

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.

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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.