/Sewer/Runoff	\$3,100.00	\$3,100.00	\$3,100.00	\$4,000.00	\$4,600.00		\$4,000.00	
Total UTILITIES	\$9,100.00	\$10,100.00	\$13,600.00	\$19,500.00	\$20,100.00	3.1%	\$19,500.00	0.0%
VEHICLES								
Fuel	\$6,000.00	\$6,000.00	\$20,000.00	\$25,000.00	\$25,000.00		\$25,000.00	
Repairs & Maintenance	\$3,500.00	\$3,500.00	\$15,000.00	\$15,000.00	\$15,000.00		\$15,000.00	
Testing/Inspection	\$3,000.00	\$3,000.00	\$1,000.00	\$1,000.00	\$1,000.00		\$1,000.00	
Tire Replacement	\$0.00	\$500.00	\$4,000.00	\$4,000.00	\$4,000.00		\$4,000.00	
Total VEHICLES	\$12,500.00	\$13,000.00	\$40,000.00	\$45,000.00	\$45,000.00	0.0%	\$45,000.00	0.0%
Total Operating Expenses	\$902,814.92	\$971,455.63	\$1,716,843.61	\$1,795,061.19	\$2,079,715.28		\$1,901,565.38	

Percent Increase 0% 8% 77% 5% 16% 6%