



# Holmen Area Fire Department

## FIRE BOARD

## AGENDA

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

**Date/Time:** Tuesday December 17, 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 **December 17, 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. 11/18/2024
- 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. November 2024 Incident/Activity Report
  - b. Fire Administration Report
  - c. Staffing/Personnel Updates
  - d. Fleet update
  - e. General
- 8.) Fire Station Study



[www.holmenfire.com](http://www.holmenfire.com)

9.) Training Plan

10.) 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)(b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, and the taking of formal action on any such matter; provided that the public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. To Wit:

a. Consideration and possible action regarding a potential violation of Fire Department Policy by a Fire Department Employee.

Note: The person whom this action concerns has the right to demand that the evidentiary hearing or meeting in which final action may be taken shall be held in open session.

11.) Reconvene in Open Session

12.) Reservation of right for action and/or recommendation on Closed Session item(s)

13.) Announcement and Future Agenda Items

14.) Next Regular Meeting – 01/21/2025

15.) Adjourn



Date Notice Emailed: 12/13/2024

Notices Posted: 12/13/2024

**Notices Emailed To:**

| <b>Holmen Are Fire Assoc. Board</b>  | <b>Town/Village</b>    | <b>Media</b>          | <b>Posted</b>      |
|--------------------------------------|------------------------|-----------------------|--------------------|
| 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 – November 18th, 2024

Jeff Herlitzke called the Holmen Area Fire District meeting to order at 6:30 pm on November 18<sup>th</sup>, 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:** None

**Also Present:** Ryan Ostreng (Fire Chief)

**Guests:** None

**Pledge of Allegiance Recited****Approval of Meeting Minutes:**

Motion by Hauser to accept the minutes of December 8<sup>th</sup> and the 15<sup>th</sup>. Second by Jorstad. Motion carried unanimously.

**Resident or Employee Concerns/Comments:**

None.

**Financial Review:**

Treasure Jorstad provided a brief overview of the current financial status of the fire department. The board reviewed the current budget sheets in detail. Jorstad highlighted a few areas the department was over budget for the year. Specifically, he highlighted conventions and conferences and building repairs. Chief Ostreng explained that the recent financial sheets provided had changed to separate operational expenditures versus capital expenditures. Chief Ostreng stated that the department was a little over 82% of the total budget for the year. Chief Ostreng explained that the primary reason for the budget being off was that the department wasn't fully staffed all year. Jorstad asked if the Chief anticipated any large expenses in the coming weeks. Chief Ostreng explained he was confident in the overall budget.

The board reviewed check detail. Elam noted a check to Overhead Door, and asked if one of the garage doors broke down. The board discussed accounting for a manual way to open the door in the future should an emergency necessitate it.

**Wisconsin DNR FFP Grant:**

Chief Ostreng reminded the board of what the grant was for and noted the board had previously discussed the grant. Chief Ostreng also explained the requirements of the grant, and the requirement to provide quotes if purchases were made to other vendors other than

## **DRAFT MINUTES**

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

the Wisconsin DNR. Jorstad motioned for the approval of the invoice to Fire Safety USA for a total amount of \$7,679.95. Second by Elam. Motion carried unanimously.

#### **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 had its faulty twister knob replaced by Reliant Fire Apparatus, but there might still be an issue with the motherboard the knob is communicating with. Chief Ostreng stated Engine 1 is currently in service but the department has a lack of trust in the vehicle given all its issues. The board continued to voice their continued frustration for the issues with Engine 1 and its ongoing issues. Herlitzke stated that the Chief should consider getting compensated by the vendor for the total amount of time the truck has been out of commission. The board discussed the possibility of looking at other vendors in the future should the issues not be resolved. Department staff gave their opinions of the current fire trucks available and explained that Pierce was the best vendor despite the current issues with Engine 1. Department staff highlighted that La Crosse was having the same issue with the same model of truck from Reliant Fire Apparatus. Chief Ostreng stated that he would look into the issue further.

Chief Ostreng stated that the leak in the administration office reappeared and it required the removal of some carpet due to water damage. Chief Ostreng stated he purchased some plastic extensions to try to get the water away from that area of the roof faster.

Chief Ostreng updated the board on recent training and highlighted the switch to use more digital paperwork in coordination with tri-state.

#### **Fire Commission Report:**

Chief Ostreng stated there was nothing to report and that the commission would meet again in January.

#### **Future Fire Station Study:**

Chief Ostreng stated that nothing had occurred yet but a meeting was coming up on Wednesday the 20<sup>th</sup>.

#### **Command Vehicle Replacement Status:**

Chief Ostreng stated that department should see the vehicle towards the end of February 2025.

#### **ISO Public Protection Classification Summary Report:**

Chief Ostreng gave a brief overview of what the report was, who provided it, and why it was important. Chief Ostreng stated that our classification was close to the next tier and he didn't believe it would be a lot of work to achieve that. Chief Ostreng highlighted that if the

## **DRAFT MINUTES**

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

department was able to improve its classification that insurance rates would likely decrease. Chief Ostreng highlighted that the future fire station study should also help improve our classification for the next time this report is ran. Chief Ostreng stated that the department would do it's best to maintain training, but that the department was currently underfunded to hit a lot of the goals outlined in the report. Hauser asked when the department would need another evaluation. Chief Ostreng explained the requirements and stated that it would most likely be in 4 years.

#### **Announcement and Future Agent Items:**

None.

#### **Adjourn:**

Motion to adjourn Hauser/Jorstad. Motion carried unanimously.

Minutes by Travis E. Elam, Secretary

10:34 AM  
12/06/24  
Cash Basis

HOLMEN AREA FIRE DEPARTMENT  
Profit & Loss  
January 1 through December 14, 2024

|                                 | Jan 1 - Dec 14, 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                 | 1,290.27           |
| Income-Interest-Special         | 12,498.01          |
| Donations/Grants                | 2,634.03           |
|                                 | <hr/>              |
| Total Income                    | 1,886,591.11       |
| Expense                         |                    |
| CAPITAL EXPENDITURES            |                    |
| 2% Fire Protection Equipment Ex | 23,424.80          |
| Building -Capital Expenditures  | 4,230.41           |
| EMS-Capital Expenditures        | 5,893.31           |
| Fire-Capital Expenditures       | 7,435.00           |
|                                 | <hr/>              |
| Total CAPITAL EXPENDITURES      | 40,983.52          |
| OPERATIONAL EXPENDITURES        |                    |
| Wages                           |                    |
| SALARY/WAGES EXPENSE            |                    |
| Employee Benefit Health         | 149,263.30         |
| Employee Retirement Career      | 136,276.20         |
| Insurance-Life                  | 1,363.26           |
| Insurance-Work-Comp             | 28,257.71          |
| Officer Salary                  | 98,923.11          |
| Salary                          | 668,691.87         |
| Salary -OT                      | 213,597.51         |
| Acting Pay                      | 1,090.00           |
| FLSA                            | 9,583.75           |
| Holiday Pay                     | 33,179.04          |
| Parttime Wages                  | 2,413.10           |
| Payroll-Tax Expense             | 75,955.42          |
| Capital Wage Reimbursement      | 36,000.00          |
| SALARY/WAGES EXPENSE - Other    | 4,169.38           |
|                                 | <hr/>              |
| Total SALARY/WAGES EXPENSE      | 1,458,763.65       |
| Total Wages                     | 1,458,763.65       |
| BUILDING                        |                    |
| Building Maintenance/Repair     | 4,559.45           |
| Grounds Maintenance             | 1,393.32           |
| Supplies                        | 3,455.98           |
|                                 | <hr/>              |
| Total BUILDING                  | 9,408.75           |
| EMS                             |                    |
| Lease/Air/Oxygen                | 1,153.56           |
| Replacement-EMS                 | 510.05             |
| Supplies                        | 2,489.65           |
| Training                        | 153.00             |
|                                 | <hr/>              |
| Total EMS                       | 4,306.26           |
| FIRE                            |                    |
| Professional Dues/Licenses      | 350.00             |
| Fire Prevention/Pub Education   | 710.63             |
| Batteries                       | 134.58             |
| Conventions/Conferences         | 3,603.01           |
| Physicals                       | 2,352.00           |
| Repairs & Maintenance           | 4,006.18           |
| Replacement -Fire               | 1,808.01           |
| Supplies                        | 3,047.01           |
| Testing/Insp                    | 604.75             |
| Training                        | 1,547.07           |

10:34 AM  
12/06/24  
Cash Basis

HOLMEN AREA FIRE DEPARTMENT  
**Profit & Loss**  
January 1 through December 14, 2024

|                                 | Jan 1 - Dec 14, 24 |
|---------------------------------|--------------------|
| Uniform Clothing                | 12,292.41          |
| Total FIRE                      | 30,455.65          |
| INSURANCE                       |                    |
| Insurance-General               | 16,204.00          |
| Total INSURANCE                 | 16,204.00          |
| OFFICE                          |                    |
| Consulting                      | 0.00               |
| Human Resources/Business Suppor | 12,578.70          |
| Accounting Services             | 9,125.00           |
| Attorney/Support                | -402.50            |
| Computer Maintenance            | 12,065.37          |
| Office Software                 | 13,833.90          |
| Office Supplies                 | 2,662.02           |
| Postage                         | 136.00             |
| Telephone/Cell-Phones/Internet  | 5,992.05           |
| OFFICE - Other                  | 991.03             |
| Total OFFICE                    | 56,981.57          |
| UTILITIES                       |                    |
| Electricity                     | 9,679.23           |
| Water/Sewer/Runoff              | 3,298.13           |
| Total UTILITIES                 | 12,977.36          |
| VEHICLES                        |                    |
| Fuel                            | 9,847.82           |
| Repairs & Maintenance           | 5,385.08           |
| Testing/Inspection              | 14.98              |
| Tire Replacement                | 2,360.33           |
| Total VEHICLES                  | 17,608.21          |
| Total OPERATIONAL EXPENDITURES  | 1,606,705.45       |
| Total Expense                   | 1,647,688.97       |
| Net Ordinary Income             | 238,902.14         |
| Net Income                      | 238,902.14         |

**HOLMEN AREA FIRE DEPARTMENT**  
**Profit & Loss**  
 January through November 2024

|                                     | Jan - Nov 24 |
|-------------------------------------|--------------|
| <b>Ordinary Income/Expense</b>      |              |
| <b>Income</b>                       |              |
| 2% Fire Protection Equipmnet        | 85,107.60    |
| Income-Budget                       | 1,735,061.20 |
| Capital /Reserve Income             | 50,000.00    |
| Income-Interest                     | 1,290.27     |
| Income-Interest-Special             | 12,498.01    |
| Donations/Grants                    | 2,634.03     |
|                                     | 1,886,591.11 |
| <b>Total Income</b>                 |              |
| <b>Expense</b>                      |              |
| <b>CAPITAL EXPENDITURES</b>         |              |
| 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     |
|                                     | 40,145.72    |
| <b>Total CAPITAL EXPENDITURES</b>   |              |
| <b>OPERATIONAL EXPENDITURES</b>     |              |
| <b>Wages</b>                        |              |
| <b>SALARY/WAGES EXPENSE</b>         |              |
| Employee Benefit Health             | 149,263.30   |
| Employee Retirement Career          | 136,276.20   |
| Insurance-Life                      | 1,237.50     |
| Insurance-Work-Comp                 | 13,679.21    |
| Officer Salary                      | 94,961.57    |
| Salary                              | 642,857.15   |
| Salary -OT                          | 202,453.83   |
| Acting Pay                          | 1,080.00     |
| FLSA                                | 9,583.75     |
| Holiday Pay                         | 26,760.48    |
| Parttime Wages                      | 2,413.10     |
| Payroll-Tax Expense                 | 72,331.76    |
| Capital Wage Reimbursement          | 36,000.00    |
| <b>SALARY/WAGES EXPENSE - Other</b> | 4,169.38     |
|                                     | 1,393,067.23 |
| <b>Total SALARY/WAGES EXPENSE</b>   |              |
| <b>Total Wages</b>                  | 1,393,067.23 |
| <b>BUILDING</b>                     |              |
| Building Maintenance/Repair         | 3,907.45     |
| Grounds Maintenance                 | 1,393.32     |
| Supplies                            | 3,101.06     |
|                                     | 8,401.83     |
| <b>Total BUILDING</b>               |              |
| <b>EMS</b>                          |              |
| Lease/Air/Oxygen                    | 1,153.56     |
| Replacement-EMS                     | 477.26       |
| Supplies                            | 2,428.66     |
| Training                            | 153.00       |
|                                     | 4,212.48     |
| <b>Total EMS</b>                    |              |
| <b>FIRE</b>                         |              |
| 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     |

10:33 AM  
12/06/24  
Cash Basis

**HOLMEN AREA FIRE DEPARTMENT**  
**Profit & Loss**  
January through November 2024

|                                       | <u>Jan - Nov 24</u> |
|---------------------------------------|---------------------|
| Uniform Clothing                      | 11,691.75           |
| <b>Total FIRE</b>                     | <b>29,190.61</b>    |
| <b>INSURANCE</b>                      |                     |
| Insurance-General                     | 16,204.00           |
| <b>Total INSURANCE</b>                | <b>16,204.00</b>    |
| <b>OFFICE</b>                         |                     |
| 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                       | 13,783.90           |
| Office Supplies                       | 2,154.08            |
| Postage                               | 136.00              |
| Telephone/Cell-Phones/Internet        | 5,770.17            |
| OFFICE - Other                        | 991.03              |
| <b>Total OFFICE</b>                   | <b>55,501.75</b>    |
| <b>UTILITIES</b>                      |                     |
| Electricity                           | 9,679.23            |
| Water/Sewer/Runoff                    | 3,298.13            |
| <b>Total UTILITIES</b>                | <b>12,977.36</b>    |
| <b>VEHICLES</b>                       |                     |
| Fuel                                  | 9,847.82            |
| Repairs & Maintenance                 | 5,253.78            |
| Testing/Inspection                    | 14.98               |
| Tire Replacement                      | 2,360.33            |
| <b>Total VEHICLES</b>                 | <b>17,476.91</b>    |
| <b>Total OPERATIONAL EXPENDITURES</b> | <b>1,537,032.17</b> |
| <b>Total Expense</b>                  | <b>1,577,177.89</b> |
| <b>Net Ordinary Income</b>            | <b>309,413.22</b>   |
| <b>Net Income</b>                     | <b>309,413.22</b>   |

**HOLMEN AREA FIRE DEPARTMENT**  
**Balance Sheet**  
 As of November 30, 2024

|                                       | Nov 30, 24        |
|---------------------------------------|-------------------|
| <b>ASSETS</b>                         |                   |
| Current Assets                        |                   |
| Checking/Savings                      |                   |
| Park Bank                             |                   |
| Park Bank Checking                    | 534,821.13        |
| Total Park Bank                       | 534,821.13        |
| LGIP-General Capital Savings          |                   |
| LGIP- Capital Savings                 | 42,888.07         |
| LGIP -Operational Checking            | 1.92              |
| LGIP-2% Dues Savings                  | 230,092.00        |
| LGIP-Scholarship Fund                 | 0.37              |
| LGIP- Special Events/Donations        | 24,723.71         |
| Total LGIP-General Capital Savings    | 297,706.07        |
| Total Checking/Savings                | 832,527.20        |
| Total Current Assets                  | 832,527.20        |
| <b>TOTAL ASSETS</b>                   | <b>832,527.20</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                   |
| Liabilities                           |                   |
| Current Liabilities                   |                   |
| Other Current Liabilities             |                   |
| WI State Income tax payable           | 3,909.21          |
| Life Insurance Payable EE             | 16.46             |
| WI Retirement Payable                 | 8,617.58          |
| Union Dues Payable                    | 1,770.79          |
| Total Other Current Liabilities       | 14,314.04         |
| Total Current Liabilities             | 14,314.04         |
| Long Term Liabilities                 |                   |
| Future Sick Pay Payable               | 36,000.00         |
| Total Long Term Liabilities           | 36,000.00         |
| Total Liabilities                     | 50,314.04         |
| Equity                                |                   |
| Retained Earnings                     | 472,799.94        |
| Net Income                            | 309,413.22        |
| Total Equity                          | 782,213.16        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>832,527.20</b> |

**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                     | 1,290.27            |                     |                    |               |
| Income-Interest-Special             | 12,498.01           |                     |                    |               |
| Donations/Grants                    | 2,634.03            |                     |                    |               |
| <b>Total Income</b>                 | <b>1,886,591.11</b> | <b>1,855,061.20</b> | <b>31,529.91</b>   | <b>101.7%</b> |
| Expense                             |                     |                     |                    |               |
| <b>CAPITAL EXPENDITURES</b>         |                     |                     |                    |               |
| 2% Fire Protection Equipment Ex     | 23,424.80           | 10,000.00           | 13,424.80          | 234.2%        |
| Building -Capital Expenditures      | 4,230.41            | 20,000.00           | -15,769.59         | 21.2%         |
| EMS-Capital Expenditures            | 5,893.31            | 10,000.00           | -4,106.69          | 58.9%         |
| Fire-Capital Expenditures           | 7,435.00            | 20,000.00           | -12,565.00         | 37.2%         |
| <b>Total CAPITAL EXPENDITURES</b>   | <b>40,983.52</b>    | <b>60,000.00</b>    | <b>-19,016.48</b>  | <b>68.3%</b>  |
| <b>OPERATIONAL EXPENDITURES</b>     |                     |                     |                    |               |
| Wages                               |                     |                     |                    |               |
| <b>SALARY/WAGES EXPENSE</b>         |                     |                     |                    |               |
| Employee Benefit Health             | 149,263.30          | 198,658.20          | -49,394.90         | 75.1%         |
| Employee Retirement Career          | 154,327.95          | 140,292.10          | 14,035.85          | 110.0%        |
| Insurance-DWD Compensation          | 0.00                | 5,203.37            | -5,203.37          | 0.0%          |
| Insurance-Life                      | 1,363.26            | 3,592.46            | -2,229.20          | 37.9%         |
| Insurance-Work-Comp                 | 28,257.71           | 30,000.00           | -1,742.29          | 94.2%         |
| Officer Salary                      | 98,923.11           | 105,000.00          | -6,076.89          | 94.2%         |
| Salary                              | 668,691.87          | 793,113.48          | -124,421.61        | 84.3%         |
| Salary -OT                          | 213,597.51          | 132,142.86          | 81,454.65          | 161.6%        |
| Acting Pay                          | 1,090.00            | 1,260.00            | -170.00            | 86.5%         |
| FLSA                                | 9,583.75            | 20,827.56           | -11,243.81         | 46.0%         |
| Holiday Pay                         | 33,179.04           | 35,951.57           | -2,772.53          | 92.3%         |
| Parttime Wages                      | 2,413.10            | 10,000.00           | -7,586.90          | 24.1%         |
| Payroll-Tax Expense                 | 75,955.42           | 84,019.60           | -8,064.18          | 90.4%         |
| Capital Wage Reimbursement          | 36,000.00           | 36,000.00           | 0.00               | 100.0%        |
| <b>SALARY/WAGES EXPENSE - Other</b> | <b>4,169.38</b>     | <b>36,000.00</b>    | <b>0.00</b>        | <b>100.0%</b> |
| <b>Total SALARY/WAGES EXPENSE</b>   | <b>1,476,815.40</b> | <b>1,596,061.20</b> | <b>-119,245.80</b> | <b>92.5%</b>  |
| <b>Total Wages</b>                  | <b>1,476,815.40</b> | <b>1,596,061.20</b> | <b>-119,245.80</b> | <b>92.5%</b>  |
| <b>BUILDING</b>                     |                     |                     |                    |               |
| Building Maintenance/Repair         | 4,559.45            | 3,000.00            | 1,559.45           | 152.0%        |
| Grounds Maintenance                 | 1,393.32            | 3,000.00            | -1,606.68          | 46.4%         |
| Supplies                            | 3,455.98            | 2,500.00            | 955.98             | 138.2%        |

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

|                                  | Jan - Dec 24 | Budget    | \$ Over Budget | % of Budget |
|----------------------------------|--------------|-----------|----------------|-------------|
| <b>Total BUILDING</b>            | 9,408.75     | 8,500.00  | 908.75         | 110.7%      |
| <b>EMS</b>                       |              |           |                |             |
| Lease/Air/Oxygen                 | 1,153.56     | 650.00    | 503.56         | 177.5%      |
| Repairs & Maintenance            | 0.00         | 250.00    | -250.00        | 0.0%        |
| Replacement-EMS                  | 510.05       | 600.00    | -89.95         | 85.0%       |
| Supplies                         | 2,489.65     | 4,000.00  | -1,510.35      | 62.2%       |
| Training                         | 153.00       | 1,000.00  | -847.00        | 15.3%       |
| <b>Total EMS</b>                 | 4,306.26     | 6,500.00  | -2,193.74      | 66.3%       |
| <b>FIRE</b>                      |              |           |                |             |
| 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          | 3,603.01     | 2,500.00  | 1,103.01       | 144.1%      |
| 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                     | 604.75       | 1,000.00  | -395.25        | 60.5%       |
| Training                         | 1,547.07     | 5,000.00  | -3,452.93      | 30.9%       |
| Uniform Clothing                 | 12,292.41    | 15,000.00 | -2,707.59      | 81.9%       |
| <b>Total FIRE</b>                | 30,455.65    | 40,300.00 | -9,844.35      | 75.6%       |
| <b>INSURANCE</b>                 |              |           |                |             |
| Insurance-General                | 16,204.00    | 14,000.00 | 2,204.00       | 115.7%      |
| <b>Total INSURANCE</b>           | 16,204.00    | 14,000.00 | 2,204.00       | 115.7%      |
| <b>OFFICE</b>                    |              |           |                |             |
| Consulting                       | 0.00         |           |                |             |
| Human Resources/Business Support | 12,578.70    | 15,000.00 | -2,421.30      | 83.9%       |
| Accounting Services              | 9,125.00     | 9,000.00  | 125.00         | 101.4%      |
| 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                  | 13,833.90    | 18,000.00 | -4,166.10      | 76.9%       |
| Office Supplies                  | 2,662.02     | 1,000.00  | 1,662.02       | 266.2%      |
| Postage                          | 136.00       | 200.00    | -64.00         | 68.0%       |
| Telephone/Cell-Phones/Internet   | 6,245.13     | 9,000.00  | -2,754.87      | 69.4%       |
| <b>OFFICE - Other</b>            | 991.03       |           |                |             |
| <b>Total OFFICE</b>              | 57,234.65    | 65,200.00 | -7,965.35      | 87.8%       |
| <b>UTILITIES</b>                 |              |           |                |             |
| Electricity                      | 9,679.23     | 14,000.00 | -4,320.77      | 69.1%       |
| 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 |
|---------------------------------------|--------------|--------------|----------------|-------------|
| <b>Total UTILITIES</b>                | 12,977.36    | 19,500.00    | -6,522.64      | 66.6%       |
| <b>VEHICLES</b>                       |              |              |                |             |
| Fuel                                  | 9,847.82     | 25,000.00    | -15,152.18     | 39.4%       |
| Repairs & Maintenance                 | 5,385.08     | 15,000.00    | -9,614.92      | 35.9%       |
| Testing/Inspection                    | 14.98        | 1,000.00     | -985.02        | 1.5%        |
| Tire Replacement                      | 2,360.33     | 4,000.00     | -1,639.67      | 59.0%       |
| <b>Total VEHICLES</b>                 | 17,608.21    | 45,000.00    | -27,391.79     | 39.1%       |
| <b>Total OPERATIONAL EXPENDITURES</b> | 1,625,010.28 | 1,795,061.20 | -170,050.92    | 90.5%       |
| <b>Total Expense</b>                  | 1,665,993.80 | 1,855,061.20 | -189,067.40    | 89.8%       |
| <b>Net Ordinary Income</b>            | 220,597.31   | 0.00         | 220,597.31     | 100.0%      |
| <b>Net Income</b>                     | 220,597.31   | 0.00         | 220,597.31     | 100.0%      |

HOLMEN AREA FIRE DEPARTMENT  
 Check Detail  
 December 9, 2024

8:50 AM  
 12/06/24

| Type  | Num   | Date       | Name                 | Item  | Account            | Paid Amount                 | Original Amount          |
|-------|-------|------------|----------------------|---|--------------------|-----------------------------|--------------------------|
| Check | 17443 | 12/09/2024 | Bernies Equipment... |   | Park Bank Checking |                             | -31.80                   |
| TOTAL |       |            |                      | Supplies  |                    | -31.80                      | 31.80                    |
| Check | 17444 | 12/09/2024 | Bound Tree Medica... |   | Park Bank Checking |                             | -330.54                  |
| TOTAL |       |            |                      | EMS-Capital Expen...<br>EMS-Capital Expen...<br>Replacement-EMS |                    | -267.96<br>-29.79<br>-32.79 | 267.96<br>29.79<br>32.79 |
| Check | 17445 | 12/09/2024 | Coaches Corner S...  |   | Park Bank Checking |                             | -147.00                  |
| TOTAL |       |            |                      | Uniform Clothing  |                    | -147.00                     | 147.00                   |
| Check | 17446 | 12/09/2024 | CITY OF LA CROSSE    |   | Park Bank Checking |                             | -464.00                  |
| TOTAL |       |            |                      | Testing/Insp  |                    | -464.00                     | 464.00                   |
| Check | 17447 | 12/09/2024 | EMC INSURANCE ...    |   | Park Bank Checking |                             | -14,578.50               |
| TOTAL |       |            |                      | Insurance-Work-Co...  |                    | -14,578.50                  | 14,578.50                |
| Check | 17448 | 12/09/2024 | ENGELSON & ASS...    |   | Park Bank Checking |                             | -700.00                  |
| TOTAL |       |            |                      | Accounting Services   |                    | -700.00                     | 700.00                   |
| Check | 17449 | 12/09/2024 | HENRY SCHEIN INC     |   | Park Bank Checking |                             | -446.08                  |
| TOTAL |       |            |                      | EMS-Capital Expen...<br>Supplies<br>EMS-Capital Expen...        |                    | -360.00<br>-60.99<br>-25.09 | 360.00<br>60.99<br>25.09 |

HOLMEN AREA FIRE DEPARTMENT  
 Check Detail  
 December 9, 2024

8:50 AM  
 12/06/24

| Type            | Num   | Date       | Name                | Item | Account                 | Paid Amount | Original Amount |
|-----------------|-------|------------|---------------------|------|-------------------------|-------------|-----------------|
| TOTAL           |       |            |                     |      |                         | -446.08     | 446.08          |
| Liability Check | 17450 | 12/09/2024 | SECURIAN LIFE IN... |      | Park Bank Checking      | -158.68     | -158.68         |
|                 |       |            |                     |      | Insurance-Life          | -125.76     | 125.76          |
|                 |       |            |                     |      | Life Insurance Paya...  | -32.92      | 32.92           |
| TOTAL           |       |            |                     |      |                         | -158.68     | 158.68          |
| Check           | 17451 | 12/09/2024 | SIGNAL SYSTEMS,...  |      | Park Bank Checking      | -328.00     | -328.00         |
|                 |       |            |                     |      | Building Maintenanc...  | -328.00     | 328.00          |
| TOTAL           |       |            |                     |      |                         | -328.00     | 328.00          |
| Check           | 17452 | 12/09/2024 | VISA                |      | Park Bank Checking      | -1,993.24   | -1,993.24       |
|                 |       |            |                     |      | Telephone/Cell-Pho...   | -221.88     | 221.88          |
|                 |       |            |                     |      | Conventions/Confer...   | -190.00     | 190.00          |
|                 |       |            |                     |      | Supplies                | -323.12     | 323.12          |
|                 |       |            |                     |      | Office Supplies         | -507.94     | 507.94          |
|                 |       |            |                     |      | Building -Capital Ex... | -154.96     | 154.96          |
|                 |       |            |                     |      | Repairs & Maintena...   | -131.30     | 131.30          |
|                 |       |            |                     |      | Uniform Clothing        | -453.66     | 453.66          |
|                 |       |            |                     |      | Training                | -10.38      | 10.38           |
| TOTAL           |       |            |                     |      |                         | -1,993.24   | 1,993.24        |
| Check           | 17453 | 12/09/2024 | VISION DESIGN G...  |      | Park Bank Checking      | -50.00      | -50.00          |
|                 |       |            |                     |      | Office Software         | -50.00      | 50.00           |
| TOTAL           |       |            |                     |      |                         | -50.00      | 50.00           |
| Check           | 17454 | 12/09/2024 | ZIEGLER HEATING...  |      | Park Bank Checking      | -324.00     | -324.00         |
|                 |       |            |                     |      | Building Maintenanc...  | -290.00     | 290.00          |
|                 |       |            |                     |      | Building Maintenanc...  | -34.00      | 34.00           |
| TOTAL           |       |            |                     |      |                         | -324.00     | 324.00          |
| Liability Check | 17455 | 12/09/2024 | LACROSSE AREA ...   |      | Park Bank Checking      | -1,210.08   | -1,210.08       |

8:50 AM  
12/06/24

HOLMEN AREA FIRE DEPARTMENT  
Check Detail  
December 9, 2024

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| Type  | Num | Date | Name | Item | Account            | Paid Amount | Original Amount |
|-------|-----|------|------|------|--------------------|-------------|-----------------|
|       |     |      |      |      | Union Dues Payable | -1,210.08   | 1,210.08        |
| TOTAL |     |      |      |      |                    | -1,210.08   | 1,210.08        |



# Memo

**To:** Fire Board

**From:** Ryan Ostreng

**cc:**

**Date:** December 09, 2024

**Re:** EMC Workers Compensation Insurance Policy

---

HAFD has typically been paying the minimum monthly amount due to EMC Insurance Companies for our Workers Compensation insurance policy to spread the cost across the entire budget year. But for this monthly invoice, the check was cut for the remaining total amount of \$14,578.50. As the invoice was already overdue for payment, I requested and received permission from Board Director Herlitzke to send payment as is and avoid the policy cancellation process. The invoice is attached for your reference.



NOV 21 REC'D

# BILLING NOTICE

| INVOICE  | DUE DATE |
|----------|----------|
| 24320009 | 12/05/24 |

HOLMEN AREA FIRE DEPT  
 710 S MAIN ST  
 HOLMEN WI 54636-9631

NOTICE ISSUE DATE: 11/15/24  
 RE: POLICY # 5H74719  
 EFFECTIVE DATE: 10/25/24  
 EXPIRATION DATE: 10/25/25

Premium is due on your Workers Compensation policy. Please remit the amount due by the DUE DATE. Prompt payment will avoid further notices. If total payment has been made please disregard this notice.

## BILLING INFORMATION

|                   |                 |
|-------------------|-----------------|
| PRIOR BALANCE:    | 19438.00        |
| POLICY CHANGES:   | 0.00            |
| PAYMENT RECEIVED: | 4859.50         |
| POLICY BALANCE:   | <u>14578.50</u> |
| MINIMUM DUE:      | 1619.83         |

Pay online by eCheck at [www.emcinsurance.com](http://www.emcinsurance.com)

### For Policy and Coverage Questions Contact:

FLEIS INSURANCE AGENCY  
 1824 E MAIN ST  
 PO BOX 537  
 ONALASKA WI 54650-8756

### For Questions Regarding This Notice Contact:

EMC INSURANCE COMPANIES  
 ACCOUNTING DEPARTMENT  
 WISCONSIN WORKER'S COMPENSATION INSURANCE POOL  
 855-495-1800

PLEASE DETACH AND RETURN BOTTOM SECTION WITH PAYMENT, PAYABLE TO EMC INSURANCE COMPANIES. THANK YOU.

POLICY NUMBER: 5H74719  
 EFFECTIVE DATE: 10/25/24  
 NOTICE TYPE: INSTALLMENT  
 INVOICE NUMBER: 24320009

POLICY BALANCE: 14578.50  
 MINIMUM DUE: 1619.83  
 DUE DATE: 12/05/24

AMOUNT PAID: \_\_\_\_\_

**PAID**  
 12/09/2024  
 Check # 17447  
 \$14,578050

HOLMEN AREA FIRE DEPT  
 710 S MAIN ST  
 HOLMEN WI 54636-9631

EMC INSURANCE COMPANIES  
 P.O. BOX 78581  
 MILWAUKEE, WI 53278-8581

## 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         | 103         | -4          |
| DECEMBER     | 64         | -8         | 77          | 13        | 85          | 8         | 102         | 17        | 109         | 7          | 109         | 0         | 118         | 9          |             |             |
| <b>TOTAL</b> | <b>946</b> | <b>121</b> | <b>1001</b> | <b>55</b> | <b>1057</b> | <b>56</b> | <b>1052</b> | <b>-5</b> | <b>1249</b> | <b>176</b> | <b>1315</b> | <b>66</b> | <b>1286</b> | <b>-29</b> | <b>1040</b> | <b>-128</b> |

### CALL TYPES RESPONDED TO FOR NOVEMBER

| <u>INCIDENT TYPE</u>                                    | <u>TOTAL</u> |
|---|--------------|
| 1 - Fire  | 3            |
| 2 - Overpressure Rupture, Explosion, Overheat (No Fire) | 0            |
| 3 - Rescue & Emergency Medical Service Incident         | 78           |
| 4 - Hazardous Condition (No Fire)                       | 5            |
| 5 - Service Call  | 2            |
| 6 - Good Intent Call                                    | 8            |
| 7 - False Alarm & False Call                            | 7            |
| 8 - Severe Weather & Natural Disaster                   | 0            |
| 9 - Special Incident Type                               | 0            |
|   | <b>103</b>   |



# Holmen Area Fire Department

710 S Main St, Holmen, WI 54636

608-526-9363

www.holmenfire.com



ITEM 7a2

## HAFD Incidents by Municipality

Report Pulled On: 12/05/2024

| Incident Category                               | Total             |
|---|-------------------|
| <b>Municipality: City of Onalaska</b>           |                   |
| 1 - Fire  | 1                 |
| 6 - Good Intent Call                            | 1                 |
|   | <b>Total: 2</b>   |
| <b>Municipality: Town of Holland</b>            |                   |
| 1 - Fire  | 1                 |
| 3 - Rescue & Emergency Medical Service Incident | 12                |
| 6 - Good Intent Call                            | 1                 |
| 7 - False Alarm & False Call                    | 1                 |
|   | <b>Total: 15</b>  |
| <b>Municipality: Town of Onalaska</b>           |                   |
| 6 - Good Intent Call                            | 1                 |
|   | <b>Total: 1</b>   |
| <b>Municipality: Village of Holmen</b>          |                   |
| 1 - Fire  | 1                 |
| 3 - Rescue & Emergency Medical Service Incident | 66                |
| 4 - Hazardous Condition (No Fire)               | 5                 |
| 5 - Service Call                                | 2                 |
| 6 - Good Intent Call                            | 5                 |
| 7 - False Alarm & False Call                    | 6                 |
|   | <b>Total: 85</b>  |
|   | <b>Total: 103</b> |

### 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.

| OFD/HAFD/LCFD Jurisdictional Comparisons |               |                      |                           |                     |                                 |  |  |
|--|---------------|----------------------|---------------------------|---------------------|---------------------------------|--|--|
| Department                               | Population    | Square Miles Covered | Estimate 2024 Call Volume | Max. Daily Staffing | Max. Administrative Daily Staff | Max. Apparatus in Service Daily                        | Notes  |
| Onalaska                                 | 25,000        | 54                   | 2400                      | 6                   | 2                               | 2 - (1 Engine/Truck, 1 Rescue)                         | **Includes City and Town of Onalaska   |
| Holmen                                   | 17,000        | 55                   | 1100                      | 4                   | 1                               | 1 - (1 Pumper-Tender)                                  | **Includes Village of Holmen and Town of Holland   |
| <b>COMBINED</b>                          | <b>42,000</b> | <b>109</b>           | <b>3500</b>               | <b>10</b>           | <b>3</b>                        | <b>3 - (1 Engine/Truck, 1 Pumper/Tender, 1 Rescue)</b> | <b>**Includes City of Onalaska, Village of Holmen, Town of Onalaska, and Town of Holland</b> |
| La Crosse                                | 53,000        | 33                   | 9600                      | 27                  | 9                               | 9 - (4 Quint, 3 Rescue, 2 Engine)                      | **Includes City of La Crosse and Town of Medary  |



# Memo

**To:** Fire Board

**From:** Ryan Ostreng

**cc:**

**Date:** December 11, 2024

**Re:** Fire Station Study Four Minute Response Time Objective

---

As Five Bugles Design works on the HAFD Fire Department Facility Needs Assessment & Station Location Analysis; they will consider a 240 second (four minute) travel time in part of their analysis when looking at the existing fire station location within the HAFD jurisdiction and when identifying locations that would be ideal for additional fire stations. The 240 second response time is a benchmark as identified in the National Fire Protection Association's (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*. We will further discuss the importance of the 240 second response time objective as a best practice for structure fire and EMS response as we look to better serve the growing population of the HAFD jurisdiction. For your reference, I have attached a NPFA 1710 Fact Sheet that includes response objective benchmarks on page 2 of the document.



## KEY REQUIREMENTS FOR EMERGENCY SERVICES IN NFPA 1710

The minimum requirements for provision of emergency services by career fire departments can be found 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*.

NFPA 1710 addresses the structure and operation of organizations providing such services, which include fire suppression and other assigned emergency response responsibilities such as EMS and special operations.

The requirements intend to provide effective, efficient, and safe protective services to help prevent fires, reduce risk to lives and property, deal with incidents that occur, and help prepare for anticipated incidents.

The requirements are listed in NFPA 1710 for fire department service deployment based on the type of occupancy, along with the appropriate response staffing levels for each. The minimum staffing level for each occupancy is listed below. For the full breakdown of staffing requirements by position, refer to the subsections specific to each occupancy in 5.2.4.

### KEY REQUIREMENTS



**Occupancy Type:** Single-Family Dwelling  
**Deployment:** Minimum of 16 members or 17 if aerial device is used

The initial full alarm assignment to a structure fire in a typical 2000 ft<sup>2</sup> (186 m<sup>2</sup>), two-story, single-family dwelling without a basement and with no exposures must provide for a minimum of 16 members (17 if an aerial device is used).



**Occupancy Type:** Open-Air Strip Mall  
**Deployment:** Minimum of 27 members or 28 if aerial device is used

The initial full alarm assignment to a structure fire in a typical open-air strip shopping center ranging from 13,000 ft<sup>2</sup> to 196,000 ft<sup>2</sup> (1203 m<sup>2</sup> to 18,209 m<sup>2</sup>) in size must provide for a minimum of 27 members (28 if an aerial device is used).



**Occupancy Type:** Garden-Style Apartment  
**Deployment:** Minimum of 27 members or 28 if aerial device is used

The initial full alarm assignment to a structure fire in a typical 1200 ft<sup>2</sup> (111 m<sup>2</sup>) apartment within a three-story, garden-style apartment building must provide for a minimum of 27 members (28 if an aerial device is used).



**Occupancy Type:** High-Rise  
**Deployment:** Minimum of 42 members or 43 if building is equipped with fire pump

The initial full alarm assignment to a fire in a building with the highest floor greater than 75 ft (23 m) above the lowest level of fire department vehicle access must provide for a minimum of 42 members (43 if the building is equipped with a fire pump).



# KEY REQUIREMENTS FOR EMERGENCY SERVICES IN NFPA 1710 *CONTINUED*

## ADDITIONAL REQUIREMENTS

Fire departments that respond to fires in occupancies that present hazards greater than those found in 5.2.4 must deploy additional resources on the initial alarm as described in 5.2.4.6.

Even though fireground staffing levels have changed, NFPA 1710 continues to require that engine companies be staffed with a minimum of four on-duty members, as stated in 5.2.3. In addition, 5.2.2.2.1 requires that the fire department identify minimum company staffing levels as necessary to meet the deployment criteria required in 5.2.4 to ensure that a sufficient number of members are assigned, on duty, and available to safely and effectively respond with each company.

Additional changes to the 2020 edition of the standard include an update to the definition for *career fire department* and a clarification of how to determine if the department would fall under either NFPA 1710 or NFPA 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments*.

Several new definitions relating to geographic areas based on population density have been added and the number of responders needed based on the type of incident and tasks to accomplish has been included. New requirements have been added for mobile water supply tankers/tenders and deployment and training of incident safety officers. Also, material on wildland fire suppression has been expanded.

## RESPONSE OBJECTIVES

Documenting the benchmarks and response objectives that make up NFPA 1710 is crucial to capturing and tracking data that would be helpful in ensuring the necessary allocation of resources.

| Benchmarks                                 | Response Objectives                                     |
|--|---|
| Alarm answer                               | 15 sec 95% of the time<br>or<br>40 sec 99% of the time  |
| Alarm processing                           | 64 sec 95% of the time<br>or<br>106 sec 99% of the time |
| Turnout - Fire                             | 80 sec  |
| Turnout - EMS                              | 60 sec  |
| First-due engine                           | 240 sec (4 min)<br>90% of the time                      |
| Second-due engine                          | 360 sec (6 min)<br>90% of the time                      |
| Initial full alarm - Low/<br>medium hazard | 480 sec (8 min)<br>90% of the time                      |
| Initial full alarm - High hazard           | 610 sec (10 min 10 sec)<br>90% of the time              |

### Learn More

- ▶ Visit [nfpa.org/1710](https://nfpa.org/1710) for free digital access to the standard.
- ▶ Sign up on [nfpa.org/NFPA-Membership](https://nfpa.org/NFPA-Membership) to:
  - Get one-on-one help with your technical questions at [nfpa.org/tqs](https://nfpa.org/tqs)
  - Access exclusive content
  - Search content and connect with your peers to share information and answer questions on NFPA's online community at [nfpa.org/xchange](https://nfpa.org/xchange)



IT'S A BIG WORLD.  
LET'S PROTECT IT TOGETHER.®

This material contains some basic information about 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*. It identifies some of the requirements in these documents as of the date of publication. This material is not the official position of any NFPA Technical Committee on any referenced topic which is represented solely by the NFPA documents on such topic in their entirety. For free access to the complete and most current version of all NFPA documents, please go to [nfpa.org/docinfo](https://nfpa.org/docinfo). While every effort has been made to achieve a work of high quality, neither the NFPA nor the contributors to this material guarantee the accuracy or completeness of or assume any liability in connection with this information. Neither the NFPA nor the contributors shall be liable for any personal injury, property, or other damages of any nature whatsoever, whether special, indirect, consequential, or compensatory, directly or indirectly resulting from the publication, use of, or reliance upon this material. Neither the NFPA nor the contributors are attempting to render engineering or other professional services. If such services are required, the assistance of a professional should be sought.



# Memo

**To:** Fire Board

**From:** Ryan Ostreng

**cc:**

**Date:** December 15, 2024

**Re:** HAFD Draft 2025 January – June Six Month Training Plan

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Attached for your review is a DRAFT copy of the HAFD 2025 January – June Six Month Training Plan. This is the first effort of a coordinated department-wide training plan under my leadership with HAFD. We are starting out with a six-month plan to make it easier to evaluate and adjust our initial planning efforts with lessons learned as we move forward through the first half of 2025.

The purpose of this review by the Board is an initial view and the opportunity to ask and answer questions of this concerted training effort on the part of HAFD. Beyond being a guide for coordinated training and ensuring that we are satisfying the minimum required training hours; this plan will be used to inform the training portion of future budgets. No action on the part of the Board is required at this time.

**DRAFT COPY ONLY 12-15-2024**



**2025**

**January – June**

# **Six Month Training Plan**

**December XX, 2024**

Prepared By:

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Fire Chief Ryan Ostreng



# Introduction

The 2025 Holmen Area Fire Department (HAFD) Six Month Training Plan outlines the coordinated fire, EMS, rescue, specialty and community risk reduction trainings to be offered and completed for the first six months of 2025 by HAFD staff. This plan will meet the requirements found within the Wisconsin Department of Safety and Professional Services SPS 330, Fire Department Safety and Health Standards; and the Wisconsin Department of Health Services DHS 110, Emergency Medical Services Licensing, Certification, and Training Requirements.

This plan will be used to ensure that HAFD satisfies the minimum structure fire related training hours required by the Insurance Services Office (ISO) in concert with standards developed by the National Fire Protection Association (NFPA), requirements of the Occupational Safety and Health Administration (OSHA), requirements of the National Registry of Emergency Medical Technicians (NREMT), and training specific to locally identified risks that we could respond to within the communities that we serve.

This plan will be reviewed prior to the end of the first six months of 2025 for the training needs required to round out the remainder of the 2025 calendar year. As this plan is a living document, flexibility is required in its implementation as training opportunities, unplanned events, and newly identified local risks come to light through the year. The 2025 budgeted amount used for training will be in flux and may allow for the additional training opportunities to be funded, or require planned training opportunities to be cut as the fiscal year unfolds due to uncertainties that could impact the budget.

## ISO Requirement Summary

The Insurance Services Office (ISO) evaluates fire department structure fire related training as part of the assessment of a community's fire suppression capabilities. The latest ISO Public Protection Classification Summary Report shows HAFD needs to do a better job at coordinating department-wide training that satisfies ISO structure fire training requirements for an improved Community Classification. Following is a summary of the ISO requirements that will help drive this training plan:

1. Use of facilities (Drill tower, live fire training structure, 2-acre training area)





## 2025 January – June Six Month Training Plan

- a. 18 hours per year per firefighter in structure fire related subjects as outlined in NFPA 1001
2. Company training
  - a. 16 hours per firefighter per month in structure fire related subjects as outlined in NFPA 1001
3. Fire officers
  - a. Certification of all officers in accordance with the general criteria of NFPA 1021
  - b. 12 hours per year per officer of continuing education
4. New driver and operator training
  - a. 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451
5. Existing driver and operator training
  - a. 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451
6. Training on hazardous materials
  - a. 6-hour session per member per year for incidents involving hazardous materials in accordance with NFPA 472
7. Recruit training
  - a. 240 hours per recruit in the first year of structure fire related training in accordance with NFPA 1001
8. Building familiarization for pre-fire planning program
  - a. Conduct a pre-fire planning inspection of each commercial, industrial, institutional, and other similar structure once a year

# Monthly Training Plans

Following are the 2025 monthly training subject areas planned for January through June of 2025. The specific training outlines and materials are on the HAFD computer server and accessible to HAFD staff applicable to the scheduled training to be completed:





## 2025 January – June Six Month Training Plan



# MONTHLY TRAINING JANUARY 2025

### **EMS Training**

Target Solutions

Bloodborne Pathogen Safety 2189248

Hand ON

CPR Refresher CPR Refresher

Instructors-Will and Garrow

### **Fire Training**

The Art of Reading Smoke By Dave Dobson

Blue Card Communications

Size up videos are on Target Solutions

### **Rescue Training**

Ice Rescue- Instructors- Meinertz

### **Specialty Training**

FLIR- Thermal Imager

### **Community Risk Reduction**

Fire Inspections

Preplan selection to be coordinated between Captain and Chief at Officer Meeting

Building Preplan, to be presented to other shifts by June.





## 2025 January – June Six Month Training Plan



## MONTHLY TRAINING FEBRUARY 2025

### **EMS Training**

Target Solutions

Hypothermia Assessment and Treatment 861491

### **Fire Training**

Firefighter Survival/ RIC

### **Rescue Training**

Rapid Deployment Craft/ Winter Patient Transport and Care, **WHAT THREE WORDS**

### **Specialty Training**

Wildland Fire Training- WI DNR

### **Community Risk Reduction**

Preplan- Fire Training occupancy

Fire Training Inspections





## MONTHLY TRAINING MARCH 2025

### **EMS Training**

#### Target Solutions

Diabetic Emergencies- EMS Training Endocrine Emergencies 2540914

#### Hand On

Medication Administration/ Assisted Meds/ Protocol Review

### **Fire Training**

Master Streams

Blitz Attack

2.5 Deployments

### **Rescue Training**

Search and Rescue Training - Training Building

Coordinated Search and Small Area Search

### **Specialty Training**

HazMat operations Refresher- Recognition and Response (Target Solutions)

#### Hand On

Meter Review and Familiarization

Possible Contact Greg Temp For Refresher Contact Number 608-397-4447

### **Community Risk Reduction**

Preplan

Company Inspections





*MONTHLY TRAINING  
APRIL 2025*

**EMS Training**

Target Solutions

Respiratory System A and P- 1584

Respiratory Emergencies- 1585

Hands On

Advanced Airways

CPAP

**Fire Training**

Horizontal Standpipe/ First Line Deployment

**Rescue Training**

Elevator Rescue/ Operations    Contact Holmen School District

**Specialty Training**

Gas Line Emergencies and Response

**Community Risk Reduction**

Preplan

Fire Inspections





*MONTHLY TRAINING  
MAY 2025*

**EMS Training**

Target Solutions

Advanced Allergic Reaction Management -2434388

Hands on

Anaphylaxis Epi Administration

**Fire Training/ Rescue Training**

Pump Operations Scenarios

**Rescue Training**

Boat Operations, Swim Rescues Black River or Pool

Assessing drowning victims

**Specialty Training**

Boat Operations

**Community Risk Reduction**

Fire Inspections

Preplan





## MONTHLY TRAINING JUNE 2025

### **Fire Training**

- Attack Line Deployment
- First Line Deployment
- Transitional Attack
- Fire Suppression TOOLS

### **Rescue Training**

- Extrication Rescue
  - Rapid Extrication

### **Specialty Training**

- Vehicle Extrication
  - Cribbing/Stabilization
  - Box Cribbing

### **Community Risk Reduction**

- Present Preplan
- Inspections

