



Holmen Area Fire Department

FIRE BOARD

AGENDA

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

Date/Time: Monday November 18, 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 **November 18, 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. 10/08/2024
 - b. 10/15/2024
- 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. October 2024 Incident/Activity Report
 - b. Fire Administration Report
 - c. Staffing/Personnel Updates
 - d. Fleet update
 - e. General
- 8.) Fire Commission Report (Chief Ostreng)
- 9.) Fire Station Study
- 10.) Command Vehicle Replacement Status
- 11.) ISO Public Protection Classification Summary Report



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- 12.) Closed Session
 - a. Convene in Closed Session:
 - i. The Board shall consider a motion to convene in closed session pursuant to Wis. Stats. §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. To Wit:
 - a. 2025 Fire Chief compensation review
- 13.) Reconvene in Open Session
- 14.) Reservation of right for action and/or recommendation on Closed Session item(s)
- 15.) Announcement and Future Agenda Items
- 16.) Next Regular Meeting – 12/17/2024
- 17.) Adjourn



Date Notice Emailed: 11/15/2024

Notices Posted: 11/15/2024

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	

DRAFT MINUTES

Subject To Change Before Approval By The Holmen Area Fire Association Board

Holmen Area Fire District

Meeting Minutes – October 8th, 2024

Jeff Herlitzke called the Holmen Area Fire District meeting to order at 6:30 pm on October 8th, 2024 at the Town of Holland Town Hall.

Members Present: Doug Jorstad (Holmen), Travis Elam (Holmen), Rick Hauser (Holland), Jeff Herlitzke (Holland)

Alternates Present: Micah Wyss

Members Excused:

Also Present: Ryan Ostreng (Fire Chief)

Guests: None

Pledge of Allegiance Recited

Invoice Approval:

The board reviewed the invoice in detail. Motion by Hauser, second by Jorstad. Motion Carried Unanimously.

2025 Budge Draft Review:

Town of Holland representatives voiced approval for the 2025 Draft Budget 3. Village of Holmen representatives thought the draft was still slightly off compared to what the village budgeted for 2025. There was some confusion on which line items were being used to calculate each municipalities share. There was a general discussion on the specifics of the budget and how Chief Ostreng came up with the final numbers. Jorstad stated that he would be talking with Village of Holmen Administrator Heinig in the morning for clarity on the village's contributions and the budget. Wyss gave his interpretation of the budget and explained which line item he thought was causing the confusion. Town of Holland representatives voiced their frustration with the lack of approval from Holmen. Jorstad explained to the board that almost all of Holmen's new taxable revenue was going to the fire department. No motion occurred.

2025 Forest Fire Protection Grant Approval:

Chief Ostreng gave an overview of the grant and noted that the department was responsible for 50% of all purchases. Hauser motioned to approve the grant for a total of \$6,965.68 and to authorize Chief Ostreng for signing privileges for all purchases made with grant funds. Seconded by Elam. Motion carried unanimously.

2025 Command Vehicle Quote:

Chief Ostreng went over the details of the quote and the board reviewed it. Town of Holland representatives stated the command vehicle was on the agenda for their board meeting

DRAFT MINUTES

Subject To Change Before Approval By The Holmen Area Fire Association Board

that night and that no action could be taken until further discussion occurred regarding how the town would specifically pay for it. No motion occurred.

Adjourn:

Motion to adjourn Hauser/Jorstad. Motion carried unanimously.

Minutes by Travis E. Elam, Secretary

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DRAFT MINUTES

Subject To Change Before Approval By The Holmen Area Fire Association Board

Holmen Area Fire District

Meeting Minutes – October 15th, 2024

Jeff Herlitzke called the Holmen Area Fire District meeting to order at 6:30 pm on October 15th, 2024 at the Town of Holland Town Hall.

Members Present: Doug Jorstad (Holmen), Travis Elam (Holmen), Rick Hauser (Holland), Jeff Herlitzke (Holland)

Alternates Present: Micah Wyss

Members Excused:

Also Present: Ryan Ostreng (Fire Chief)

Guests: None

Pledge of Allegiance Recited

Approval of Meeting Minutes:

The board reviewed the minutes for the August 29th meeting and the September 29th meeting and suggested minor corrections. Hauser motioned to approve the August meeting minutes contingent on the discussed corrections. Second by Jorstad, motion carried unanimously. Jorstad motioned to approve the September 29th meeting minutes contingent on the discussed corrections. Second by Hauser, motion carried unanimously.

Resident or Employee Concerns/Comments:

None.

Financial Review:

Treasurer Jorstad gave an overview of the department's finances and explained to the rest of the board where the department was at for its budget. Jorstad stated the department had used 74.1% of the budget for the year. Jorstad voiced concerns for a few areas that were slightly over budget. Chief Ostreng explained his plan to cover these areas of the budget and stated the budget would be tight this year with very little to no extra left over.

The board reviewed check detail.

Fire Administration Report:

Chief Ostreng provided the board with the calls for the month as well as a breakdown of the calls by municipality.

Chief Ostreng stated that engine 1 was still having issues, and that he had not heard back from the service manager at the manufacture. The board voiced their displeasure and frustration with the continuation of issues on engine 1. Board members voiced their concerns about potentially only having 1 running engine. The board questioned if legal action needed to be taken against the manufacturer for selling the department a truck that

DRAFT MINUTES

Subject To Change Before Approval By The Holmen Area Fire Association Board

was so often out of service. Chief Ostreng stated that from day 1, the engine was problematic and has had various issues. Chief Ostreng stated that he would continue to call the manufacturer and was also frustrated with their lack of communication. Chief Ostreng gave a brief update on the status of the department's cooperation with the City of Onalaska to establish a joint fire investigation group.

Fire Commission Report:

None.

Future Fire Station Study:

Chief Ostreng stated that he had sent a letter to Wendel Five Bugles Design notifying them that they had been awarded the contract for the future fire station study, and that everything was moving along.

2025 Budget Draft:

The board reviewed the budget. Hauser motioned to approve the 2025 Draft Budget. Second by Jorstad, motion carried unanimously.

Command Vehicle Replacement Status:

The board reviewed the quote for the replacement command vehicle. Jorstad motioned to approve the purchase of the replacement command vehicle and additions for a total of \$100,000 using 2% dues. Second by Hauser, motion carried unanimously.

Coffee with the Fire Chief Discussion:

Chief Ostreng requested approval from the board to have time scheduled for the public to sit down with him and talk about the fire services the department offers. The board voiced their support for the idea and encouraged Chief Ostreng to engage with the public.

Announcement and Future Agent Items:

None.

Adjourn:

Motion to adjourn Hauser/Jorstad. Motion carried unanimously.

Minutes by Travis E. Elam, Secretary

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
 January 1 through November 18, 2024

	Jan 1 - Nov 18, 24
Ordinary Income/Expense	
Income	
2% Fire Protection Equipmnet	85,107.60
Income-Budget	1,735,061.20
Capital /Reserve Income	50,000.00
Income-Interest	1,150.45
Income-Interest-Special	11,350.34
Donations/Grants	2,514.03
Total Income	1,885,183.62
Expense	
CAPITAL EXPENDITURES	
2% Fire Protection Equipment Ex	23,424.80
Building -Capital Expenditures	4,075.45
EMS-Capital Expenditures	5,210.47
Fire-Capital Expenditures	7,435.00
Total CAPITAL EXPENDITURES	40,145.72
OPERATIONAL EXPENDITURES	
Wages	
SALARY/WAGES EXPENSE	
Employee Benefit Health	134,267.34
Employee Retirement Career	125,850.61
Insurance-Life	1,237.50
Insurance-Work-Comp	13,679.21
Officer Salary	91,000.03
Salary	612,828.11
Salary -OT	196,224.57
Acting Pay	1,045.00
FLSA	9,031.80
Holiday Pay	26,760.48
Parttime Wages	2,345.60
Payroll-Tax Expense	69,204.86
Capital Wage Reimbursement	36,000.00
SALARY/WAGES EXPENSE - Other	3,608.67
Total SALARY/WAGES EXPENSE	1,323,083.78
Total Wages	1,323,083.78
BUILDING	
Building Maintenance/Repair	3,907.45
Grounds Maintenance	1,393.32
Supplies	3,101.06
Total BUILDING	8,401.83
EMS	
Lease/Air/Oxygen	1,153.56
Replacement-EMS	477.26
Supplies	2,428.66
Training	198.00
Total EMS	4,257.48
FIRE	
Professional Dues/Licenses	350.00
Fire Prevention/Pub Education	710.63
Batteries	134.58
Conventions/Conferences	3,413.01
Physicals	2,352.00
Repairs & Maintenance	4,006.18
Replacement -Fire	1,808.01
Supplies	3,047.01
Testing/Insp	140.75
Training	1,536.69

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
 January 1 through November 18, 2024

	Jan 1 - Nov 18, 24
Uniform Clothing	11,691.75
Total FIRE	29,190.61
INSURANCE	
Insurance-General	16,204.00
Total INSURANCE	16,204.00
OFFICE	
Consulting	0.00
Human Resources/Business Support	12,578.70
Accounting Services	8,425.00
Attorney/Support	-402.50
Computer Maintenance	12,065.37
Office Software	13,733.90
Office Supplies	2,154.08
Postage	136.00
Telephone/Cell-Phones/Internet	5,770.17
OFFICE - Other	991.03
Total OFFICE	55,451.75
UTILITIES	
Electricity	9,071.14
Water/Sewer/Runoff	3,298.13
Total UTILITIES	12,369.27
VEHICLES	
Fuel	9,847.82
Repairs & Maintenance	5,253.78
Testing/Inspection	14.98
Tire Replacement	2,360.33
Total VEHICLES	17,476.91
Total OPERATIONAL EXPENDITURES	1,466,435.63
Total Expense	1,506,581.35
Net Ordinary Income	378,602.27
Net Income	378,602.27

HOLMEN AREA FIRE DEPARTMENT

Balance Sheet

As of November 18, 2024

	<u>Nov 18, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Park Bank	
Park Bank Checking	606,118.88
Total Park Bank	<u>606,118.88</u>
LGIP-General Capital Savings	
LGIP- Capital Savings	42,722.73
LGIP -Operational Checking	1.91
LGIP-2% Dues Savings	229,204.99
LGIP-Scholarship Fund	0.37
LGIP- Special Events/Donations	24,628.40
Total LGIP-General Capital Savings	<u>296,558.40</u>
Total Checking/Savings	<u>902,677.28</u>
Total Current Assets	<u>902,677.28</u>
TOTAL ASSETS	<u>902,677.28</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Health Insurance payable	833.14
WI State Income tax payable	2,130.16
Life Insurance Payable EE	16.46
WI Retirement Payable	11,085.23
Union Dues Payable	1,210.08
Total Other Current Liabilities	<u>15,275.07</u>
Total Current Liabilities	15,275.07
Long Term Liabilities	
Future Sick Pay Payable	36,000.00
Total Long Term Liabilities	<u>36,000.00</u>
Total Liabilities	51,275.07
Equity	
Retained Earnings	472,799.94
Net Income	378,602.27
Total Equity	<u>851,402.21</u>
TOTAL LIABILITIES & EQUITY	<u>902,677.28</u>

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

	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	1,735,061.20	1,735,061.20	0.00	100.0%
Capital /Reserve Income	50,000.00	50,000.00	0.00	100.0%
Income-Interest	1,150.45			
Income-Interest-Special	11,350.34			
Donations/Grants	2,514.03			
Total Income	1,885,183.62	1,855,061.20	30,122.42	101.6%
Expense				
CAPITAL EXPENDITURES				
2% Fire Protection Equipment Ex	23,424.80	10,000.00	13,424.80	234.2%
Building -Capital Expenditures	4,075.45	20,000.00	-15,924.55	20.4%
EMS-Capital Expenditures	5,210.47	10,000.00	-4,789.53	52.1%
Fire-Capital Expenditures	7,435.00	20,000.00	-12,565.00	37.2%
Total CAPITAL EXPENDITURES	40,145.72	60,000.00	-19,854.28	66.9%
OPERATIONAL EXPENDITURES				
Wages				
SALARY/WAGES EXPENSE				
Employee Benefit Health	134,267.34	198,658.20	-64,390.86	67.6%
Employee Retirement Career	136,276.20	140,292.10	-4,015.90	97.1%
Insurance-DWD Compensation	0.00	5,203.37	-5,203.37	0.0%
Insurance-Life	1,237.50	3,592.46	-2,354.96	34.4%
Insurance-Work-Comp	13,679.21	30,000.00	-16,320.79	45.6%
Officer Salary	91,000.03	105,000.00	-13,999.97	86.7%
Salary	612,828.11	793,113.48	-180,285.37	77.3%
Salary -OT	196,224.57	132,142.86	64,081.71	148.5%
Acting Pay	1,045.00	1,260.00	-215.00	82.9%
FLSA	9,031.80	20,827.56	-11,795.76	43.4%
Holiday Pay	26,760.48	35,951.57	-9,191.09	74.4%
Parttime Wages	2,345.60	10,000.00	-7,654.40	23.5%
Payroll-Tax Expense	69,204.86	84,019.60	-14,814.74	82.4%
Capital Wage Reimbursement	36,000.00	36,000.00	0.00	100.0%
SALARY/WAGES EXPENSE - Other	3,608.67			
Total SALARY/WAGES EXPENSE	1,333,509.37	1,596,061.20	-262,551.83	83.6%
Total Wages	1,333,509.37	1,596,061.20	-262,551.83	83.6%
BUILDING				
Building Maintenance/Repair	3,907.45	3,000.00	907.45	130.2%
Grounds Maintenance	1,393.32	3,000.00	-1,606.68	46.4%
Supplies	3,101.06	2,500.00	601.06	124.0%

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

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Total BUILDING	8,401.83	8,500.00	-98.17	98.8%
EMS				
Lease/Air/Oxygen	1,153.56	650.00	503.56	177.5%
Repairs & Maintenance	0.00	250.00	-250.00	0.0%
Replacement-EMS	477.26	600.00	-122.74	79.5%
Supplies	2,428.66	4,000.00	-1,571.34	60.7%
Training	198.00	1,000.00	-802.00	19.8%
Total EMS	4,257.48	6,500.00	-2,242.52	65.5%
FIRE				
Professional Dues/Licenses	350.00	2,000.00	-1,650.00	17.5%
Fire Prevention/Pub Education	710.63	500.00	210.63	142.1%
Batteries	134.58	300.00	-165.42	44.9%
Conventions/Conferences	3,413.01	2,500.00	913.01	136.5%
Physicals	2,352.00	5,000.00	-2,648.00	47.0%
Repairs & Maintenance	4,006.18	3,000.00	1,006.18	133.5%
Replacement - Fire	1,808.01	2,000.00	-191.99	90.4%
Supplies	3,047.01	4,000.00	-952.99	76.2%
Testing/Insp	140.75	1,000.00	-859.25	14.1%
Training	1,536.69	5,000.00	-3,463.31	30.7%
Uniform Clothing	11,691.75	15,000.00	-3,308.25	77.9%
Total FIRE	29,190.61	40,300.00	-11,109.39	72.4%
INSURANCE				
Insurance-General	16,204.00	14,000.00	2,204.00	115.7%
Total INSURANCE	16,204.00	14,000.00	2,204.00	115.7%
OFFICE				
Consulting	0.00			
Human Resources/Business Support	12,578.70	15,000.00	-2,421.30	83.9%
Accounting Services	8,425.00	9,000.00	-575.00	93.6%
Attorney/Support	-402.50	3,000.00	-3,402.50	-13.4%
Computer Maintenance	12,065.37	10,000.00	2,065.37	120.7%
Office Software	13,733.90	18,000.00	-4,266.10	76.3%
Office Supplies	2,154.08	1,000.00	1,154.08	215.4%
Postage	136.00	200.00	-64.00	68.0%
Telephone/Cell-Phones/Internet	5,770.17	9,000.00	-3,229.83	64.1%
OFFICE - Other	991.03			
Total OFFICE	55,451.75	65,200.00	-9,748.25	85.0%
UTILITIES				
Electricity	9,071.14	14,000.00	-4,928.86	64.8%
Heating/Cooling	0.00	1,500.00	-1,500.00	0.0%
Water/Sewer/Runoff	3,298.13	4,000.00	-701.87	82.5%

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

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Total UTILITIES	12,369.27	19,500.00	-7,130.73	63.4%
VEHICLES				
Fuel	9,847.82	25,000.00	-15,152.18	39.4%
Repairs & Maintenance	5,253.78	15,000.00	-9,746.22	35.0%
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	17,476.91	45,000.00	-27,523.09	38.8%
Total OPERATIONAL EXPENDITURES	1,476,861.22	1,795,061.20	-318,199.98	82.3%
Total Expense	1,517,006.94	1,855,061.20	-338,054.26	81.8%
Net Ordinary Income	368,176.68	0.00	368,176.68	100.0%
Net Income	368,176.68	0.00	368,176.68	100.0%

HOLMEN AREA FIRE DEPARTMENT Check Detail October 24 - 31, 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Liability Check	wd	10/31/2024	WIS DEPT OF REV...		Park Bank Checking	-1,671.30	-1,671.30
TOTAL					WI State Income tax...	-1,671.30	1,671.30
Liability Check	wd	10/31/2024	WI Retirement Syst...		Park Bank Checking	-18,425.10	-18,425.10
TOTAL					Employee Retireme... WI Retirement Paya...	-12,433.87 -5,991.23	12,433.87 5,991.23
Check	17417	10/24/2024	AIRGAS NORTH C...		Park Bank Checking	-111.36	-111.36
TOTAL					Lease/Air/Oxygen	-111.36	111.36
Check	17418	10/24/2024	FIRE SERVICE INC		Park Bank Checking	-11,849.00	-11,849.00
TOTAL					2% Fire Protection E...	-11,849.00	11,849.00
Check	17419	10/24/2024	HOLMEN ACE HAR...		Park Bank Checking	-58.58	-58.58
TOTAL					Supplies Building Maintenanc... Grounds Maintenance	-1.60 -49.99 -6.99	1.60 49.99 6.99
Check	17420	10/24/2024	KWIK TRIP		Park Bank Checking	-633.44	-633.44
TOTAL					Fuel	-633.44	633.44
Check	17421	10/24/2024	MAYO CLINIC		Park Bank Checking	-12.00	-12.00
TOTAL					Training	-12.00	12.00

HOLMEN AREA FIRE DEPARTMENT
Check Detail
October 24 - 31, 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-12.00	12.00
Check	17422	10/24/2024	MCS NETWORKS		Park Bank Checking	-804.90	-804.90
TOTAL					Computer Maintena...	-804.90	804.90
Check	17423	10/24/2024	O'REILLY AUTO P...		Park Bank Checking	-175.01	175.01
TOTAL					Repairs & Maintena...	10.00	-10.00
Check	17424	10/24/2024	OVERHEAD DOOR ...		Park Bank Checking	-660.25	-660.25
TOTAL					Building Maintenanc...	-660.25	660.25
Liability Check	17425	10/24/2024	SECURIAN LIFE IN...		Park Bank Checking	-125.76	125.76
TOTAL					Insurance-Life	-32.92	32.92
Check	17426	10/24/2024	CLAREY'S SAFETY ...		Park Bank Checking	-369.44	369.44
TOTAL					Repairs & Maintena... Testing/Insp	-131.25	131.25
Liability Check	17427	10/31/2024	LACROSSE AREA ...		Park Bank Checking	-1,210.08	-1,210.08
TOTAL					Union Dues Payable	-1,210.08	1,210.08

HOLMEN AREA FIRE DEPARTMENT
Check Detail
November 6, 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17429	11/06/2024	Bound Tree Medica...		Park Bank Checking	-101.31	-101.31
TOTAL					Supplies	-101.31	101.31
Check	17430	11/06/2024	ENGELSON & ASS...		Park Bank Checking	-700.00	-700.00
TOTAL					Accounting Services	-700.00	700.00
Check	17431	11/06/2024	FELD FIRE EQUIP...		Park Bank Checking	-756.49	-756.49
TOTAL					EMS-Capital Expen...	-756.49	756.49
Check	17432	11/06/2024	HOLMIEN ACE HAR...		Park Bank Checking	-62.51	-62.51
TOTAL					Supplies	-17.57	17.57
					Supplies	-44.94	44.94
Check	17433	11/06/2024	KRIVACHEK JANIT...		Park Bank Checking	-59.00	-59.00
TOTAL					Grounds Maintenance	-59.00	59.00
Liability Check	17434	11/06/2024	SECURIAN LIFE IN...		Park Bank Checking	-158.68	-158.68
TOTAL					Insurance-Life	-125.76	125.76
					Life Insurance Paya...	-32.92	32.92
Check	17435	11/06/2024	THOMAS EMS		Park Bank Checking	-735.00	-735.00
TOTAL					EMS-Capital Expen...	-735.00	735.00

12:28 PM
11/07/24

HOLMEN AREA FIRE DEPARTMENT
Check Detail
November 6, 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17436	11/06/2024	VISA		Park Bank Checking		-1,450.86
				Telephone/Cell-Pho...		-221.88	221.88
				EMS-Capital Expen...		-1,126.76	1,126.76
				Batteries		-21.24	21.24
				Supplies		-80.98	80.98
TOTAL						-1,450.86	1,450.86

HOLMEN AREA FIRE DEPARTMENT
Check Detail
November 18, 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17437	11/18/2024	AIRGAS NORTH C...		Park Bank Checking		-108.53
TOTAL					Lease/Air/Oxygen	-108.53	108.53
						-108.53	108.53
Check	17438	11/18/2024	FIRE SAFTEY USA		Park Bank Checking		-7,679.95
TOTAL					2% Fire Protection E...	-7,679.95	7,679.95
						-7,679.95	7,679.95
Check	17439	11/18/2024	FRANK GARROW		Park Bank Checking		-266.90
TOTAL					Conventions/Confer...	-266.90	266.90
						-266.90	266.90
Check	17440	11/18/2024	HENRY SCHEIN INC		Park Bank Checking		-1,116.15
TOTAL					EMS-Capital Expen...	-1,116.15	1,116.15
						-1,116.15	1,116.15
Check	17441	11/18/2024	KWIK TRIP		Park Bank Checking		-931.45
TOTAL					Fuel	-931.45	931.45
						-931.45	931.45

Memo



To: Fire Board

From: Ryan Ostreng

cc:

Date: November 7, 2024

Re: 2025 WI DNR FFP Grant Associated Invoice

Attached is an invoice for \$7,679.95 that is associated with the 2025 WI DNR Forest Fire Protection (FFP) Grant (see attached invoice). I am asking for Board approval to pay for this equipment from the Fire-Capital Expenditures line item.

NOV 03 REC'D



FIRE SAFETY USA, INC.
 3253 19TH ST NW
 ROCHESTER, MN 55901
 507-529-8444

Invoice

Invoice #
193126

www.firesafetyusa.com

Date	10/28/2024
------	------------

Bill To		Ship To		
HOLMEN FIRE DEPARTMENT ACCOUNTS PAYABLE 710 SOUTH MAIN STREET HOLMEN, WI 54636		HOLMEN FIRE DEPARTMENT RYAN OSTRENG 710 SOUTH MAIN STREET HOLMEN, WI 54636 MIKE LAVERY		
P.O. No.	Terms	Due Date	Rep	Ship Via
RYAN	Net 30	11/27/2024	STONE	UPS
Qty	Item	Description	Price Each	Amount
15	FH911HR	BULLARD WILDLAND HELMET, FULL BRIM, WITH RATCHET, COLOR:(1-WHITE) (3-RED) (11-BLACK)	51.45	771.75
15	WFB	ESS #WFB, WILDFIRE HELMET GOGGLES	47.00	705.00
15	RH6500	TRUE NORTH STEALTH CHEST RADIO HARNESS.	41.00	615.00
15	PT-8WILDLAND	PRO-TECH 8 WILDLAND GLOVE, SIZE: (1-SM) (2-MED)(5-LRG)(4-XL)(3-2XL)	31.00	465.00
14	804-6379	LION 9" POWER EMS & WILDLAND BOOT, SIZE: (1-9W) (1-10W) (10.5W) (1-11W) (1-12W)	259.00	3,626.00
1	504-6379	LION 8' WOMEN'S POWER EMS & WILDLAND BOOT, SIZE: 6W	259.00	259.00
15	HS-2	HOT SHIELD WILDLAND FACE PROTECTOR	62.55	938.25
1	SHIPPING	SHIPPING & HANDLING	299.95	299.95
		shields - UPS Tracking# 1ZRE45880399906441		
		mailed inv.		

3% Cash Back Rewards
 when you buy online at
 www.firesafetyusa.com

Subtotal	\$7,679.95
Sales Tax (0.0%)	\$0.00
Payments/Credits	\$0.00
Balance Due	\$7,679.95

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	110	-3
SEPTEMBER	64	5	84	20	77	-7	90	13	113	23	128	15	97	-31	89	-8
OCTOBER	80	22	82	2	87	5	109	22	132	23	100	-32	120	20	104	-16
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	937	-124

CALL TYPES RESPONDED TO FOR OCTOBER

<u>INCIDENT TYPE</u>	<u>TOTAL</u>
1 - Fire	5
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0
3 - Rescue & Emergency Medical Service Incident	77
4 - Hazardous Condition (No Fire)	2
5 - Service Call	3
6 - Good Intent Call	6
7 - False Alarm & False Call	11
8 - Severe Weather & Natural Disaster	0
9 - Special Incident Type	0
	104



Holmen Area Fire Department

710 S Main St, Holmen, WI 54636

608-526-9363

www.holmenfire.com



HAFD Incidents by Municipality

Report Pulled On: 11/05/2024

Incident Category	Total
Municipality: Town of Holland	
1 - Fire	2
3 - Rescue & Emergency Medical Service Incident	11
5 - Service Call	1
7 - False Alarm & False Call	1
	Total: 15
Municipality: Town of Onalaska	
1 - Fire	1
6 - Good Intent Call	1
	Total: 2
Municipality: Trempealeau	
1 - Fire	1
	Total: 1
Municipality: Village of Holmen	
1 - Fire	1
3 - Rescue & Emergency Medical Service Incident	66
4 - Hazardous Condition (No Fire)	2
5 - Service Call	2
6 - Good Intent Call	5
7 - False Alarm & False Call	10
	Total: 86
	Total: 104

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: November 7, 2024

Re: 2024 ISO Public Protection Classification Summary Report

Following is the 2024 Insurance Service Office (ISO) Public Protection Classification (PPC) Summary Report. HAFD's community classification is Class 04/4Y, which is the same as in 2018. Reviewing the points earned through the 2024 review (66.02 p. 7) shows that we are 4 points away from being re-classified as a Class 03/3Y (70.00 p. 3). I have included the 2018 report as an attachment to the email for your comparison. We will discuss this at the November Board meeting.

**Public Protection Classification
(PPC®)
Summary Report**

Holmen FPSA

WISCONSIN

Prepared by

**Insurance Services Office, Inc.
1000 Bishops Gate Blvd., Ste. 300
P.O. Box 5404
Mt. Laurel, New Jersey 08054-5404
1-800-444-4554**

**Report Created October 2024
Effective February 1, 2025**

Background Information

Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS) and then a Public Protection Classification (PPC®) grade is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a PPC change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The FSRS recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's PPC grade, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual PPC grade.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a PPC grade – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC grade depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

Data Collection and Analysis

ISO has evaluated and classified over 39,000 fire protection areas across the United States using its FSRS. A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC grade. In order for a community to obtain a grade better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points**, as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRS score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

PPC Grade

The PPC grade assigned to the community will depend on the community's score on a 100-point scale:

PPC	Points
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRS creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRS fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRS creditable water supply.
- Class 10 does not meet minimum FSRS criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

New PPC program changes effective July 1, 2014

We have revised the PPC program to capture the effects of enhanced fire protection capabilities that reduce fire loss and fire severity in Split Class 9 and Split Class 8B areas (as outlined below). This new structure benefits the fire service, community, and property owner.

New classifications

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new PPC classes will improve the predictive value for insurers while benefiting both commercial and residential property owners. Here are the new classifications and what they mean.

Split classifications

When we develop a split classification for a community — for example 5/9 — the first number is the class that applies to properties within 5 road miles of the responding fire station and 1,000 feet of a creditable water supply, such as a fire hydrant, suction point, or dry hydrant. The second number is the class that applies to properties within 5 road miles of a fire station but beyond 1,000 feet of a creditable water supply. We have revised the classification to reflect more precisely the risk of loss in a community, replacing Class 9 and 8B in the second part of a split classification with revised designations.

What's changed with the new classifications?

We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently displayed as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9".
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B".
- Communities graded with single "9" or "8B" classifications will remain intact.

Prior Classification	New Classification
1/9	1/1X
2/9	2/2X
3/9	3/3X
4/9	4/4X
5/9	5/5X
6/9	6/6X
7/9	7/7X
8/9	8/8X
9	9

Prior Classification	New Classification
1/8B	1/1Y
2/8B	2/2Y
3/8B	3/3Y
4/8B	4/4Y
5/8B	5/5Y
6/8B	6/6Y
7/8B	7/7Y
8/8B	8/8Y
8B	8B

What's changed?

As you can see, we're still maintaining split classes, but it's how we represent them to insurers that's changed. The new designations reflect a reduction in fire severity and loss and have the potential to reduce property insurance premiums.

Benefits of the revised split class designations

- To the fire service, the revised designations identify enhanced fire suppression capabilities used throughout the fire protection area
- To the community, the new classes reward a community's fire suppression efforts by showing a more reflective designation
- To the individual property owner, the revisions offer the potential for decreased property insurance premiums

New water class

Our data also shows that risks located more than 5 but less than 7 road miles from a responding fire station with a creditable water source within 1,000 feet had better loss experience than those farther than 5 road miles from a responding fire station with no creditable water source. We've introduced a new classification —10W— to recognize the reduced loss potential of such properties.

What's changed with Class 10W?

Class 10W is property-specific. Not all properties in the 5-to-7-mile area around the responding fire station will qualify. The difference between Class 10 and 10W is that the 10W-graded risk or property is within 1,000 feet of a creditable water supply. Creditable water supplies include fire protection systems using hauled water in any of the split classification areas.

What's the benefit of Class 10W?

10W gives credit to risks within 5 to 7 road miles of the responding fire station and within 1,000 feet of a creditable water supply. That's reflective of the potential for reduced property insurance premiums.

What does the fire chief have to do?

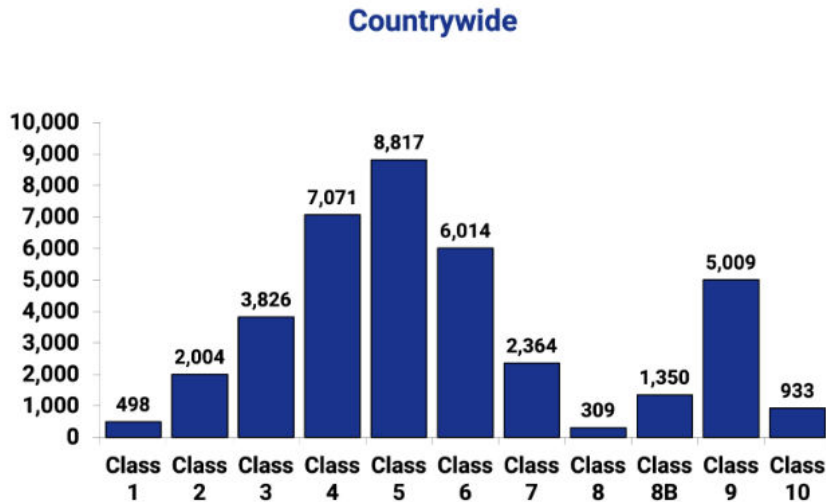
Fire chiefs don't have to do anything at all. The revised classifications went in place automatically effective July 1, 2014 (July 1, 2015 for Texas).

What if I have additional questions?

Feel free to contact ISO at 800.444.4554 or email us at PPC-Cust-Serv@iso.com.

Distribution of PPC Grades

The 2023 published countrywide distribution of communities by the PPC grade is as follows:



Assistance

The PPC program offers help to communities, fire departments, and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

The PPC program representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your questions regarding the PPC program. What's more, we can be reached via the internet at www.isomitigation.com/talk/.

We also have a website dedicated to our Community Hazard Mitigation Classification programs at www.isomitigation.com. Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about the PPC program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online — a special, secured website with information and features that can help improve your PPC grade, including a list of the Needed Fire Flows for all the commercial occupancies ISO has on file for your community. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the FSRS and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at www.isomitigation.com.

PPC Review

ISO concluded its review of the fire suppression features being provided for Holmen FPSA. The resulting community classification is **Class 04/4Y**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/XX):

- The first class (e.g., “6” in a 6/XX) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (XX or XY) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., “6” in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Class 10W applies to properties within 5 to 7 road miles of a recognized fire station with a recognized water supply within 1,000 feet.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

FSRS Feature	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	3.00	3
422. Credit for Telecommunicators	2.80	4
432. Credit for Dispatch Circuits	1.13	3
440. Credit for Emergency Communications	6.93	10
Fire Department		
513. Credit for Engine Companies	4.00	6
523. Credit for Reserve Pumpers	0.00	0.50
532. Credit for Pump Capacity	3.00	3
549. Credit for Ladder Service	1.29	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.50
561. Credit for Deployment Analysis	5.22	10
571. Credit for Company Personnel	6.20	15
581. Credit for Training	3.70	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	25.41	50
Water Supply		
616. Credit for Supply System	29.83	30
621. Credit for Hydrants	3.00	3
631. Credit for Inspection and Flow Testing	5.60	7
640. Credit for Water Supply	38.43	40
Divergence	-9.05	--
1050. Community Risk Reduction	4.30	5.50
Total Credit	66.02	105.50

Emergency Communications

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	Earned Credit	Credit Available
414. Credit Emergency Reporting	3.00	3
422. Credit for Telecommunicators	2.80	4
432. Credit for Dispatch Circuits	1.13	3
Item 440. Credit for Emergency Communications:	6.93	10

Item 414 - Credit for Emergency Reporting (3 points)

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

Item 410. Emergency Reporting (CER)	Earned Credit	Credit Available
<p>A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1</p> <p>For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.</p>	20.00	20
<p>1. E9-1-1 Wireless</p> <p>Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points</p>	25.00	25
<p>2. E9-1-1 Voice over Internet Protocol (VoIP)</p> <p>Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points</p>	25.00	25
<p>3. Computer Aided Dispatch</p> <p>Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)</p>	15.00	15
<p>4. Geographic Information System (GIS/AVL)</p> <p>The PSAP uses a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments.</p> <p>The individual fire departments being dispatched <u>do not</u> need GIS/AVL capability to obtain this credit.</p>	15.00	15
<p>Review of Emergency Reporting total:</p>	100.00	100

Item 422- Credit for Telecommunicators (4 points)

The second item reviewed is Item 422 “Credit for Telecommunicators (TC)”. This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. The 2013 Edition of NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that eighty percent of emergency alarm processing shall be completed within 60 seconds and ninety-five percent of alarm processing shall be completed within 106 seconds of answering the call.

To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

Item 420. Telecommunicators (CTC)	Earned Credit	Credit Available
<p>A1. Alarm Receipt (AR)</p> <p>Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	20.00	20
<p>A2. Alarm Processing (AP)</p> <p>Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221</p>	20.00	20
<p>B. Emergency Dispatch Protocols (EDP)</p> <p>Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.</p>	0.00	20
<p>C. Telecommunicator Training and Certification (TTC)</p> <p>Telecommunicators meet the qualification requirements referenced in NFPA 1061, <i>Standard for Professional Qualifications for Public Safety Telecommunicator</i>, and/or the Association of Public-Safety Communications Officials - International (APCO) <i>Project 33</i>. Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.</p>	10.00	20
<p>D. Telecommunicator Continuing Education and Quality Assurance (TQA)</p> <p>Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions</p>	20.00	20
<p>Review of Telecommunicators total:</p>	70.00	100

Item 432 - Credit for Dispatch Circuits (3 points)

The third item reviewed is Item 432 “Credit for Dispatch Circuits (CDC)”. This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A “Dispatch Circuit” is defined in NFPA 1221 as “A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency”. All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. “Alarms” are defined in this Standard as “A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency”.

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item. ISO's evaluation also includes a review of the communication system's emergency power supplies.

Item 432 “Credit for Dispatch Circuits (CDC)” = 1.13 points

Fire Department

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	Earned Credit	Credit Available
513. Credit for Engine Companies	4.00	6
523. Credit for Reserve Pumpers	0.00	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	1.29	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	5.22	10
571. Credit for Company Personnel	6.20	15
581. Credit for Training	3.70	9
730. Credit for Operational Considerations	2.00	2
Item 590. Credit for Fire Department:	25.41	50

Basic Fire Flow

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 3000 gpm.

Item 513 - Credit for Engine Companies (6 points)

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **3 engine companies**

- a) **1 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.
- b) **3 engine companies** to support a Basic Fire Flow of 3000 gpm.
- c) **3 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRS recognizes that there are **2 engine companies** in service.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

Item 513 "Credit for Engine Companies (CEC)" = 4.00 points

Item 523 - Credit for Reserve Pumpers (0.50 points)

The item is Item 523 “Credit for Reserve Pumpers (CRP)”. This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

Item 523 “Credit for Reserve Pumpers (CRP)” = 0.00 points

Item 532 – Credit for Pumper Capacity (3 points)

The next item reviewed is Item 532 “Credit for Pumper Capacity (CPC)”. The total pump capacity available should be sufficient for the Basic Fire Flow of 3000 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

Item 532 “Credit for Pumper Capacity (CPC)” = 3.00 points

Item 549 – Credit for Ladder Service (4 points)

The next item reviewed is Item 549 “Credit for Ladder Service (CLS)”. This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRS equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRS recognizes that there are **1 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRS recognizes that there are **0 service companies** in service.

Item 549 “Credit for Ladder Service (CLS)” = 1.29 points

Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)

The next item reviewed is Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)”. This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)” = 0.00 points

Item 561 – Deployment Analysis (10 points)

Next, Item 561 “Deployment Analysis (DA)” is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

Item 561 “Credit Deployment Analysis (DA)” = 5.22 points

Item 571 – Credit for Company Personnel (15 points)

Item 571 “Credit for Company Personnel (CCP)” reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, “Kelley” days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRs recognizes **4.24 on-duty personnel** and an average of **3.00 on-call personnel** responding on first alarm structure fires.

Item 571 “Credit for Company Personnel (CCP)” = 6.20 points

Item 581 – Credit for Training (9 points)

Training	Earned Credit	Credit Available
<p>A. Facilities, and Use</p> <p>For maximum credit, each firefighter should receive 18 hours per year in structure fire related subjects as outlined in NFPA 1001.</p>	0.00	35
<p>B. Company Training</p> <p>For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.</p>	5.31	25
<p>C. Classes for Officers</p> <p>For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.</p>	10.50	12
<p>D. New Driver and Operator Training</p> <p>For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	5.00	5
<p>E. Existing Driver and Operator Training</p> <p>For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.</p>	5.00	5
<p>F. Training on Hazardous Materials</p> <p>For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.</p>	0.50	1
<p>G. Recruit Training</p> <p>For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.</p>	2.75	5
<p>H. Pre-Fire Planning Inspections</p> <p>For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.</p>	12.00	12

Item 580 “Credit for Training (CT)” = 3.70 points

Item 730 – Operational Considerations (2 points)

Item 730 “Credit for Operational Considerations (COC)” evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

Operational Considerations	Earned Credit	Credit Available
Standard Operating Procedures The department should have established SOPs for fire department general emergency operations	50	50
Incident Management Systems The department should use an established incident management system (IMS)	50	50
Operational Considerations total:	100	100

Item 730 “Credit for Operational Considerations (COC)” = 2.00 points

Water Supply

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	Earned Credit	Credit Available
616. Credit for Supply System	29.83	30
621. Credit for Hydrants	3.00	3
631. Credit for Inspection and Flow Testing	5.60	7
Item 640. Credit for Water Supply:	38.43	40

Item 616 – Credit for Supply System (30 points)

The first item reviewed is Item 616 “Credit for Supply System (CSS)”. This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

Item 616 “Credit for Supply System (CSS)” = 29.83 points

Item 621 – Credit for Hydrants (3 points)

The second item reviewed is Item 621 “Credit for Hydrants (CH)”. This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 710 hydrants in the graded area.

620. Hydrants, - Size, Type and Installation	Number of Hydrants
A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ - inch outlets	710
B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel	0
C./D. With only a 2½ -inch outlet or with less than a 6 -inch branch	0
E./F. Flush Type, Cistern, or Suction Point	0

Item 621 “Credit for Hydrants (CH)” = 3.00 points

Item 630 – Credit for Inspection and Flow Testing (7 points)

The third item reviewed is Item 630 “Credit for Inspection and Flow Testing (CIT)”. This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

Frequency of Inspection (FI): Average interval between the 3 most recent inspections.

Frequency	Points
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

Note: The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

Total points for Inspections = 3.20 points

Frequency of Fire Flow Testing (FF): Average interval between the 3 most recent inspections.

Frequency	Points
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

Total points for Fire Flow Testing = 2.40 points

Item 631 “Credit for Inspection and Fire Flow Testing (CIT)” = 5.60 points

Divergence = -9.05

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

Community Risk Reduction

	Earned Credit	Credit Available
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	1.61	2.2
1033. Credit for Public Fire Safety Education (CFSE)	1.71	2.2
1044. Credit for Fire Investigation Programs (CIP)	0.98	1.1
Item 1050. Credit for Community Risk Reduction	4.30	5.50

Item 1025 – Credit for Fire Prevention Code Adoption and Enforcement (2.2 points)	Earned Credit	Credit Available
Fire Prevention Code Regulations (PCR) Evaluation of fire prevention code regulations in effect.	1.06	10
Fire Prevention Staffing (PS) Evaluation of staffing for fire prevention activities.	8.00	8
Fire Prevention Certification and Training (PCT) Evaluation of the certification and training of fire prevention code enforcement personnel.	4.25	6
Fire Prevention Programs (PCP) Evaluation of fire prevention programs.	16.00	16
Review of Fire Prevention Code and Enforcement (CPCE) subtotal:	29.31	40

Item 1033 – Credit for Public Fire Safety Education (2.2 points)	Earned Credit	Credit Available
Public Fire Safety Educators Qualifications and Training (FSQT) Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	7.00	10
Public Fire Safety Education Programs (FSP) Evaluation of programs for public fire safety education.	24.00	30
Review of Public Safety Education Programs (CFSE) subtotal:	31.00	40

Item 1044 – Credit for Fire Investigation Programs (1.1 points)	Earned Credit	Credit Available
Fire Investigation Organization and Staffing (IOS) Evaluation of organization and staffing for fire investigations.	8.00	8
Fire Investigator Certification and Training (IQT) Evaluation of fire investigator certification and training.	3.90	6
Use of National Fire Incident Reporting System (IRS) Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	6.00	6
Review of Fire Investigation Programs (CIP) subtotal:	17.90	20

Summary of PPC Review
for
Holmen FPSA

FSRS Item	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	3.00	3
422. Credit for Telecommunicators	2.80	4
432. Credit for Dispatch Circuits	1.13	3
440. Credit for Emergency Communications	6.93	10
Fire Department		
513. Credit for Engine Companies	4.00	6
523. Credit for Reserve Pumpers	0.00	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	1.29	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	5.22	10
571. Credit for Company Personnel	6.20	15
581. Credit for Training	3.70	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	25.41	50
Water Supply		
616. Credit for Supply System	29.83	30
621. Credit for Hydrants	3.00	3
631. Credit for Inspection and Flow Testing	5.60	7
640. Credit for Water Supply	38.43	40
Divergence	-9.05	--
1050. Community Risk Reduction	4.30	5.50
Total Credit	66.02	105.5

Final Community Classification = 04/4Y