



Holmen Area Fire Department

FIRE BOARD

AGENDA

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

Date/Time: Tuesday March 25, 2025 @ 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 **March 25, 2025 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 Agenda
- 5.) Approval of Meeting Minutes
 - a. 02/18/2025
- 6.) 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.
- 7.) Financial Review (Treasurer)
 - a. 2025 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
- 8.) Fire Administration Report (Chief Ostreng)
 - a. February 2025 Incident/Activity Report
 - b. Fire Administration Report
 - c. Staffing/Personnel Updates
 - d. Fleet update
 - e. General
- 9.) Fire Commission Report (Chief Ostreng)
- 10.) Command Vehicle Replacement Status
- 11.) Fire Station Study



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- 12.) Collaborative Fire Investigation Group MOU
- 13.) 762 Support Vehicle Plan
- 14.) Selection of HAFD collective bargaining team
- 15.) 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)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. To Wit:
 - a. Consideration of upcoming Collective Bargaining between the Holmen Area Fire Department and the International Association of Firefighters Local # 127.
- 16.) Reconvene in Open Session
- 17.) Reservation of right for action and/or recommendation on Closed Session item(s)
- 18.) Announcement and Future Agenda Items
- 19.) Next Regular Meeting – 04/15/2025
- 20.) Adjourn

Note: Meeting agenda and meeting packets are available at www.holmenfire.com. Printed meeting agenda and packets will be available by request only. Call the Holmen Area Fire Department at 608-526-9363 prior to noon the day of the Board meeting to request your printed copies.



Date Notice Emailed: 03/21/2025

Notices Posted: 03/21/2025

Notices Emailed To:

Holmen Are Fire Assoc. Board	Dept/Town/Village/County	Media	Posted
Jeff Herlitzke - Holland (President)	HAFD Members/IAFF L127	Holmen Courier	Holmen Area FD
Doug Jorstad - Holmen (Secretary)	Marilyn Pedretti	La Crosse Tribune	Town of Holland
Travis Elam - Holmen	Angela Hornberg	La Crosse Radio Group	Village of Holmen
Rick Hauser - Holland	Scott Heinig	WXOW	Holmen USPS
Bob Stupi – Holland (Alternate)	Rhonda Hesselberg	WKBT	Holmen Library
Patrick Barlow - Holmen (Alternate)	Joe Kovacevich	WIZM	www.holmenfire.com
	Kristie Tweed	FOX2548	

DRAFT MINUTES

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

Holmen Area Fire Department Board

Meeting Minutes – February 18th, 2025

Jeff Herlitzke called the Holmen Area Fire District meeting to order at 6:30 pm on February 18th, 2025 at the Town of Holland Town Hall.

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

Alternates Present:

Members Excused: Rick Hauser (Holland)

Also Present: Ryan Ostreng (Fire Chief)

Guests: Captain Mike Lavery

Pledge of Allegiance Recited

Approval of Meeting Minutes:

Minor changes were recommended to secretary Elam regarding the use of “Holmen Area Fire District” in the meeting notes title, a verbiage change in the section “Reservation of right for action and/or recommendation on Closed Session item(s)”, and an unfinished sentence. Motion by Jorstad to approve the meeting minutes of 1/21/2025 contingent on minor changes discussed, second by Herlitzke. Motion carried unanimously.

Resident or Employee Concerns/Comments:

None.

DRAFT MINUTES

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

Financial Review:

Jorstad gave the board a brief overview of the January 2025 balance sheet for the department. Jorstad noted the percentage of office budget spent already was rather high. Chief Ostreng explained this was mostly due to a 4-5% increase in costs in general and the departments software budget had some unexpected items come up. Elam questioned if the "Office Software" line item was overbudget due to the fee for the data migration from the county's software, or if it was due to the approval of the fire investigation software. Chief Ostreng explained this was not the case and these items were under different line items in the balance sheets.

The board reviewed check detail thoroughly. No purchases were questioned.

Chief Ostreng provided the board with an overview of his request for new PPE equipment for the department.

Captain Lavery provided the board with examples of their current equipment and explained to the board their gear was over 10 years old and that their equipment was not fitted for them. Captain Lavery also stated the department has a lot of equipment that is so large nobody in the department can use it.

Captain Lavery gave the board a detailed explanation of how the new equipment was superior to their current equipment and the challenges the department faced using equipment that was old and unfitted. In addition, Captain Lavery provided the board with an example of the new helmet the department would be looking to purchase. Captain Lavery had no examples of the rest of the new gear on hand but stated department members were all able to try on the gear they were requesting at the department when the vendor visited and that members of the department were very satisfied with the PPE recommendation from Chief Ostreng. Motion by Elam to purchase the PPE equipment from MacQueen using 2% not to exceed \$68,000. Second by Jorstad. Motion carried unanimously.

DRAFT MINUTES

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

Chief Ostreng stated it was his intent to purchase two new Motorola radios for use in the new command vehicle. Chief Ostreng re-iterated the purpose of the radios and why having the ability to communicate on multiple frequencies simultaneously was so important. Chief Ostreng reminded the board the department would be donating their old radios to the Town of Farmington. Motion for the approval of the two mobile radios for \$9,588 by Jorstad. Second by Elam. Motion carried unanimously.

Chief Ostreng and the board discussed minor changes to the names of line items in the balance sheet to better illustrate how money was being spent. The board agreed with the Chief's decision and voiced their support for the approval.

Chief Ostreng updated the board on recent donations the department received. These included thank you letters/cards from residents who very positively impacted by the department, donated snacks from Sam's club, and a large \$5000 donation from Altra Federal Credit Union.

Fire Administration Report:

Chief Ostreng provided the board with a summary of the calls and activity for January 2025. Chief Ostreng stated it was a busy month and the department had responded to numerous fire calls including some large structure fires.

Chief Ostreng informed the board that a Firefighter had resigned and would be taking a position at the La Crosse Fire Department. Elam asked if the department did exit interviews to figure out why staff left. Chief Ostreng stated the department does exit interviews and that the Firefighter had stated department growth and future career opportunities as their reasoning for leaving the Holmen Area Fire Department.

DRAFT MINUTES

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

Chief Ostreng gave the board an update on the status of the departments fleet. Chief Ostreng stated Engine 1 is still having issues, Engine 2 was doing better, and Rescue 1 got an alignment to resolve the tread wear issues it was experiencing.

Fire Commision Report:

Chief Ostreng gave a brief update regarding the previous fire commission meeting.

Command Vehicle Replacement Status:

Chief Ostreng gave the board a status update on the replacement command vehicle and noted the vehicle was ready for purchase. Chief Ostreng reiterated that the \$62,000 request was for the vehicle only, and that there would need to be more work done like the addition of radios and a car wrap before it could be put into service. Motion by Elam for the approval of payment to Ewald Automotive Group not to exceed \$62,000. Second by Jorstad. Motion carried unanimously.

Fire Station Study:

Chief Ostreng updated the board on the current status of the ongoing fire station study by Wendel Five Bugles Design. Chief Ostreng explained, that based on the GIS study and historical call data, the current fire station is in a prime location. Chief Ostreng stated that the same data suggested the placement of an additional fire station farther north. Chief Ostreng informed the board that he met with Village of Holmen Administrator Scott Heinig to discuss the study and the overall scope. Chief Ostreng stated the primary goal was to find the location for a new fire station and think about purchasing land for a second station to accommodate for future growth in the fire district. Chief Ostreng stated that he would be meeting with Wendel Five Bugles Design tomorrow February 19th, 2025.

Collaborative Fire Investigation Group MOU:

DRAFT MINUTES

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

The board reviewed the Memorandum of Understanding Document in detail. Board members from Holmen saw no issue with the document but wanted to have the document reviewed by Village of Holmen Administrator Heining before agreeing to the MOU. Herlitzke stated he would also bring the document for review by the Town of Holland. No motion occurred.

AFG 2021:

Chief Ostreng stated the AFG 2021 was finally coming to an end and the grant should be finished soon.

Fundraiser Related Surplus Cooking Equipment:

The board discussed equipment the fire department no longer intended to use for fundraisers. Chief Ostreng stated it was his intent to give away what he could and recycle the rest. The board voiced their approval for this plan of action.

762 Support Vehicle Plan:

The board tabled this motion until further information could be provided per Chief Ostreng's request.

Announcement and Future Agenda Items:

None.

Next Regular Meeting: March 18th, 2025

Adjourn:

DRAFT MINUTES

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

Motion to adjourn by Jorstad. Second by Elam. Motion carried unanimously.

Minutes by Travis E. Elam, Secretary

10:15 AM
 03/23/25
 Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Balance Sheet
 As of March 24, 2025

	<u>Mar 24, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Park Bank	
Park Bank Checking	582,559.20
Total Park Bank	<u>582,559.20</u>
LGIP-General Capital Savings	
LGIP- Capital Savings	87,568.84
LGIP -Operational Checking	1.95
LGIP-2% Dues Savings	171,709.39
LGIP-Medical Equip Upgrades	0.37
LGIP- Special Events/Donations	24,996.81
Total LGIP-General Capital Savings	<u>284,277.36</u>
Total Checking/Savings	866,836.56
Accounts Receivable	
Accounts Receivable	-160,010.58
Total Accounts Receivable	<u>-160,010.58</u>
Total Current Assets	706,825.98
Other Assets	
Equipment Purchased by Grant	60,887.50
Total Other Assets	<u>60,887.50</u>
TOTAL ASSETS	<u>767,713.48</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
WI State Income tax payable	1,568.89
WI Retirement Payable	10,811.04
Union Dues Payable	560.71
Total Other Current Liabilities	<u>12,940.64</u>
Total Current Liabilities	12,940.64
Long Term Liabilities	
Future Sick Pay Payable	36,000.00
Total Long Term Liabilities	<u>36,000.00</u>
Total Liabilities	48,940.64
Equity	
Retained Earnings	630,688.18
Net Income	88,084.66
Total Equity	<u>718,772.84</u>
TOTAL LIABILITIES & EQUITY	<u>767,713.48</u>

10:15 AM
03/23/25
Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
January 1 through March 24, 2025

	<u>Jan 1 - Mar 24, 25</u>
Ordinary Income/Expense	
Income	
Income-Budget	471,265.25
Capital /Reserve Income	12,500.00
Grants	20,855.90
Income-Interest	285.42
Income-Interest-Special	2,297.45
Donations/Grants	<u>14,022.40</u>
Total Income	521,226.42
Expense	
CAPITAL EXPENDITURES	
2% Fire Protection Equipment Ex	17,419.15
Building -Capital Expenditures	734.89
EMS-Capital Expenditures	1,759.13
Fire-Capital Expenditures	<u>15,767.09</u>
Total CAPITAL EXPENDITURES	35,680.26
OPERATIONAL EXPENDITURES	
Wages	
SALARY/WAGES EXPENSE	
Employee Benefit Health	48,219.13
Employee Retirement Career	27,191.81
Insurance-Life	550.87
Insurance-Work-Comp	2,686.00
Officer Salary	23,769.24
Salary	169,572.70
Salary -OT	43,058.17
Acting Pay	125.00
FLSA	2,691.80
Holiday Pay	12,978.72
Parttime Wages	886.95
Payroll-Tax Expense	19,432.31
SALARY/WAGES EXPENSE - Other	<u>934.40</u>
Total SALARY/WAGES EXPENSE	352,097.10
Total Wages	352,097.10
BUILDING	
Building Maintenance/Repair	732.08
Supplies	<u>742.24</u>
Total BUILDING	1,474.32
EMS	
Lease/Air/Oxygen	246.42
Repairs & Maintenance	36.57
Replacement-EMS	142.32
Supplies	430.70
Training	<u>720.00</u>
Total EMS	1,576.01
FIRE	
Professional Dues/Licenses	322.29
Batteries	9.99
Conventions/Conferences	1,062.14
Replacement -Fire	526.14
Supplies	340.92
Testing/Insp	285.00
Training	1,883.45
Uniform Clothing	<u>2,479.19</u>
Total FIRE	6,909.12
OFFICE	

10:15 AM
03/23/25
Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
January 1 through March 24, 2025

	<u>Jan 1 - Mar 24, 25</u>
Consulting	0.00
Human Resources/Business Support	1,309.00
Accounting Services	3,215.00
Office Software	12,565.40
Office Supplies	914.21
Postage	197.50
Telephone/Cell-Phones/Internet	<u>1,593.41</u>
Total OFFICE	19,794.52
UTILITIES	
Electricity	2,717.81
Water/Sewer/Runoff	<u>778.86</u>
Total UTILITIES	3,496.67
VEHICLES	
Fuel	2,199.24
Repairs & Maintenance	8,299.68
Tire Replacement	<u>1,614.84</u>
Total VEHICLES	<u>12,113.76</u>
Total OPERATIONAL EXPENDITURES	<u>397,461.50</u>
Total Expense	<u>433,141.76</u>
Net Ordinary Income	<u>88,084.66</u>
Net Income	<u><u>88,084.66</u></u>

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss Budget vs. Actual
 January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2% Fire Protection Equipmnet	0.00	80,000.00	-80,000.00	0.0%
Income-Budget	625,025.83	1,885,061.00	-1,260,035.17	33.2%
Capital /Reserve Income	18,750.00	50,000.00	-31,250.00	37.5%
Grants	20,855.90			
Income-Interest	285.42			
Income-Interest-Special	2,297.45			
Donations/Grants	14,022.40			
Total Income	681,237.00	2,015,061.00	-1,333,824.00	33.8%
Expense				
CAPITAL EXPENDITURES				
2% Fire Protection Equipment Ex	17,419.15	80,000.00	-62,580.85	21.8%
Building -Capital Expenditures	734.89	15,000.00	-14,265.11	4.9%
EMS-Capital Expenditures	1,759.13	20,000.00	-18,240.87	8.8%
Fire-Capital Expenditures	15,767.09	15,000.00	767.09	105.1%
Total CAPITAL EXPENDITURES	35,680.26	130,000.00	-94,319.74	27.4%
OPERATIONAL EXPENDITURES				
Wages				
SALARY/WAGES EXPENSE				
Employee Benefit Health	48,219.13	234,600.00	-186,380.87	20.6%
Employee Retirement Career	39,520.89	150,689.65	-111,168.76	26.2%
Insurance-DWD Compensation	0.00	5,328.66	-5,328.66	0.0%
Insurance-Life	550.87	3,000.06	-2,449.19	18.4%
Insurance-Work-Comp	2,686.00	30,000.00	-27,314.00	9.0%
Officer Salary	23,769.24	103,000.00	-79,230.76	23.1%
Salary	169,572.70	813,994.27	-644,421.57	20.8%
Salary -OT	43,058.17	175,907.37	-132,849.20	24.5%
Acting Pay	125.00	1,260.00	-1,135.00	9.9%
FLSA	2,691.80	21,803.42	-19,111.62	12.3%
Holiday Pay	12,978.72	36,898.09	-23,919.37	35.2%
Parttime Wages	886.95	6,000.00	-5,113.05	14.8%
Payroll-Tax Expense	19,432.31	88,653.03	-69,220.72	21.9%
SALARY/WAGES EXPENSE - Other	934.40			
Total SALARY/WAGES EXPENSE	364,426.18	1,671,134.55	-1,306,708.37	21.8%
Total Wages	364,426.18	1,671,134.55	-1,306,708.37	21.8%
BUILDING				
Building Maintenance/Repair	732.08	3,000.00	-2,267.92	24.4%
Grounds Maintenance	0.00	3,000.00	-3,000.00	0.0%
Supplies	742.24	4,000.00	-3,257.76	18.6%

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss Budget vs. Actual
 January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Total BUILDING	1,474.32	10,000.00	-8,525.68	14.7%
EMS				
Lease/Air/Oxygen	246.42	1,200.00	-953.58	20.5%
Repairs & Maintenance	36.57	250.00	-213.43	14.6%
Replacement-EMS	142.32	650.00	-507.68	21.9%
Supplies	430.70	4,000.00	-3,569.30	10.8%
Training	720.00	1,000.00	-280.00	72.0%
Total EMS	1,576.01	7,100.00	-5,523.99	22.2%
FIRE				
Professional Dues/Licenses	322.29	2,000.00	-1,677.71	16.1%
Fire Prevention/Pub Education	0.00	500.00	-500.00	0.0%
Batteries	9.99	300.00	-290.01	3.3%
Conventions/Conferences	1,062.14	4,000.00	-2,937.86	26.6%
Physicals	0.00	5,500.00	-5,500.00	0.0%
Repairs & Maintenance	0.00	3,000.00	-3,000.00	0.0%
Replacement -Fire	526.14	2,000.00	-1,473.86	26.3%
Supplies	340.92	5,000.00	-4,659.08	6.8%
Testing/Insp	285.00	1,000.00	-715.00	28.5%
Training	1,883.45	4,000.00	-2,116.55	47.1%
Uniform Clothing	2,479.19	14,000.00	-11,520.81	17.7%
Total FIRE	6,909.12	41,300.00	-34,390.88	16.7%
INSURANCE				
Insurance-General	0.00	16,000.00	-16,000.00	0.0%
Total INSURANCE	0.00	16,000.00	-16,000.00	0.0%
OFFICE				
Consulting	0.00			
Human Resources/Business Suppor	1,309.00	17,500.00	-16,191.00	7.5%
Accounting Services	3,215.00	9,000.00	-5,785.00	35.7%
Attorney/Support	0.00	4,426.45	-4,426.45	0.0%
Computer Maintenance	0.00	14,700.00	-14,700.00	0.0%
Office Software	12,565.40	18,700.00	-6,134.60	67.2%
Office Supplies	914.21	1,500.00	-585.79	60.9%
Postage	197.50	200.00	-2.50	98.8%
Telephone/Cell-Phones/Internet	1,593.41	9,000.00	-7,406.59	17.7%
Total OFFICE	19,794.52	75,026.45	-55,231.93	26.4%
UTILITIES				
Electricity	2,717.81	14,000.00	-11,282.19	19.4%
Heating/Cooling	0.00	1,500.00	-1,500.00	0.0%
Water/Sewer/Runoff	778.86	4,000.00	-3,221.14	19.5%

10:15 AM
 03/23/25
 Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss Budget vs. Actual
 January through December 2025

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Total UTILITIES	3,496.67	19,500.00	-16,003.33	17.9%
VEHICLES				
Fuel	2,199.24	25,000.00	-22,800.76	8.8%
Repairs & Maintenance	8,299.68	15,000.00	-6,700.32	55.3%
Testing/Inspection	0.00	1,000.00	-1,000.00	0.0%
Tire Replacement	1,614.84	4,000.00	-2,385.16	40.4%
Total VEHICLES	12,113.76	45,000.00	-32,886.24	26.9%
Total OPERATIONAL EXPENDITURES	409,790.58	1,885,061.00	-1,475,270.42	21.7%
Total Expense	445,470.84	2,015,061.00	-1,569,590.16	22.1%
Net Ordinary Income	235,766.16	0.00	235,766.16	100.0%
Net Income	235,766.16	0.00	235,766.16	100.0%

HOLMEN AREA FIRE DEPARTMENT
Check Detail
February 26, 2025

Type	Num	Date	Name	It...	Account	Paid Amount	Original Amount
Check	17513	02/26/2025	AIRGAS NORTH C...		Park Bank Checking		-62.02
					Lease/Air/Oxygen	-62.02	62.02
TOTAL						-62.02	62.02
Check	17514	02/26/2025	BAYCOM INC		Park Bank Checking		-526.14
					Replacement -Fire	-526.14	526.14
TOTAL						-526.14	526.14
Check	17515	02/26/2025	DeBAUCHE TRUCK...		Park Bank Checking		-856.81
					Repairs & Maintena...	-856.81	856.81
TOTAL						-856.81	856.81
Check	17516	02/26/2025	Coaches Corner S...		Park Bank Checking		-68.00
					Uniform Clothing	-68.00	68.00
TOTAL						-68.00	68.00
Check	17517	02/26/2025	EMC INSURANCE ...		Park Bank Checking		-530.00
					Insurance-Work-Co...	-530.00	530.00
TOTAL						-530.00	530.00
Check	17518	02/26/2025	ENGELSON & ASS...		Park Bank Checking		-1,180.00
					Accounting Services	-1,180.00	1,180.00
TOTAL						-1,180.00	1,180.00
Check	17519	02/26/2025	EWALD CHEVROL...		Park Bank Checking		-60,887.50
					LGIP-2% Dues Savi...	-60,887.50	60,887.50
TOTAL						-60,887.50	60,887.50
Check	17520	02/26/2025	HENRY SCHEIN INC		Park Bank Checking		-405.12

HOLMEN AREA FIRE DEPARTMENT
Check Detail
February 26, 2025

Type	Num	Date	Name	It...	Account	Paid Amount	Original Amount
					Supplies	-262.80	262.80
					Replacement-EMS	-142.32	142.32
TOTAL						-405.12	405.12
Check	17521	02/26/2025	KISH & SONS		Park Bank Checking		-632.61
					Building Maintenanc...	-632.61	632.61
TOTAL						-632.61	632.61
Check	17522	02/26/2025	KWIK TRIP		Park Bank Checking		-798.67
					Fuel	-798.67	798.67
TOTAL						-798.67	798.67
Check	17523	02/26/2025	MCQUEEN		Park Bank Checking		-17,419.15
					2% Fire Protection E...	-17,419.15	17,419.15
TOTAL						-17,419.15	17,419.15
Check	17524	02/26/2025	McMahon Associat...		Park Bank Checking		-165.00
					Human Resources/...	-165.00	165.00
TOTAL						-165.00	165.00
Liability Check	17525	02/26/2025	SECURIAN LIFE IN...		Park Bank Checking		-158.68
					Insurance-Life	-92.84	92.84
					Life Insurance Paya...	-65.84	65.84
TOTAL						-158.68	158.68
Liability Check	17526	02/26/2025	LACROSSE AREA ...		Park Bank Checking		-1,210.08
					Union Dues Payable	-1,210.08	1,210.08
TOTAL						-1,210.08	1,210.08

HOLMEN AREA FIRE DEPARTMENT
Check Detail
 March 12, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17527	03/12/2025	Bound Tree Medica...		Park Bank Checking		-663.16
					EMS-Capital Expen...	-663.16	663.16
TOTAL						-663.16	663.16
Check	17528	03/12/2025	Coaches Corner S...		Park Bank Checking		-183.00
					Uniform Clothing	-183.00	183.00
TOTAL						-183.00	183.00
Check	17529	03/12/2025	Coulee GIS LLC		Park Bank Checking		-250.00
					Human Resources/...	-250.00	250.00
TOTAL						-250.00	250.00
Check	17530	03/12/2025	PHILLIP J DAVIES		Park Bank Checking		-9.58
					Supplies	-9.58	9.58
TOTAL						-9.58	9.58
Check	17531	03/12/2025	GALLS		Park Bank Checking		-124.73
					Uniform Clothing	-124.73	124.73
TOTAL						-124.73	124.73
Check	17532	03/12/2025	HENRY SCHEIN INC		Park Bank Checking		-967.97
					EMS-Capital Expen...	-778.67	778.67
					EMS-Capital Expen...	-189.30	189.30
TOTAL						-967.97	967.97
Check	17533	03/12/2025	HOLMEN ACE HAR...		Park Bank Checking		-438.96
					Supplies	-54.99	54.99
					Building Maintenanc...	-8.98	8.98
					Fire-Capital Expendi...	-374.99	374.99

HOLMEN AREA FIRE DEPARTMENT
Check Detail
 March 12, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-438.96	438.96
Check	17534	03/12/2025	KWIK TRIP		Park Bank Checking		-725.89
				Fuel		-725.89	725.89
TOTAL						-725.89	725.89
Check	17535	03/12/2025	MAYO CLINIC		Park Bank Checking		-48.00
				Training		-48.00	48.00
TOTAL						-48.00	48.00
Liability Check	17536	03/12/2025	SECURIAN LIFE IN...		Park Bank Checking		-310.76
				Insurance-Life		-294.30	294.30
				Life Insurance Paya...		-16.46	16.46
TOTAL						-310.76	310.76
Check	17537	03/12/2025	VISA		Park Bank Checking		-2,687.71
				Uniform Clothing		-230.62	230.62
				Professional Dues/Li...		-150.30	150.30
				Postage		-51.50	51.50
				Testing/Insp		-50.00	50.00
				Supplies		-635.99	635.99
				Office Supplies		-567.87	567.87
				Building Maintenanc...		-27.99	27.99
				Supplies		-197.40	197.40
				Conventions/Confer...		-660.00	660.00
				Office Software		-116.04	116.04
TOTAL						-2,687.71	2,687.71
Check	17538	03/12/2025	VISION DESIGN G...		Park Bank Checking		-60.00
				Office Software		-60.00	60.00
TOTAL						-60.00	60.00

3:43 PM
03/17/25

HOLMEN AREA FIRE DEPARTMENT
Check Detail
March 17, 2025

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
Check	17541	03/17/2025	Relian Fire Apparat...		Park Bank Checking		-3,027.50
					Repairs & Maintena...	-3,027.50	3,027.50
TOTAL						-3,027.50	3,027.50

10:06 AM
03/23/25

HOLMEN AREA FIRE DEPARTMENT
Check Detail
March 24, 2025

Type	Num	Date	Name	Ite...	Account	Paid Amount	Original Amount
Liability Check	wd	03/24/2025	STATE OF WIS		Park Bank Checking		-17,244.40
					Employee Benefit H...	-15,472.57	15,472.57
					Health Insurance pa...	-1,771.83	1,771.83
TOTAL						-17,244.40	17,244.40
Check	17542	03/24/2025	AIRGAS USA, LLC		Park Bank Checking		-58.44
					Lease/Air/Oxygen	-58.44	58.44
TOTAL						-58.44	58.44
Check	17543	03/24/2025	EMC INSURANCE ...		Park Bank Checking		-1,078.00
					Insurance-Work-Co...	-1,078.00	1,078.00
TOTAL						-1,078.00	1,078.00
Check	17544	03/24/2025	HENRY SCHEIN INC		Park Bank Checking		-157.66
					Supplies	-157.66	157.66
TOTAL						-157.66	157.66
Check	17545	03/24/2025	HOLMEN BUSINES...		Park Bank Checking		-75.00
					Human Resources/...	-75.00	75.00
TOTAL						-75.00	75.00
Check	17546	03/24/2025	McMahon Associat...		Park Bank Checking		-464.00
					Human Resources/...	-464.00	464.00
TOTAL						-464.00	464.00
Check	17547	03/24/2025	MOEN SHEEHAN ...		Park Bank Checking		-140.00
					Accounting Services	-140.00	140.00
TOTAL						-140.00	140.00

10:06 AM

03/23/25

HOLMEN AREA FIRE DEPARTMENT
Check Detail
March 24, 2025

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Ite...</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
Check	17548	03/24/2025	WI-IAAI		Park Bank Checking		-25.00
					Professional Dues/Li...	-25.00	25.00
TOTAL						-25.00	25.00
Liability Check	17549	03/24/2025	LACROSSE AREA ...		Park Bank Checking		-1,159.66
					Union Dues Payable	-1,159.66	1,159.66
TOTAL						-1,159.66	1,159.66

CALLS BY MONTH

	2017	-/+	2018	-/+	2019	-/+	2020	-/+	2021	-/+	2022	-/+	2023	-/+	2024	-/+	2025	-/+
JANUARY	74	23	74	0	103	29	83	-20	83	0	113	30	92	-21	99	7	101	2
FEBRUARY	82	23	71	-11	80	9	71	-9	80	9	92	12	97	5	90	-7	96	6
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	91	-27		
TOTAL	946	121	1001	55	1057	56	1052	-5	1249	176	1315	66	1286	-29	1131	-155	197	8

CALL TYPES RESPONDED TO FOR FEBRUARY

<u>INCIDENT TYPE</u>	<u>TOTAL</u>
1 - Fire	8
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0
3 - Rescue & Emergency Medical Service Incident	63
4 - Hazardous Condition (No Fire)	5
5 - Service Call	3
6 - Good Intent Call	13
7 - False Alarm & False Call	4
8 - Severe Weather & Natural Disaster	0
9 - Special Incident Type	0
	96



Holmen Area Fire Department

710 S Main St, Holmen, WI 54636

608-526-9363

www.holmenfire.com



HAFD Incidents by Municipality

Report Pulled On: 03/05/2025

Incident Category	Total
Municipality: City of Onalaska	
1 - Fire	3
6 - Good Intent Call	4
	Total: 7
Municipality: Farmington	
1 - Fire	1
	Total: 1
Municipality: Town of Holland	
1 - Fire	2
3 - Rescue & Emergency Medical Service Incident	6
4 - Hazardous Condition (No Fire)	1
5 - Service Call	1
6 - Good Intent Call	1
7 - False Alarm & False Call	1
	Total: 12
Municipality: Town of Onalaska	
1 - Fire	1
	Total: 1
Municipality: Village of Holmen	
1 - Fire	1
3 - Rescue & Emergency Medical Service Incident	57
4 - Hazardous Condition (No Fire)	4
5 - Service Call	2
6 - Good Intent Call	8
7 - False Alarm & False Call	3
	Total: 75
	Total: 96

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.



Holmen Area Fire Department

710 S Main St, Holmen, WI 54636

608-526-9363

www.holmenfire.com



HAFD Incidents by Municipality

Report Pulled On: 03/19/2025

Incident Category	Total
Municipality: City of Onalaska	
1 - Fire	2
3 - Rescue & Emergency Medical Service Incident	1
6 - Good Intent Call	3
	Total: 6
Municipality: Town of Holland	
3 - Rescue & Emergency Medical Service Incident	8
9 - Special Incident Type	1
	Total: 9
Municipality: Town of Onalaska	
1 - Fire	1
6 - Good Intent Call	1
	Total: 2
Municipality: Village of Holmen	
1 - Fire	1
3 - Rescue & Emergency Medical Service Incident	63
4 - Hazardous Condition (No Fire)	5
5 - Service Call	3
6 - Good Intent Call	8
7 - False Alarm & False Call	3
9 - Special Incident Type	1
	Total: 84
	Total: 101

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 Between 1/1/2025 and 1/31/2025

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: February 11, 2025

Re: HAFD – OFD Fire Investigative Services MOU Review

Attached is an MOU for the exchange of fire investigation services between the City of Onalaska and the Holmen Area Fire Department. This MOU has been reviewed by the City of Onalaska attorney as well as Attorney Jessica Kirchner. We will review and discuss at the February 2025 Board Meeting.

MEMORANDUM OF UNDERSTANDING

EXCHANGE OF FIRE INVESTIGATION SERVICES BETWEEN THE CITY OF ONALASKA AND THE HOLMEN AREA FIRE DEPARTMENT

This Memorandum of Understanding (“MOU”) is entered into on _____, 2025, by and between the City of Onalaska (“Onalaska”) and the Holmen Area Fire Department (“HAFD”) (Collectively the “Parties”, independently a “Party”).

RECITALS

WHEREAS, the City of Onalaska and Holmen Area Fire Department each maintain and operate a fire protection organization in and for their respective jurisdictions; and

WHEREAS, both Parties seek to continue to provide effective and efficient services to their respective residents, businesses and institutions and the parties recognize their jurisdictions are adjacent in many areas; and

WHEREAS, the City of Onalaska and Holmen Area Fire Department each have limited staff available for the purposes of fire investigation; and

WHEREAS, the Parties desire to furnish fire investigation assistance to the other when such aid is requested, in an effort to further the best interests of each community and governmental unit and

WHEREAS, the City of Onalaska Fire Department and the Holmen Area Fire Department wish to share resources, equipment, and personnel to assure fire investigations are conducted in a cost efficient and timely fashion; and

WHEREAS, The City of Onalaska Fire Department and Holmen Area Fire Department agree to form the “Onalaska – Holmen Joint Fire Investigation Task Force” AND

WHEREAS, this MOU is authorized pursuant to Wisconsin Statute §165.55 and shall be construed and applied in accordance with the laws of the State of Wisconsin and is entered into to further the best interest of each Party.

NOW THEREFORE, in consideration of the foregoing recitals, and the mutual promises and covenants contained in this MOU, the parties mutually agree as follows:

1. The Parties are hereby responsible for investigating the cause, origin and circumstances of every fire occurring in their jurisdiction that has been destroyed or damaged when the damage exceeds \$500, and on fires of unknown origin they shall especially investigate whether the fire was the result of negligence, accident or design.
2. The Parties agree to purchase, maintain, and restock as necessary a fire investigation tool kit to be staged at both fire departments. Fire investigations occurring in the

jurisdictional boundaries of either Party shall use the toolkit staged therein. Fire Investigation tool kits shall contain, at minimum, the items outlined in the NFPA 921 Guidelines as well as any other items agreed upon by the Fire Chiefs of both jurisdictions.

3. The Parties agree to supply and assign personnel trained in fire investigations to the Onalaska – Holmen Joint Fire Investigation Task Force. Assigned members, when available, shall be allowed to perform or assist in fire investigations in each jurisdiction.
4. Each Party will be responsible for assigning their own members appropriate protective equipment for performing fire investigations. Recommended protective equipment includes, but is not limited to:
 - Rubber knee boots
 - Coveralls
 - Hard hat
 - Flashlights
 - Gloves
 - Protective gear shall be maintained and kept clean as outlined in NFPA 921 so as not to cross contaminate fire scenes. It shall be the responsibility of each party's fire investigators to assure fire investigation protective gear is properly stored and maintained.
5. The Parties agree that it is imperative to keep fire investigation reports consistent and thorough and that fire investigation software is necessary to accomplish this task. The parties shall agree upon one fire investigation software to be utilized by the Onalaska – Holmen Joint Fire Investigation Task Force. The cost of such software shall be divided evenly with each party paying for one-half of the cost.
6. Neither party to this agreement shall be required to provide compensation to the other for services rendered hereunder, nor shall either Party be reimbursed by the other for any costs incurred pursuant to this Agreement. The advantage of the Onalaska – Holmen Joint Fire Investigation Task Force services afforded by this agreement shall constitute the sole and adequate consideration for the performance hereof.
7. Each party shall retain ownership of any equipment or property it brings to the performance of this Agreement and shall retain ultimate control of its employees.
8. All Parties are governmental entities entitled to governmental immunities under law, including without limitation Wisconsin Statute §893.80. Nothing contained herein shall waive the rights or defense to which each Party may be entitled under law including without limitation all immunities, limitations, and defense under Wisconsin Statute §893.80 or any subsequent amendments thereof.

9. Indemnification. Each Party expressly waives any and all claims against the other resulting from actions taken under the scope of this Agreement.

10. Notwithstanding anything else stated to the contrary in this MOU, each Party shall be solely responsible for the actions of its respective officers, agents, and employees while they are performing work, services or functions for said party under this MOU. While performing work, services, or functions under this MOU, the officers, agents and employees of each party are not officers, agents, or employees of the other party, regardless of the nature and extent of the acts performed by them. In this regard, Section 9 above shall in no way obligate the indemnifying party to provide such services, defense or indemnification to the extent of the acts or omissions of the other party, its officers, agents or employees.

11. Each Party shall be solely liable to provide Workers' Compensation insurance coverage and pay valid claims for injuries or death to any of its officers, agents, or employees performing work, services or functions under this MOU, regardless of whether the other party was directly or indirectly supervising the conduct of such person(s). To this end, no party shall assume any liability under Workers' Compensation laws or any other employers' liability laws on account of any work, service or function performed by the other party's officers, agents or employees under this MOU.

12. This Agreement may be amended at any time by a written amendment hereto executed by the Parties.

13. The MOU and the actions of the Onalaska – Holmen Joint Fire Investigation Task Force may be terminated by either party by action of its governing board upon thirty (30) days' written notice to the other.

IN WITNESS WHEREOF, the City of Onalaska and the Holmen Area Fire Department have executed this Memorandum of Understanding as of the date first written above.

City of Onalaska

Holmen Area Fire Department

By: _____
 Kim Smith, Mayor

By: _____
 Jeff Herlitzke, Board President

By: _____
 JoAnn, Marcon City Clerk

By: _____
 Travis Elam, Board Secretary



Memo

To: Fire Board
From: Ryan Ostreng
cc:
Date: March 23, 2025
Re: 2005 Ford Excursion Support 762

HAFD will be looking to put Support 762, a 4D 2025 Ford Excursion XLS Sport Utility up for sale once the new C1 is placed into service. The vehicle currently has 52,650.5 miles. Five on-line sources list the current value of the vehicle between \$5,000 and \$10,000.

HAFD staff will evaluate stripping out radio equipment, emergency lighting, and removing HAFD identification from the exterior.

This item is a discussion item to plan how the Board would like to move forward with the eventual sale of Support 762.