



Holmen Area Fire Department

FIRE BOARD SPECIAL MEETING ANNOUNCEMENT & AGENDA

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

Date/Time: Tuesday October 8, 2024 @ 6:30 pm
Location: Town of Holland Town Hall, Holmen, WI, 54636

The Holmen Area Fire Board of Directors will hold a SPECIAL meeting on **October 8, 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.) Invoice Approval
- 5.) 2025 Budget Draft Review
- 6.) 2025 Forest Fire Protection (FFP) Grant Approval
- 7.) 2025 Command Vehicle Quote
- 8.) Adjourn



Date Notice Emailed: 10/04/2024

Notices Posted: 10/04/2024

Notices Emailed To:

Holmen Are Fire Assoc. 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 Library
Micah Wyss - Holmen (Alternate)		WIZM	www.holmenfire.com
		FOX2548	



Memo

To: Fire Board
From: Ryan Ostreng
cc:
Date: September 30, 2024
Re: HAFD Insurance Payment

Per Holmen Area Fire Department (HAFD) Standard Operation Procedure #222, Purchasing Policy, the cost associated with the attached invoice from Fleis Insurance is above the \$2,500.00 threshold which then requires HAFD Board of Directors approval. The cost associated with this invoice is captured in the 2024 budget under the category of Insurance within the Insurance – General line item.

I am asking for the HAFD Board of Directors support through motion to pay the Fleis Insurance invoice for the full amount indicated.



PO Box 537
 Onalaska, WI 54650
 Phone: (608) 783-5206

SEP 30 REC'D

Invoice # 1115	Page 1 of 1
Account Number	Date
HOLMARE-01	9/30/2024
Balance Due On	
9/30/2024	
Amount Paid	Amount Due
	\$16,407.00

Holmen Area Fire Department
710 S Main St
Holmen, WI 54636-9631

Commercial Package	Policy Number: FDK234575141	Effective: 9/1/2024 to 9/1/2025
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Item #	Trans Eff Date	Due Date	Trans	Description	Amount
191055	9/1/2024	9/30/2024	RENB	Ridgeview/Schwarz Commercial Umbrella Renewal Eff 9/1/2024	\$1,225.00
191056	9/1/2024	9/30/2024	RENB	Ridgeview/Schwarz Commercial Property Renewal Eff 9/1/2024	\$3,506.00
191057	9/1/2024	9/30/2024	RENB	Ridgeview/Schwarz General Liability Renewal Eff 9/1/2024	\$2,130.00
191058	9/1/2024	9/30/2024	RENB	Ridgeview/Schwarz Liquor Liability Renewal Eff 9/1/2024	\$162.00
191059	9/1/2024	9/30/2024	RENB	Ridgeview/Schwarz Employment Practices Liability Renewal Eff 9/1/2024	\$866.00
191060	9/1/2024	9/30/2024	RENB	Ridgeview/Schwarz Business Auto Renewal Eff 9/1/2024	\$4,378.00
191061	9/1/2024	9/30/2024	RENB	Ridgeview/Schwarz Equipment Floater Renewal Eff 9/1/2024	\$1,676.00

Commerical Accident & Disability	Policy Number: PRCO85971WI10169	Effective: 9/1/2024 to 9/1/2027
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Item #	Trans Eff Date	Due Date	Trans	Description	Amount
191062	9/1/2024	9/30/2024	RENB	Ridgeview/Schwarz Accident & Disability Eff 9/1/2024 Year 1 of 3	\$2,464.00

Total Invoice Balance: \$16,407.00



Memo

To: Fire Board
From: Ryan Ostreng
cc:
Date: October 1, 2024
Re: HAFD Proposed 2025 Budget Draft 3

Attached is the submission of Draft 3 of the proposed 2025 budget. I have included it on a comparative sheet with the previous two drafts reviewed for the 2025 budget as well as the 2023 and 2024 adopted budgets. The highlights of Draft 3 include:

Capital Expenditures


- \$95,000 for new structural PPE ensemble,
- \$6,000 to cover HAFD share of DNR Forest Fire Protection Grant,
- \$15,000 for cardiac monitor (with the help of grants and/or donations).


Operations Expenditures


- Health, retirement, tax, and insurance increases to keep pace with benefit cost increases for a 2025 full-time staffing level of 13 (12 shift staff, 1 chief officer),
- 3% contractual salary increase for 12 shift staff,
- Increase in overtime budget to cover increases in vacation and the addition of military leave for two military members (thank you for your service!); four staff members to attend conferences; increased committee work with the Public Education, Apparatus, Occupational Health and Safety, Fire Investigation, and Fire Station workgroups/committees; rescue training scenario with response/mutual aid partners; and EMS drill with response/mutual aid partners.
- Increase to re-start annual staff physicals,
- Increase in Human Resources/Business Support for fire administration,
- Office software increase associated with maintaining current software capabilities and adding software to manage fire investigation report in the collaborative fire investigation unit with the Onalaska Fire Department.

After a discussion, I am asking for the HAFD Board of Directors support through motion to accept Draft 3 as the HAFD 2025 Budget to forward to the Town and Village Boards.

Proudly Serving the Town of Holland and Village of Holmen

 HAFD BUDGET	2023 Budget Amended - 4 Person Minimum with CBA Settlement	2024 Adopted Budget	2025 Proposed Budget DRAFT 1	% From 2024	2025 Proposed Budget DRAFT 2	% From 2024	2025 Proposed Budget DRAFT 3	% From 2024
Income								
2% Fire Protection Equipment	\$63,000.00	\$70,000.00	\$80,000.00		\$80,000.00		\$80,000.00	
Income-Budget	\$1,622,683.00	\$1,735,061.20	\$2,079,715.28	19.9%	\$1,901,565.38	9.6%	\$1,885,061.00	8.6%
Capital /Reserve Income	\$50,000.00	\$50,000.00	\$50,000.00		\$50,000.00		\$50,000.00	
Income-Interest	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	
Income-Interest-Special	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	
Income-Misc	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	
Income-Permit	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	
Income-Grants and Donations	\$50,000.00	\$0.00	\$0.00		\$0.00		\$0.00	
Total Income	\$1,785,683.00	\$1,855,061.20	\$2,209,715.28	19.1%	\$2,031,565.38	9.5%	\$2,015,061.00	8.6%
Expense								
CAPITAL EXPENDITURES								
2% Fire Protection Equipment Ex	\$18,839.39	\$10,000.00	\$80,000.00		\$80,000.00		\$80,000.00	
Building -Capital Expenditures	\$20,000.00	\$20,000.00	\$10,000.00		\$15,000.00		\$15,000.00	
EMS-Capital Expenditures	\$10,000.00	\$10,000.00	\$10,000.00		\$20,000.00		\$20,000.00	
Fire-Capital Expenditures	\$20,000.00	\$20,000.00	\$30,000.00		\$15,000.00		\$15,000.00	
Total CAPITAL EXPENDITURES	\$68,839.39	\$60,000.00	\$130,000.00	116.7%	\$130,000.00	116.7%	\$130,000.00	116.7%
OPERATING EXPENDITURES	\$1,716,843.61	\$1,795,061.19	\$2,079,715.28		\$1,901,565.38		\$1,885,061.00	
TOTAL EXPENDITURES	\$1,785,683.00	\$1,855,061.19	\$2,209,715.28		\$2,031,565.38		\$2,015,061.00	
TOTAL REVENUE	\$1,785,683.00	\$1,855,061.20	\$2,209,715.28		\$2,031,565.38		\$2,015,061.00	
NET	\$0.00	\$0.01	\$0.00		\$0.00		\$0.00	
SALARY/WAGES EXPENSE								
Employee Benefit Health	\$253,090.02	\$198,658.20	\$240,980.00		\$234,600.00		\$234,600.00	
Employee Retirement Career	\$138,125.86	\$140,292.10	\$161,198.75		\$150,975.37		\$150,689.65	
Employee Retirement Volunteer	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	
Payroll-Tax Expense	\$61,976.13	\$84,019.60	\$96,258.76		\$88,570.96		\$88,653.03	
Insurance-DWD Compensation	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	
Insurance-Life	\$3,393.60	\$3,592.45	\$3,000.00		\$3,000.06		\$3,000.06	
Insurance - Income Continuation	\$0.00	\$5,203.37	\$5,773.35		\$5,328.66		\$5,328.66	
Insurance-Work-Comp	\$30,000.00	\$30,000.00	\$30,000.00		\$30,000.00		\$30,000.00	
Officer Salary	\$105,000.00	\$105,000.00	\$157,500.00		\$105,000.00		\$103,000.00	
Salary	\$774,284.78	\$793,113.48	\$813,994.27		\$813,994.27		\$813,994.27	
Overtime	\$96,000.00	\$120,159.00	\$204,304.28	70.0%	\$158,535.18	31.9%	\$163,608.00	36.2%
Acting Pay	\$840.00	\$1,260.00	\$1,485.00		\$1,260.00		\$1,260.00	
FLSA	\$13,490.22	\$20,827.56	\$21,803.42		\$21,803.42		\$21,803.42	
Holiday Pay	\$56,793.00	\$35,951.57	\$36,898.09		\$36,898.09		\$36,898.09	
Holiday OT	\$0.00	\$11,983.86	\$12,299.36		\$12,299.36		\$12,299.36	
Part Time Wages	\$10,000.00	\$10,000.00	\$10,000.00		\$8,000.00		\$6,000.00	
Fire Administration Contract	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	
Capital Wage Reimbursement		\$36,000.00	\$20,000.00		\$0.00		\$0.00	
Employee Retirement Sick Accrual Payout			\$23,500.00		\$17,000.00		\$0.00	
Total SALARY/WAGES EXPENSE	\$1,542,993.61	\$1,596,061.19	\$1,838,995.28	15.2%	\$1,687,265.38	5.7%	\$1,671,134.55	4.7%
BUILDING								
Building Maintenance/Repair	\$3,000.00	\$3,000.00	\$5,500.00		\$3,000.00		\$3,000.00	

 HAFD BUDGET	2023 Budget Amended - 4 Person Minimum with CBA Settlement	2024 Adopted Budget	2025 Proposed Budget DRAFT 1	% From 2024	2025 Proposed Budget DRAFT 2	% From 2024	2025 Proposed Budget DRAFT 3	% From 2024
Grounds Maintenance	\$3,000.00	\$3,000.00	\$3,000.00		\$3,000.00		\$3,000.00	
Supplies	\$2,000.00	\$2,500.00	\$5,000.00		\$4,500.00		\$4,000.00	
Total BUILDING	\$8,000.00	\$8,500.00	\$13,500.00	58.8%	\$10,500.00	23.5%	\$10,000.00	17.6%
EMS								
Lease/Air/Oxygen	\$650.00	\$650.00	\$1,000.00		\$1,200.00		\$1,200.00	
Repairs & Maintenance	\$500.00	\$250.00	\$250.00		\$250.00		\$250.00	
Replacement-EMS	\$600.00	\$600.00	\$800.00		\$750.00		\$650.00	
Supplies	\$2,000.00	\$4,000.00	\$4,000.00		\$4,000.00		\$4,000.00	
Training	\$1,000.00	\$1,000.00	\$1,000.00		\$1,000.00		\$1,000.00	
Total EMS	\$4,750.00	\$6,500.00	\$7,050.00	8.5%	\$7,200.00	10.8%	\$7,100.00	9.2%
FIRE								
Professional Dues/Licenses	\$2,000.00	\$2,000.00	\$2,600.00		\$2,000.00		\$2,000.00	
Fire Prevention/Pub Education	\$500.00	\$500.00	\$750.00		\$500.00		\$500.00	
Batteries	\$300.00	\$300.00	\$300.00		\$300.00		\$300.00	
Conventions/Conferences	\$2,500.00	\$2,500.00	\$10,000.00		\$2,700.00		\$4,000.00	
Physicals	\$5,000.00	\$5,000.00	\$8,000.00		\$5,300.00		\$5,500.00	
Repairs & Maintenance	\$3,500.00	\$3,000.00	\$3,000.00		\$3,000.00		\$3,000.00	
Replacement -Fire	\$2,000.00	\$2,000.00	\$2,000.00		\$2,000.00		\$2,000.00	
Supplies	\$1,500.00	\$4,000.00	\$4,000.00		\$4,000.00		\$5,000.00	
Testing/Insp	\$1,000.00	\$1,000.00	\$1,000.00		\$1,000.00		\$1,000.00	
Training	\$5,000.00	\$5,000.00	\$5,000.00		\$5,000.00		\$4,000.00	
Uniform Clothing	\$8,000.00	\$15,000.00	\$15,000.00		\$15,000.00		\$14,000.00	
	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	
Total FIRE	\$31,300.00	\$40,300.00	\$51,650.00	28.2%	\$40,800.00	1.2%	\$41,300.00	2.5%
INSURANCE								
Insurance-General	\$14,000.00	\$14,000.00	\$16,000.00		\$16,000.00		\$16,000.00	
Total INSURANCE	\$14,000.00	\$14,000.00	\$16,000.00	14.3%	\$16,000.00	14.3%	\$16,000.00	14.3%
OFFICE								
Consulting	\$15,000.00	\$0.00	\$0.00		\$0.00		\$0.00	
Human Resources/Business Support	\$5,000.00	\$15,000.00	\$21,000.00		\$17,500.00		\$17,500.00	
Accounting Services	\$8,500.00	\$9,000.00	\$12,500.00		\$9,000.00		\$9,000.00	
Attorney/Support	\$2,000.00	\$3,000.00	\$3,000.00		\$4,500.00		\$4,426.45	
Computer Maintenance	\$11,000.00	\$10,000.00	\$14,700.00		\$14,700.00		\$14,700.00	
Computer Hardware			\$4,200.00					
Office Software	\$15,000.00	\$18,000.00	\$20,300.00		\$18,200.00		\$18,700.00	
Office Supplies	\$1,000.00	\$1,000.00	\$2,500.00		\$2,200.00		\$1,500.00	
Postage	\$200.00	\$200.00	\$220.00		\$200.00		\$200.00	
Telephone/Cell-Phones/Internet	\$4,500.00	\$9,000.00	\$9,000.00		\$9,000.00		\$9,000.00	
Total OFFICE	\$62,200.00	\$65,200.00	\$87,420.00	34.1%	\$75,300.00	15.5%	\$75,026.45	15.1%
UTILITIES								
Electricity	\$9,000.00	\$14,000.00	\$14,000.00		\$14,000.00		\$14,000.00	
Heating/Cooling	\$1,500.00	\$1,500.00	\$1,500.00		\$1,500.00		\$1,500.00	

 HAFD BUDGET	2023 Budget Amended - 4 Person Minimum with CBA Settlement	2024 Adopted Budget	2025 Proposed Budget DRAFT 1	% From 2024	2025 Proposed Budget DRAFT 2	% From 2024	2025 Proposed Budget DRAFT 3	% From 2024
Water/Sewer/Runoff	\$3,100.00	\$4,000.00	\$4,600.00		\$4,000.00		\$4,000.00	
Total UTILITIES	\$13,600.00	\$19,500.00	\$20,100.00	3.1%	\$19,500.00	0.0%	\$19,500.00	0.0%
VEHICLES								
Fuel	\$20,000.00	\$25,000.00	\$25,000.00		\$25,000.00		\$25,000.00	
Repairs & Maintenance	\$15,000.00	\$15,000.00	\$15,000.00		\$15,000.00		\$15,000.00	
Testing/Inspection	\$1,000.00	\$1,000.00	\$1,000.00		\$1,000.00		\$1,000.00	
Tire Replacement	\$4,000.00	\$4,000.00	\$4,000.00		\$4,000.00		\$4,000.00	
Total VEHICLES	\$40,000.00	\$45,000.00	\$45,000.00	0.0%	\$45,000.00	0.0%	\$45,000.00	0.0%
Total Operating Expenses	\$1,716,843.61	\$1,795,061.19	\$2,079,715.28		\$1,901,565.38		\$1,885,061.00	

Percent Increase

#REF!

5%

16%

6%

5%



Memo

To: Fire Board

From: Ryan Ostreng

cc:

Date: October 1, 2024

Re: Forest Fire Protection Grant Award Acceptance

HAFD has been awarded financial assistance through the Forest Fire Protection (FFP) Grant Program administered by the Wisconsin Department of Natural Resources (WI DNR). HAFD submitted an application to the WI DNR for \$13,559.87 toward personal protective equipment (PPE) and \$371.47 toward tools and equipment for a total cost of \$13,931.34. This award is a 50% local match with the FFP Grant covering \$6,965.68 of the cost of the requested PPE, tools, and equipment.

I am asking for the HAFD Board of Directors support through motion to accept the 2025 Forest Fire Protection Grant in the amount of \$6,965.68.



September 30, 2024

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

► **REQUIRES IMMEDIATE ATTENTION** ◀

FY2025 Forest Fire Protection (FFP) Award

Grant#: FFP-25S-111

Grant Amount: \$ **6,965.68**

Grant Period: October 1, 2024 – April 15, 2025

By October 15th – Sign & Return

- DNR COPY of Grant Agreement
- Payee Verification Form
- W-9 (only if necessary)

Dear FFP Grant Award Recipient:

Congratulations! On behalf of the Governor, we are pleased to award your organization financial assistance from the Forest Fire Protection (FFP) Grant Program. We look forward to this opportunity to engage in partnerships throughout the state with organizations such as yours that help keep our citizens and Wisconsin's forest resources safe.

GRANT AWARD ACCEPTANCE

Enclosed is your FFP grant award package. The following is required by your organization in order to accept the grant award:

- ✓ **REVIEW the Categories and Amounts Awarded on the enclosed Grant Agreement**
Your project may not have received full funding for all categories requested on your submitted application. Review the Grant Agreement in detail to confirm the funding level of your FFP grant.

- ✓ **RETURN to the FFP Grant Manager no later than October 15th:**

- 1. DNR COPY of the Grant Agreement signed by your organization**
Your authorized official must sign and date both copies of the Grant Agreement. Return the DNR COPY to the DNR; the GRANTEE COPY is for your file.
- 2. Payee Verification Form – Check recipient, Address, and Unique Entity ID (UEI) #**
Use the Payee Verification Form to verify the entity to which your reimbursement check will be made out, the address to which the check will be mailed, and to verify or provide your UEI#.
 - If the State of Wisconsin has information on file for your organization, it will be provided on the Payee Verification Form for your review along with instructions on how to change it if necessary.
 - If one or more pieces of information are missing from your file, the Payee Verification Form has instructions for how to submit your UEI # and/or use a W-9 to submit your check recipient and check address.
- 3. W-9 Taxpayer Identification Number (TIN) Verification Form (if necessary)**
This form is included in your award package **only** if the DNR does **not** have payment information for your organization on file. Follow the instructions for completion.

GRANT AGREEMENT KEY ELEMENTS

You are responsible for reading the entire Grant Agreement before accepting this award. Several key elements of the Grant Agreement are listed below. The FFP Grant Award Checklist is enclosed to assist with grant requirements and deadlines.

- **FFP Grant Period: October 1, 2024 – April 15, 2025**
As soon as you return your signed Grant Agreement to the DNR, you may begin your project. All grant items must be purchased, received, and paid for during the grant period; all services must be rendered within the grant period. Activity outside of the grant period will NOT be eligible for reimbursement.
- **The reimbursement request deadline of April 15, 2025, will be strictly enforced. There will be NO EXTENSIONS. All reimbursement request forms and invoices must be submitted or have postmark date of April 15, 2025.**
- **FFP Grant Program information on the DNR website:**
<http://dnr.wi.gov/aid/forestfireprotection.html>

All FFP grant program guidance, forms, and reimbursement information can be found on this webpage. FFP Grant Procedures are posted under the tab titled: Awards/Payments.

As with all publicly funded projects, you may be contacted by the Office of the Governor or your state Legislator regarding the issuance of a press release to publicize the grant award.

If you have any questions or need assistance accessing grant materials, please contact:
Sandy Flesher, FFP Grant Manager, (608) 720-0122.

Sincerely,

Sandy Flesher

FOR
Jim Ritchie, Director
Bureau of Community Financial Assistance



NOTEWORTHY NEWS FOR OVERALL FUNDING OF WISCONSIN FFP GRANTS

Based on this grant cycle's funding priorities and the amount of grant funds available, it was possible to fund all eligible applicant requests for:

- Personal Protective Equipment
- Training
- Prevention
- Suppression Tools/Equipment

NOTE, the Communication Equipment Category was only partially funded. Be sure to review your award to confirm whether your department received funding in this category.

NO funding was available for:

- Dry Hydrant Installation costs
- Mapping
- Off-Road Vehicle Category

NOTICE: Collection of this information is authorized under s. 26.145, Wis. Stats., and chapter NR 47, subchapters I and VIII, Wis. Admin. Code. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Law (ss. 19.31-19.39, Wis. Stats.).

Grantee Holmen Area Fire Department	Grant Number FFP-25S-111
Period of Grant Agreement October 1, 2024 – April 15, 2025	Program Name Forest Fire Protection Grant Program
Funding Source(s) WI State Forestry SEG State ID# 370.599	

GRANT PROJECT DETAIL BY CATEGORY	
Personal Protective Equipment (PPE):	\$13,559.87
Training:	\$0.00
Prevention:	\$0.00
Tools/Equipment:	\$371.47
Communication Equipment (Partially Funded):	\$0.00
Dry Hydrant Installation (Not Funded):	\$0.00
Mapping (Not Funded):	\$0.00
Off-Road Vehicles (Not Funded):	\$0.00
Project Total	\$13,931.34
x Grant Share	x 50%
TOTAL FFP GRANT FUNDING	\$6,965.68
Not to exceed \$10,000 for fire departments or \$25,000 for county/area associations of fire departments	
Ineligible Items: \$	
Miscategorizations:	
Other Application Changes: FD DOES NOT SERVE DNR ORGANIZED PROTECTION AREA (-10PTS), COMMUNICATION COSTS NOT FUNDED	

State of Wisconsin
Department of Natural Resources
P.O. Box 7921
Madison, WI 53707-7921

Forest Fire Protection Grant Program
Grant Agreement
Form 4300-119A Rev. 9/2024

Grantee: Holmen Area Fire Department
Grant #: FFP-25S-111
Grant Amount: \$ **6,965.68**

The following documents are hereby incorporated into and made part of this agreement:

1. Chapter NR 47, subchapters I and VIII, Wis. Adm. Code
2. s. 26.145, Wisconsin Statutes
3. DNR Forest Fire Protection Grant Application (Form 4300-119)
4. DNR Forest Fire Protection Grant Terms and Conditions (Form 4300-119B) and attachments

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES
For the Secretary
By

Sandy Flesher

For

Date: September 30, 2024

Jim Ritchie, Director
Bureau of Community Financial Assistance

ACCEPTANCE

The person(s) signing for the Grantee has read and understands the FFP Terms and Conditions (Form 4300-119B) and represents both personally and as an agent of her/his principal that s/he is authorized to execute this agreement and bind her/his principal, either by a duly adopted resolution or otherwise.

Grantee: **Holmen Area Fire Department**

Date: _____

Signature: _____

Printed Name: _____

Title: _____

Please keep this copy of your grant agreement and all other grant documentation for 3 years.

NOTICE: Collection of this information is authorized under s. 26.145, Wis. Stats., and chapter NR 47, subchapters I and VIII, Wis. Admin. Code. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Law (ss. 19.31-19.39, Wis. Stats.).

Grantee Holmen Area Fire Department	Grant Number FFP-25S-111
Period of Grant Agreement October 1, 2024 – April 15, 2025	Program Name Forest Fire Protection Grant Program
Funding Source(s) WI State Forestry SEG State ID# 370.599	

GRANT PROJECT DETAIL BY CATEGORY	
Personal Protective Equipment (PPE):	\$13,559.87
Training:	\$0.00
Prevention:	\$0.00
Tools/Equipment:	\$371.47
Communication Equipment (Partially Funded):	\$0.00
Dry Hydrant Installation (Not Funded):	\$0.00
Mapping (Not Funded):	\$0.00
Off-Road Vehicles (Not Funded):	\$0.00
Project Total	\$13,931.34
x Grant Share	x 50%
TOTAL FFP GRANT FUNDING Not to exceed \$10,000 for fire departments or \$25,000 for county/area associations of fire departments	\$6,965.68
Ineligible Items: \$	
Miscategorizations:	
Other Application Changes: FD DOES NOT SERVE DNR ORGANIZED PROTECTION AREA (-10PTS), COMMUNICATION COSTS NOT FUNDED	

Grantee: Holmen Area Fire Department
Grant #: FFP-25S-111
Grant Amount: \$ 6,965.68

The following documents are hereby incorporated into and made part of this agreement:

1. Chapter NR 47, subchapters I and VIII, Wis. Adm. Code
2. s. 26.145, Wisconsin Statutes
3. DNR Forest Fire Protection Grant Application (Form 4300-119)
4. DNR Forest Fire Protection Grant Terms and Conditions (Form 4300-119B) and attachments

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES
For the Secretary
By

Sandy Flesher

FOR

Jim Ritchie, Director
Bureau of Community Financial Assistance

Date: September 30, 2024

ACCEPTANCE

The person(s) signing for the Grantee has read and understands the FFP Terms and Conditions (Form 4300-119B), and represents both personally and as an agent of her/his principal that s/he is authorized to execute this agreement and bind her/his principal, either by a duly adopted resolution or otherwise.

Grantee: **Holmen Area Fire Department**

Date: _____

Signature: _____

Printed Name: _____

Title: _____

Please submit to the FFP Grant Manager:

Mail: Department of Natural Resources
Attn: Sandy Flesher
3911 Fish Hatchery Road
Fitchburg, WI 53711

Email: DNRFFPGrantProgram@wisconsin.gov

A. GENERAL CONDITIONS

1. **PERFORMANCE.** The State of Wisconsin Department of Natural Resources (hereafter DEPARTMENT) and the GRANTEE mutually agree to perform this agreement in accordance with the Forest Fire Protection (FFP) Grant Program and with the project proposal, application, terms, promises, conditions, plans, specifications, estimates, procedures, maps, and assurances attached hereto and made a part hereof.
2. **INDEPENDENT CONTRACTOR.** The GRANTEE is an independent contractor for all purposes, not an employee or agent of the DEPARTMENT.
3. **ENTIRE GRANT AGREEMENT.** FFP Grant Agreement (Form 4300-119A), together with any referenced parts and attachments, shall constitute the entire agreement and previous communications or agreements pertaining to the subject matter of this agreement are hereby superseded.
4. **GRANT AGREEMENT AMENDMENTS.** Any cost adjustments must be made by a formal amendment to this agreement, signed by both parties, prior to the expenditure of funds or the termination date of the agreement. Adjustments for time of performance or scope of work may be granted to the GRANTEE by the DEPARTMENT without the requirements of GRANTEE's signature.
5. **SUSPENSION OF OBLIGATIONS.** Failure by the GRANTEE to comply with the terms of this agreement shall not cause the suspension of all obligations of the DEPARTMENT hereunder if, in the judgment of the Secretary of the DEPARTMENT, such failure was due to no fault of the GRANTEE. In such cases, any amount required to settle at minimum costs any irrevocable obligations properly incurred shall be eligible for assistance under this agreement, at the DEPARTMENT's discretion.
6. **GENERAL LIABILITY.** It is mutually agreed that the Department and the grant recipient will be prepared to answer and defend only that responsibility and resultant legal liability, involving personal injury or property damage, which is based upon or arises from their respective negligent acts or omissions which may occur in connection with this agreement.
7. **WISCONSIN STATE SINGLE AUDIT GUIDELINES.** Responsible Units shall comply with annual Single Audit requirement in accordance with *2 CFR Part 200 Uniform -- Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards* (also known as "Uniform Guidance") and *WI State Single Audit Guidelines* found at <http://www.doa.state.wi.us/Divisions/Budget-and-Finance/Financial-Reporting/state-controllers-office/state-single-audit-guidelines> issued by Wisconsin Department of Administration, State Controller's Office.
8. **The GRANTEE agrees:**
 - a. **OFFER ACCEPTANCE.** To notify the DEPARTMENT, in writing, of acceptance of this offer by delivering to the FFP Grant Manager one original agreement duly signed by the authorized representative. Once signed, the agreement is binding.
 - b. **DECLINING OFFER.** To notify the DEPARTMENT, in writing, of its decision to decline this offer of financial assistance at any time prior to the start of the project and before expending any funds. After the project has been started or funds expended, this agreement may be terminated, modified, or amended only by mutual agreement of both parties in writing.
 - c. **EXECUTION OF AGREEMENT.** To execute the project described in the grant agreement in accordance with this agreement in consideration of the promises made by the DEPARTMENT herein.
 - d. **APPLICABLE LAW.** To comply with all applicable Wisconsin Statutes and Wisconsin Administrative Codes in fulfilling the terms of this agreement.
 - e. **BIDDING.** To comply with all applicable local and state contract and bidding requirements. The GRANTEE should consult its legal counsel with questions concerning contracts and bidding. The GRANTEE may obtain the following document from the DEPARTMENT website <http://dnr.wi.gov/aid/forestfireprotection.html> or by calling the grant manager associated with this grant agreement: Procurement Guide for Local Governments Receiving DNR Grants.
 - f. **ACCOUNTING AND FISCAL RECORDS; RECORDS RETENTION; ACCESS.** To comply with the FFP Grant Procedures, a copy of which the GRANTEE may obtain from the DEPARTMENT website <http://dnr.wi.gov/aid/forestfireprotection.html> or by calling the grant manager associated with this grant agreement. Accounting and fiscal records shall be maintained to reflect the receipt and expenditure of all funds used for this project. If an advance is provided, all grant funds shall be credited promptly upon receipt in a separate account. These funds shall be expended only for project costs. Accounts, documents, and records related to this project shall be retained by the GRANTEE for a period of three (3) years following the end of this agreement. The GRANTEE agrees to allow the DEPARTMENT access to these records upon request.

- g. **REPAYMENT; TERMINATION.** To reimburse the DEPARTMENT any and all funds the DEPARTMENT deems appropriate in the event the GRANTEE fails to comply with the conditions of this agreement or project proposal as described, or fails to provide public benefits as indicated in the project application, proposal description, or this agreement. In addition, should the GRANTEE fail to comply with the conditions of this agreement, fail to progress due to non-appropriation of funds, or fail to progress with or complete the project to the satisfaction of the DEPARTMENT, all obligations of the DEPARTMENT under this agreement may be terminated, including further project cost payment. Upon notification of grant termination, any grant advance or payment not substantiated by documentation shall be immediately returned to the DEPARTMENT by the GRANTEE.
- h. **NON-DISCRIMINATION.** In connection with the performance of work under this agreement, the GRANTEE agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The GRANTEE further agrees to take affirmative action to ensure equal employment opportunities. The GRANTEE agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the DEPARTMENT setting forth the provisions of this nondiscrimination clause. Failure to comply with the conditions of this clause may result in the termination of this agreement or withholding of payment.

9. **The DEPARTMENT agrees:**

- a. **GRANT ENCUMBRANCE AND PAYMENT.** In consideration of the covenants and agreements made by the GRANTEE herein, to obligate for the GRANTEE the amount listed as the Total FFP Grant Funding as specified on FFP Grant Agreement (Form 4300-119A) and to tender to the GRANTEE that portion of the obligation which is required to pay the DEPARTMENT's share of the costs based upon the state providing fifty percent (50%) of the eligible project costs not to exceed a maximum of the Total FFP Grant Funding as specified on FFP Grant Agreement (Form 4300-119A).
- b. **TERMINATION.** Pursuant to section 8(g), reserves its right to terminate this agreement for failure by the GRANTEE to comply with any provision of this agreement.

B. SPECIAL CONDITIONS

1. The GRANTEE agrees to sign and return the grant agreement within 30 days of receipt of this agreement or by the date indicated in the transmittal letter. Failure to return the agreement may result in withdrawal of the Department's offer of grant funding.
2. The GRANTEE agrees it will not be eligible for funding during the next FFP grant cycle if the GRANTEE fails to complete this project.
3. The GRANTEE agrees and certifies that the sum of the total project cost is available for the proposed project, and it shall provide evidence of such availability to the DEPARTMENT upon request.
4. The GRANTEE also agrees that funds used to match this grant are not from another federal or state financial assistance program.
5. The GRANTEE agrees that in the purchase of equipment and services it shall comply with the following minimum criteria:
 - a. Items or projects equal to or exceeding \$5,000.00 in value will be competitively, publicly bid and awarded to the responsible low bidder for goods or services.
 - b. All radio equipment must include county fire and appropriate mutual aid frequencies including Fireground Blue and meet federal P25 and narrowband requirements.
 - c. All fire equipment purchased must meet the state, federal and National Fire Protection Association (NFPA) 1977 Standard (1998 Edition).
6. The GRANTEE agrees to maintain an inventory record of all property items with a useful life of two years or more and a value of \$5,000.00 or more, and not to alter, sell, trade, or dispose of such property without written approval of the DEPARTMENT.
7. The GRANTEE agrees that should equipment purchased pursuant to this agreement be destroyed while engaged in the suppression of a fire, or be lost or destroyed in any other manner, the DEPARTMENT's share of its cost shall be reimbursed to the DEPARTMENT from the proceeds of the insurance payment for the loss unless the equipment is replaced and used in accordance with this agreement.
8. The GRANTEE agrees that breach of this grant agreement or sale, transfer or misuse of equipment purchased pursuant to it shall render the GRANTEE liable to the DEPARTMENT in the amount of the state's share of its cost. Upon any such breach or misuse, transfer or sale, the GRANTEE agrees to return the DEPARTMENT's share of funding within 30 days when demanded in writing.

9. The GRANTEE agrees that the project shall be completed and a final payment request be submitted to the DNR no later than the project end date indicated on FFP Grant Agreement (Form 4300-119A), unless stated otherwise by an amendment to this project agreement. The final payment request will consist of a complete, signed and dated Reimbursement Request-Form 4300-120, proof of purchase, and proof of payment (if requested) for each eligible expense(s) incurred during the project period.
10. The DEPARTMENT agrees to pay its share of funding within a reasonable processing time, upon presentation by the GRANTEE of proof of purchase, proof of payment, certification of receipt of the goods and services and other financial documents requested by the DEPARTMENT and its determination that applicable statutes, administrative rules and this grant agreement have been complied with.

C. CONDITIONS APPLICABLE TO RECIPIENTS OF FEDERAL FUNDS

1. Federal authorization is made under Cooperative Forestry Assistance Act of 1978, Public Law 95-313, as amended; Food, Agriculture, Conservation and Trade Act of 1990, as amended, Public Law 101-624.
2. The GRANTEE shall provide proper facilities to the United States Department of Agriculture (USDA), their agents, or any of their duly authorized representatives in order to access and inspect books, records, documents, and other evidence for the purpose of inspection, audit, and copying.
3. The GRANTEE agrees, as a recipient of federal financial assistance, to post this statement in its office: "This institution is an equal opportunity provider."
4. To the extent practicable, any equipment and products purchased by the GRANTEE with federal funds from the FFP Grant will be American-made.
5. The GRANTEE must have a Unique Entity ID (UEI) number as required for all federal grant subrecipients. The UEI is a unique twelve-character identification number available free of charge at www.sam.gov
6. The GRANTEE must maintain annual registration in the System For Award Management (SAM): www.sam.gov
7. The federal funds for this project are part of a Volunteer Fire Assistance Core Funding and/or a State Fire Assistance Core Funding grant(s) awarded to Department of Natural Resources and administered by the US Department of Agriculture Forest Service. As a subrecipient of these federal funds, the GRANTEE agrees to comply with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards (also referred to as "Uniform Guidance"). The GRANTEE agrees to have an audit in accordance with Uniform Guidance if they expend \$750,000 or more in federal awards during the fiscal year.
8. The GRANTEE agrees and certifies that it, and any of its principals, are not presently or within the preceding three-year period excluded, debarred, suspended; are not criminally or civilly charged for commission of fraud or a criminal offense in connection with embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property under a federal or state contract, grant, or cooperative agreement according to 7 CFR Part 3017 and 2 CFR 180-Debarment and Suspension. The GRANTEE will immediately contact the DEPARTMENT if it, or any of its principals, no longer meet this certification.

FOREST FIRE PROTECTION (FFP) GRANT PROGRAM GRANT PROCEDURES

GRANT REQUEST APPROVAL & GRANT AWARD ACCEPTANCE

- The Department of Natural Resources (DNR) approved the portion of the fire organization's grant request as listed in the grant agreement.
- Thoroughly read the grant award letter and agreement to fully understand your responsibilities as the grantee.
- Pay particular attention to the "**Grant Project Detail by Category**" section on page 1 of the grant agreement.
 - Do not assume you received everything requested in your original application. This page of the grant agreement defines:
 - the individual category award amount approved
 - the total grant award amount
 - any item(s) declared ineligible
 - It is also possible that a partial award is being offered based on the number of eligible applicants and funding availability.

By **October 15th**, the authorized representative for the grantee must sign and return all required documents listed below. If this deadline is not met, your organization risks having the offer of grant funding rescinded.

- **DNR copy** of the grant agreement. Sign both copies of the grant agreement and return the DNR copy. The grantee copy of the grant agreement is for your file.
- **W-9 Taxpayer Identification Number (TIN) Verification Form**
This form is **only** required if it is included in your award packet and must be completed to receive payment. Please follow the instructions for completion.
- **Unique Entity ID (UEI)**
Required for all federal grant subrecipients. If you do not already have a UEI register for one at www.sam.gov. Note, you must renew your registration annually in the System For Award Management (SAM).

Submit the required documents to the FFP Grant Manager by **October 15th**:

- **Email (received by midnight):** DNRFFPGrantProgram@wi.gov
- **Mail (postmarked):** Department of Natural Resources – 3911 Fish Hatchery Road Fitchburg, WI 53711

PROCEED WITH YOUR PROJECT

Once you sign the grant agreement and submit the required materials to the DNR, there will be no further confirmation from the DNR.

DECLINING THE GRANT AWARD OFFER

Please provide the FFP Grant Manager written notification of your decision to decline the grant award offer by **October 15th**. There will be no penalty to your fire organization if the decision is made before this deadline.

FOREST FIRE PROTECTION (FFP) GRANT PROGRAM GRANT PROCEDURES

USE OF GRANT FUNDS

1. Read the grant agreement carefully, especially noting the “Grant Project Detail by Category” section on page 1 of the grant agreement. This is important because it defines the individual category award amount approved, the total grant award amount, and any item(s) that were declared ineligible. If the grant agreement lists ineligible items, the FFP grant program will not reimburse those items.

2. After returning the required documents to the DNR, place orders with successful vendors following the competitive procurement process outlined below. Arrange for payment and delivery on or before **April 15th**. The grant period end date of **April 15th** will be strictly enforced. Begin your project immediately, and order early to avoid backorders. No extensions will be granted for backorders.

3. **Competitive Procurement** is essential. As a grantee, it is imperative you comply with state and federal law. FFP Grant Agreement General Condition A.8.e. and Special Conditions B.5.a.–d. address this issue. Procurement guidelines can be complex. If you have questions regarding the necessity for bids or how to conduct the bidding process, please consult your organization’s or municipality’s local attorney. A useful tool in determining the bidding method required for your project is the DNR’s “Procurement Guide for Local Governments Receiving DNR Grants”. Quotations (catalog pages, internet pages, and documented telephone contacts are acceptable) and bids should be kept as part of the grant file. You may be asked to provide bid documentation prior to reimbursement authorization. For fire organizations ordering from the DNR’s Forestry Equipment R&D Center, it is not necessary to follow the bidding requirements since the State has already completed the bidding.
If you plan to order equipment from the DNR’s Forestry Equipment R&D Center in Tomahawk, Wisconsin, place your order as soon as possible to avoid backorders. As noted previously, it is not necessary to follow competitive procurement requirements when ordering through this facility. If you place an order, make sure you indicate you received an FFP grant so an invoice can be processed in a timely manner. To expedite your order, email or fax your request.
 - **Website:** <http://dnr.wi.gov/topic/ForestFire/catalog.html> (Be sure to order from the [FFP Grant Eligible Items Catalog](#))
 - **Email:** DNRFRstockroom@wi.gov
 - **Phone:** (715) 453-1257
 - **Fax:** (715) 453-5998

4. The grantee is responsible for payment of the full invoice amount to the vendor from its own (fire organization) account; this may be separate from or part of a municipal account. Payments for grant purchases may be made from the grantee’s account as follows:
 - Written check
 - Cashier’s check or money order
 - Credit card, debit card, or online banking

Note: Use of a personal credit card or check from a fire department member’s account is discouraged; however, we recognize that there are situations that warrant its use. This payment method will require additional “proof of payment” documentation as outlined in the “Reimbursement Process” section.

CAUTION: Items for which payment has been or will be received from another federal or state financial assistance program are not eligible for reimbursement.

DEADLINE FOR FFP PROJECT COMPLETION IS APRIL 15th – NO EXTENSIONS.
The project end date of April 15th will be strictly enforced.

FOREST FIRE PROTECTION (FFP) GRANT PROGRAM GRANT PROCEDURES

REIMBURSEMENT PROCESS

The DNR will process a single reimbursement check. The reimbursement request must be complete when it is submitted to the DNR. The DNR reimburses the grantee for fifty percent (50%) of the eligible project costs up to the maximum amount of the grant award as stated in the grant agreement. To be eligible for reimbursement: all eligible items must be purchased and received, and all services must be rendered within the grant period as stated in the grant agreement. To request reimbursement, submit the following to the FFP Grant Manager by **April 15th**:

- **Completed and signed Forest Fire Protection (FFP) Grant Program Reimbursement Request (Form 4300-120).** List the check date, check number, vendor(s), item(s) purchased, amount, and the total expenditure for the grant project. By signing, you indicate that all bills are paid and all items have been received within the grant period. Only record **actual** expenditures in the "Expenditures" column in the appropriate categories. The reimbursement request form is available at: <http://dnr.wi.gov/aid/forestfireprotection.html>
- **Proof of purchase.** For each purchase, a detailed invoice must be submitted. Quotes and estimates are not acceptable.

Note: Proof of payment no longer needs to be submitted with the reimbursement request, with the **exception** noted below. All payment documentation must be kept in the fire organization's grant file to be produced upon inspection. If the FFP grant manager determines payment documentation is needed, you will be contacted directly.

- **EXCEPTION:** If a purchase is made with a personal credit card or check from a fire department member's account, it is necessary to submit a copy of the fire organization check showing payment to that fire department member.

Submit FFP Reimbursement Requests to the FFP Grant Manager by **April 15th**:

- **Email (received by midnight):** DNRRFFPGrantProgram@wi.gov
- **Mail (postmarked):** Department of Natural Resources – 3911 Fish Hatchery Road Fitchburg, WI 53711

After DNR staff completes its review of the reimbursement request and authorizes payment for all eligible costs, a check will be sent based on the information supplied on the Payee Verification Form or W-9.

AFTER CHECK ARRIVAL

- Participate in an on-site field check conducted by your local DNR Forester/Ranger. This is an important appointment and serves as an opportunity for you and DNR staff to review the grant award process and project.
- Affix inventory sticker, if provided by the local DNR Forester/Ranger, during the on-site field check.
- Assist in the planning of, and participate in, local public relations opportunities.
- Review information on recordkeeping, inventory, and disposal requirements contained in the grant agreement: General Condition A.8.f. and Special Conditions B.6., B.7., and B.8. If your organization received federal funds, grant agreement Conditions Applicable to Recipients of Federal Funds C.2. applies.

CONTACT FOR QUESTIONS

Sandy Flesher, FFP Grant Manager
Phone: 608-720-0122
Email: sandra.flesher@wisconsin.gov

PAYEE VERIFICATION FORM – Check recipient, Address, and UEI#

Grantee: Holmen Area Fire Deptment

Grant #: FFP-25S-111

The State of Wisconsin currently has the following information on file for your organization. Please carefully review this information and follow the directions.

PAYEE (who the check will be made out to): Holmen Area Fire Department

- CORRECT** – Proceed to the **ADDRESS** section.
- INCORRECT** – Disregard the remainder of this form. Instead, fill out a W-9 form. The W-9 form and instructions are available under the 'Awards' tab at: <http://dnr.wi.gov/aid/forestfireprotection.html>

ADDRESS (where the check will be mailed):

710 S. Main St
Holmen, WI 54636

- CORRECT** – Return this form to the DNR.
- INCORRECT** – Enter the correct address below. Do **not** use a home address.

NEW ADDRESS: _____

Unique Entity ID (UEI): LFJ9Y8M3RC79

- CORRECT** – Return this form to the DNR.
- INCORRECT** – Enter the correct 12-digit alpha numeric UEI below:

UEI#: _____

FOREST FIRE PROTECTION (FFP) GRANT AWARD CHECKLIST

This checklist is provided to help you conduct your fire organization's FFP project. Important dates are noted to keep your project on track. This checklist is not intended to replace the detailed procedural information found in the "FFP Grant Procedures" document. If you need a hard copy of information contained in this checklist, please contact the FFP Grant Manager. This document, as well as all documents referred to in the checklist, can be accessed at the Forest Fire Protection Grant Website: <http://dnr.wi.gov/aid/forestfireprotection.html>

DUE	DONE	Grant # FFP-25 _____ Project Dates: 10/01/2024 – 4/15/2025
GRANT AWARD ACCEPTANCE		
10/15/24	<input type="checkbox"/>	Read the grant letter and agreement.
	<input type="checkbox"/>	Confirm the approved category award amount, total grant award amount, and note any ineligible item(s).
	<input type="checkbox"/>	Carefully review the grant agreement before accepting this award to fully understand your responsibilities as the grantee.
	<input type="checkbox"/>	Accept or decline the grant award. Immediately inform the FFP grant manager, in writing, if you decline the grant award.
	<input type="checkbox"/>	Read the "FFP Grant Procedures" document for grant administration information. This document is available on the FFP grant program website.
	<input type="checkbox"/>	Sign both copies of the grant agreement. Return the DNR COPY to the FFP Grant Manager.
	<input type="checkbox"/>	Complete the Payee Verification Form and, if necessary, a W-9 .
10/15/24	<input type="checkbox"/>	Submit – DNR Copy of Grant Agreement, Payee Verification Form, and, if necessary, a W-9 to the FFP Grant Manager: <ul style="list-style-type: none"> ▪ Mail: Department of Natural Resources – 3911 Fish Hatchery Road, Fitchburg, WI 53711 ▪ Email: DNRFFPGrantProgram@wisconsin.gov
	<input type="checkbox"/>	Create and maintain a grant file for this FFP grant project. Accounts, documents, and records related to this project must be retained for a period of three (3) years and made available upon inspection.

****Once you sign and return these documents, proceed with your project****
You will receive no further confirmation from the DNR.

USE OF GRANT FUNDS		
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Competitive Procurement Determine procurement method required for your project by reviewing grant agreement conditions: General Condition 8.e. "Bidding" and Special Conditions B.5.a – b. Another useful tool is the "Procurement Guide for Local Governments Receiving DNR Grants". A complete version of this guide can be found on the FFP grant program website.</p> <p>Secure quotes (if not previously done). Catalog pages, internet pages, and documented telephone contacts are acceptable.</p> <p>Solicit bids, if applicable.</p> <p>Keep a copy of all quotes and/or bid information in the fire organization's grant file for future inspection.</p>
ASAP	<input type="checkbox"/>	<p>Order your equipment from vendor of your choice. If you are ordering from the DNR's Forestry Equipment R& D Center at Tomahawk (formerly the LeMay Forestry Center), Place your order as soon as possible to avoid backorders.</p> <ul style="list-style-type: none"> Website: DNR Forestry Stockroom FFP Grant Eligible Catalog
ASAP	<input type="checkbox"/>	<p>Arrange payment and delivery of all products and services on or before the strictly enforced project end date of 4/15/25. It is your responsibility to place your orders early to ensure items are received in ample time. There are no plans to give extensions.</p>

****FFP Grant Projects END on APRIL 15, 2025****

REIMBURSEMENT MATERIALS MUST BE POSTMARKED BY APRIL 15, 2025 - NO EXTENSIONS

All purchases must be received; all services must be rendered on or before this date. Any costs incurred after this date will not be eligible for reimbursement.

REIMBURSEMENT REQUESTS		
Upon FFP project completion BEFORE 4/15/25	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Complete, sign, and date: Form 4300-120 (FFP Grant Program Reimbursement Request and Claim Worksheet): A fillable, printable reimbursement form is available on the FFP Grant website. Be sure to include check numbers and dates on this form.</p> <p>Attach: Proof of purchase. For each purchase, a detailed invoice must be submitted. Quotes and estimates are not acceptable. Proof of payment Please provide check #'s and dates of checks on the reimbursement request form. If a department credit card was used, please put "CC" in the check # column.</p>
On or before 4/15/25	<input type="checkbox"/>	<p>Submit reimbursement request to the FFP Grant Manager:</p> <ul style="list-style-type: none"> Mail: Department of Natural Resources – 3911 Fish Hatchery Road, Fitchburg, WI 53711 Email: DNRFFPGrantProgram@wisconsin.gov
	<input type="checkbox"/>	<p>Keep a copy of the reimbursement forms, purchase, and payment documentation in your fire organization's grant file to produce upon inspection.</p>

PROJECT COMPLETION/CHECK RECEIPT

Participate in an on-site field check conducted by the local DNR Forester/Ranger

CONTACT FOR QUESTIONS

Sandy Flesher, FFP Grant Manager
Department of Natural Resources
3911 Fish Hatchery Road Fitchburg, WI 53711
Phone: 608-720-0122
E-mail: sandra.flesher@wisconsin.gov



Memo

To: Fire Board
From: Ryan Ostreng
cc:
Date: October 6, 2024
Re: HAFD 2025 Proposed Command Car Cost

Following are the costs that I have received quotes for with the proposed Holmen Area Fire Department (HAFD) Command Car:

- \$66,495.00 Fleet base price for a 2025 GM Suburban 4WD LS through Ewald Automotive Group
- \$590.00 Max. Trailering Package (through GM)
- \$3,000.00 Exterior design wrap
- \$26,000.00 Emergency lighting, console, and rear compartment purchase and installation

As per the quotes, the total at this point equals \$96,085.00. I still need to outfit this vehicle with two mobile radios. I am working on a grant application to help cover this cost. Proceeds from the sale of the 2005 Ford Excursion may also be used to cover the costs of the mobile radios. There may also be room to reduce the cost of the emergency lighting package currently being considered.

The Village of Holmen Board has allocated \$50,000 for this purchase in the 2025 budget (to be ratified in November). I am looking for direction/commitment from the Town of Holland Board for a \$50,000.00 match to continue with this project.