



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

# Holmen Area Fire Department FIRE COMMISSION AMENDED AGENDA

**Date/Time:** Monday April 14, 2025 @ 6:30 pm  
**Location:** Town of Holland Town Hall, Holmen, WI, 54636

The Holmen Area Fire Commission will hold a regular meeting on April 14, 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.) Call to Order
- 2.) Pledge of Allegiance
- 3.) Roll Call
- 4.) Approval of the Agenda
- 5.) Approval of March 24, 2025 Meeting Minutes
- 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.) Fire Administration Report (Chief Ostreng)
  - a. General Fire Department Stats
  - b. Staffing/Personnel Updates
    - i. End of probation badge exchange for Firefighter Nick Meinertz
- 8.) Commission Chair Report
- 9.) Unfinished Business
- 10.) Consideration of changes to Commission Rules
- 11.) Consideration of Training Captain Job Description
- 12.) Consideration of Next Meeting Date
- 13.) Adjourn

**Note: Meeting agenda and meeting packets are available at [www.holmenfire.com](http://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 Fire Commission meeting to request your printed copies.**



www.holmenfire.com

Date Notice Emailed: 04/11/2025

Notices Posted: 04/11/2025

**Notices Emailed To:**

<b>Holmen Area Fire Commission</b>	<b>Board/Town/Village</b>	<b>Media</b>	<b>Posted</b>
Patrick Brockman - Holland	HAFD Members/IAFF L127	Holmen Courier	Holmen Area FD
Marc Ertz - Holland	Marilyn Pedretti	La Crosse Tribune	Town of Holland
Neal Forde - Holmen	Scott Heinig	La Crosse Radio Group	Village of Holmen
John Miller - Holland	Angela Hornberg	WXOW	Holmen USPS
Barry Ploessl - Holmen	Rhonda Hesselberg	WKBT	Holmen Library
	Joe Kovacevich	WIZM	www.holmenfire.com
	Kristie Tweed	FOX2548	
	HAFD Admin		
	HAFD Fire Board		

**DRAFT MINUTES**

**Subject To Change Before Approval By The Holmen Area Fire Commission**

**Holmen Area Fire Commission Meeting Minutes: March 24, 2025**

**Meeting Location: Town of Holland Town Hall - Holmen, WI 54636**

**CALL TO ORDER:**

The meeting was promptly called to order by Chairman Barry Ploessl at 6:29pm.

**THE PLEDGE OF ALLEGIANCE WAS RECITED.**

**ROLL CALL:**

Members Present: Patrick Brockman, Town of Holland; Neal Forde, Village of Holmen; John Miller, Town of Holland; Barry Ploessl, Village of Holmen, Marc Ertz, Town of Holland.

Also Present: Ryan Ostreng, Fire Chief.

**APPROVAL OF AGENDA:**

Motion by Commissioner Miller, with 2<sup>nd</sup> by Commissioner Ertz to pull ahead item 7b on the agenda for pinning ceremony. Unanimously approved. See below for specifics.

Remainder of agenda approved as listed. Motion by Commissioner Forde, with 2<sup>nd</sup> by Commissioner Ertz. Unanimously approved.

**APPROVAL OF MINUTES:**

The minutes of the February 3, 2025 meeting were reviewed by the commissioners. A motion was made by Commissioner Brockman with second by Commissioner Ertz to approve the minutes. This motion was unanimously approved.

**HAFD Staffing and Personnel:**

A pinning ceremony for the exchange of badges was held in honor of Caden Douglas, to commemorate his completion of the probationary period. His new badge was delicately placed by fiancé Kalen. Family, friends, and fellow HAFD members were on hand to help celebrate this achievement.

Current HAFD staffing saw a reduction on Paid on Call members, as Jordan Freybler resigned effective March 7.

**RESIDENT OR EMPLOYEE CONCERNS/COMMENTS:**

There were none presented.

**FIRE ADMINISTRATION REPORT:**

Chief Ostreng reported the response levels for January and February were 101 and 96 respectively. This is running slightly ahead of last year.

**COMMISSION CHAIR REPORT:**

Nothing to report.

**UNFINISHED BUSINESS:**

## **DRAFT MINUTES**

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

The Commission did another very brief review and discussion of the Commission Rules and Guidelines, after spending more time in review prior to the meeting. The rules were approved as written. Motion by Commissioner Ertz with 2<sup>nd</sup> by Commissioner Miller. Unanimously approved.

#### **CLOSED SESSION:**

- a. Motion by Commissioner Forde, 2<sup>nd</sup> by Commissioner Ertz to move into Closed Session. Unanimous approval.

A significant discussion ensued, along with a review of information provided by Chief Ostreng.

#### **RECONVENE IN OPEN SESSION:**

After closed session discussion, motion by Commissioner Forde, with 2<sup>nd</sup> by Commissioner Miller to reconvene in open session. Unanimously approved.

Motion to approve and proceed with eligibility roster based on recent interviews that were conducted. Motion by Commissioner Ertz, with 2<sup>nd</sup> by Commissioner Forde. Unanimously approved.

#### **RESERVATION OF RIGHT FOR ACTION/RECOMMENDATION FROM CLOSED SESSION:**

By way of motion, a motion was made to proceed with a conditional offer to the top candidate on eligibility roster. Motion by Commissioner Ertz, with 2<sup>nd</sup> by Commissioner Brockman. Unanimously approved.

#### **NEXT REGULAR MEETING:**

April 14, 2025 6:30 PM

#### **ADJOURN:**

A motion was made by Commissioner Ertz, with a second from Commissioner Forde to adjourn. This motion passed with unanimous approval. The meeting adjourned at 7:30 pm.

Minutes recorded and published by John Miller, Commission Secretary.  
March 31, 2025

## 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	103	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		
<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>1131</b>	<b>-155</b>	<b>300</b>	<b>27</b>

### CALL TYPES RESPONDED TO FOR FEBRUARY

<u>INCIDENT TYPE</u>	<u>TOTAL</u>
1 - Fire	3
2 - Overpressure Rupture, Explosion, Overheat (No Fire)	0
3 - Rescue & Emergency Medical Service Incident	69
4 - Hazardous Condition (No Fire)	4
5 - Service Call	4
6 - Good Intent Call	20
7 - False Alarm & False Call	3
8 - Severe Weather & Natural Disaster	0
9 - Special Incident Type	0
	<b>103</b>



**Holmen Area Fire Department**  
710 South Main Street  
Holmen, WI 54636  
608-526-9363

**ITEM 7b**

April 10, 2025

Mr. Nick Meinertz  
305 North Gjere Avenue, Apt. 8  
Caledonia, MN 55921

Via email: [nmeinertz@holmenfire.com](mailto:nmeinertz@holmenfire.com)

Firefighter Meinertz,

Congratulations on your successful completion of the requirements established with your hiring as a Probationary Firefighter/EMT with the Holmen Area Fire Department on April 9, 2024. Your probationary period is complete effective April 9, 2025. You will be recognized for this accomplishment at the Holmen Area Fire Association Board Meeting on Monday April 14, 2025.

The Holmen Area Fire Department is proud to have you continue as a career member representing us as we improve upon the services that we provide to the communities we serve. As you continue to grow in your career with HAFD, you will remain accountable for learning, knowing, understanding, following, and contributing to the HAFD body of policies, procedures, and practices. You help shape the culture of HAFD as we move forward in growing communities. You color the moral as you walk through the door every work day.

Remember, you are a Leader...Own it!

Sincerely,

Ryan R. Ostreng, Fire Chief





# Memo

**To:** Fire Commission  
**From:** Ryan Ostreng  
**cc:**  
**Date:** April 14, 2025  
**Re:** Holmen Area Fire Commission Rule Changes

---

I am requesting the HAFC to consider the following changes to the Holmen Area Fire Commission Rules adopted 08-16-2023:

- § 100. Establishment of the Holmen Area Fire Commission: Wording change in para. (2) (see page 2)
- § 103. Terms of Office: Terms of office alternation changes to the schedule currently listed in rules (see page 2).

After review of considered changes, I am asking the Commission to accept the changes to the rules through motion.

*Proudly Serving the Town of Holland and Village of Holmen*

**§ 100. Establishment of the Holmen Area Fire Commission.**

(1) The Holmen Area Fire Commission is a "joint fire commission" as provided for in § 61.65 of the Wisconsin Statutes.

(2) The Commission was created by the municipalities of the Village of Holmen and Town of Holland in the **Fire Protection and Emergency Services Agreement Holmen Area Fire Department** amended August 15, 2023.

**§ 103. Terms of Office.**

(1) **Initial Terms of Office.** The initial terms of office for Commissioners shall expire according to the following schedule:

- (a) Commissioner #1: Town of Holland – Term expires April 30, 2025
- (b) Commissioner #2: Village of Holmen – Term expires April 30, 2026
- (c) Commissioner #3: Town of Holland – Term expires April 30, 2027
- (d) Commissioner #4: Village of Holmen – Term expires April 30, 2028
- (e) **Commissioner #5: Town of Holland – Term expires April 30, 2029**

(2) **Subsequent Terms of Office Length.** Following the initial terms of office, all subsequent terms of office for appointed Commissioners shall be five years in duration.

(3) **Terms of Office Alternation.** Upon the term of office expiration of a municipality's appointed Commissioner, that Commissioner position shall alternate and be filled by an appointed member from the other participating municipality in the Holmen Area Fire Commission. This pattern of alternation shall continue for all five Commissioner positions unless amended by the Holmen Area Fire Commission.

(4) **Vacancies.** Whenever a vacancy occurs during the term of office of a Commissioner, a new Commissioner from the same municipality shall be appointed to complete the predecessor's term of office. The appointment shall be made in the same manner as original appointments are made.

# HOLMEN AREA FIRE COMMISSION



## RULES

Adopted: 08-16-2023

# ARTICLE I: ORGANIZATION OF THE HOLMEN AREA FIRE COMMISSION

## § 100. Establishment of the Holmen Area Fire Commission.

(1) The Holmen Area Fire Commission is a "joint fire commission" as provided for in § 61.65 of the Wisconsin Statutes.

(2) The Commission was created by the municipalities of the Village of Holmen and Town of Holland in the Holmen Area Fire Services Agreement amended August 15, 2023.

## § 101. Powers of the Commission.

The Commission exercises those powers specified in § 62.13 of the Wisconsin Statutes pertaining to boards of police and fire commissioners, but it does not exercise the "optional powers" specified in § 62.13(6) of the Statutes.

## § 102. Appointment of Commissioners.

(1) The Commission is composed of five members with the village president or town board chair of each of the participating municipalities having the power to appoint one Commission member.

(2) There are no alternate members of the Commission.

## § 103. Terms of Office.

(1) **Initial Terms of Office.** The initial terms of office for Commission members shall expire according to the following schedule:

(a) Commissioner #1: Town of Holland – Term expires April 30, 2024

(b) Commissioner #2: Village of Holmen – Term expires April 30, 2025

(c) Commissioner #3: Town of Holland – Term expires April 30, 2026

(d) Commissioner #4: Village of Holmen – Term expires April 30, 2027

(e) Commissioner #5: Alternating – Town of Holland term expires April 30, 2028. Upon the expiration of Commissioner #5's Term, the Village of Holmen appoints a Commissioner for Commissioner #5 for a five-year term. This alternating term continues unless amended by the Holmen Area Fire Services Agreement.

(2) **Subsequent Terms of Office.** Subsequent terms of office for all Commission members shall be five years in duration.

(3) **Vacancies.** Whenever a vacancy occurs during the term of office of a Commissioner, a new Commissioner from the same municipality shall be appointed to complete the predecessor's term of office. The appointment shall be made in the same manner as original appointments are made.

**§ 104. Officers of the Fire Commission.**

(1) **Chair.**

(a) **Election.** The Commission shall elect a Chair at the first meeting of the Commission that occurs after May 1st of each year. The Chair shall hold office until his or her replacement is duly elected by the Commission.

(b) **Duties.** The Chair of the Commission shall have the responsibility to:

1. Set the agenda for Commission meetings, which shall include all items requested by any Commission member;
2. Preside over Commission meetings;
3. Preside over any disciplinary hearings involving the Fire Chief or subordinate members over whom the Commission has jurisdiction and perform such other functions in the disciplinary process as are identified in Article VII of these Rules or in § 62.13 of the Wisconsin Statutes;
4. Preside over appointment and promotion ceremonies;
5. Serve as public spokesperson for the Commission;
6. Appoint Commission members to any committees that are created by the Commission from time to time;
7. Assure that the Holmen Area Fire Department Board of Directors is regularly informed about Commission activities;
8. Supervise any session at which candidates for promotion are afforded an opportunity to review their written promotional tests and the accuracy of the scoring thereof.
9. Assure that Commission expenditures are vigilantly monitored and kept within budgetary limits established by the Board of Directors of the

Holmen Area Fire Department; and

10. Take such other action as is necessary to assure that the duties of the Commission are properly discharged, provided that such action is not inconsistent with these Rules or with the Wisconsin Statutes.

**(2) Vice Chair.**

(a) **Election.** The Commission shall elect a Vice Chair at the first meeting of the Commission that occurs after May 1st of each year. The Vice Chair shall hold office until his or her replacement is duly elected by the Commission.

(b) **Duties.** The Vice Chair of the Commission shall have the responsibility to:

1. Preside at Commission meetings when the Chair is absent;
2. Assume the responsibilities of the Chair when requested to do so by the Chair; and
3. Perform such other Commission duties as requested by the Chair, provided that such duties are not inconsistent with these Rules or with the Wisconsin Statutes.

**(3) Secretary.**

(a) **Election.** The Commission shall elect a Secretary at the first meeting of the Commission that occurs after May 1st of each year. The Secretary shall hold office until his or her replacement is duly elected by the Commission.

(b) **Duties.** The Secretary of the Commission shall have the responsibility to:

1. Attend all meetings of the Commission, prepare the Minutes thereof for approval by the Commission, and maintain the official copy of the Minutes once they are approved;
2. Serve as the official custodian of the Minutes of Commission meetings and of all other Commission documents and records;
3. Prepare and publish official notices of Commission business, including meeting notices and agendas, as requested by the Chair or as otherwise required by these Rules or by the Wisconsin Statutes;
4. Assist the Chair in preparing and circulating Commission correspondence;

5. Accept for filing all appointments of Commission members;
6. Perform such functions in the disciplinary process as are identified in Article VII of these Rules or in § 62.13 of the Wisconsin Statutes;
7. Perform such other Commission duties as requested by the Chair, provided that such duties are not inconsistent with these Rules or with the Wisconsin Statutes.

**§ 105. Address of the Fire Commission.**

All correspondence with the Commission, its officers, and its members shall be sent to the following address:

Holmen Area Fire Commission  
Holmen Area Fire Department  
710 S. Main Street  
Holmen, Wisconsin 54636

**§ 106. Service of Process on the Fire Commission.**

The Commission designates the Fire Chief, whose office is located at Holmen Area Fire Department, 710 S. Main Street, Holmen, Wisconsin 54636, as its agents to receive legal process addressed to the Commission or to any of its members in their official capacities, unless personal service of process is otherwise required by law.

**§ 107. Rules of the Fire Commission.**

- (1) These Rules of the Fire Commission shall govern the conduct of all business relating to the duties and responsibilities of the Commission and shall further apply to the position of Fire Chief and to all subordinate positions within the Holmen Area Fire Department that are under the jurisdiction of the Commission.
- (2) These Rules of the Fire Commission and any amendments thereto shall take effect upon adoption by the Commission at a regular meeting thereof and shall remain in effect until such time as they are repealed or amended in whole or in part.
- (3) These Rules of the Fire Commission are subject to the applicable provisions of state and federal law. It is the express intention of the Commission to comply with all applicable state and federal laws as they relate to hiring, promotion, discipline, and termination of Department members within the jurisdiction of the Commission.
- (4) Should any provision of these Rules be declared unlawful by a court of competent

jurisdiction, all other provisions shall remain in full force and effect.

**§ 108. Public Records and Records Retention Policy.**

Maintenance of Holmen Area Fire Department records, access to those records, and destruction of those records are governed by the "Policy Regulating Access to and Maintenance and Destruction of Holmen Area Fire Department Records" as adopted by the Board of Directors and subject to state law.

**§ 109. Definitions.**

Unless otherwise indicated, the following terms have the indicated meanings whenever they are used in these Rules:

(1) "Board of Directors" and "Board" mean the Board of Directors of the Holmen Area Fire Department.

(2) "Chair" means the duly elected chairperson of the Holmen Area Fire Commission.

(3) "Chief" and "Fire Chief" mean the person officially appointed by the Commission to the position of Fire Chief of the Holmen Area Fire Department and, in the event of a vacancy in the position of Fire Chief, the person appointed by the Commission to serve as Acting Fire Chief.

(4) "Commission" and "Fire Commission" mean the joint fire commission officially known as the Holmen Area Fire Commission.

(5) "Commissioner" and "Fire Commissioner" mean a duly appointed member of the Holmen Area Fire Commission.

(6) "Department" means the Holmen Area Fire Department.

(7) "Member" means all personnel employed by the Holmen Area Fire Department, including the Fire Chief, who are within the jurisdiction of the Fire Commission. As used in these rules, the term "member" does not include Paid-on-Call Firefighters, Part-Time Firefighters and unsworn employees of the Department.

(9) "Participating municipality" means a municipality that is a party to the Holmen Area Fire Services Agreement.

(10) "Rules" means the Rules of the Holmen Area Fire Commission.

(11) "Secretary" means the duly elected secretary of the Holmen Area Fire Commission.

(12) "Subordinate" and "subordinate member" mean all personnel employed by the Holmen Area Fire Department, except the Fire Chief, who are within the jurisdiction of the Fire Commission. As used in these Rules, the terms "subordinate" and "subordinate member" do not include Paid-on-Call Firefighters, Part-Time Firefighters and unsworn employees of the Department.

(13) "Vice Chair" means the duly elected vice chairperson of the Holmen Area Fire Commission.

## **ARTICLE II: FIRE COMMISSION MEETINGS**

### **§ 200. Schedule of Meetings.**

- (1) The Commission shall meet at least annually to elect a Chair, Vice Chair, and Secretary.
- (2) The Commission shall also meet at any time set by the Commission during an official business meeting, at the call of the Chair, or upon the written or electronic request of at least two members of the Commission.

### **§ 201. Location of Meetings.**

The Commission meets at a neutral meeting location within the Holmen Area Fire District as specified in the Commission's public meeting notices.

### **§ 202. Notice of Meetings.**

- (1) Public notice of every meeting shall be given at least twenty-four (24) hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than two hours in advance of the meeting.
- (2) The notice of meeting shall be provided to each Commission member, to the administrators of the participating municipalities for public posting, to the designated representative of the La Crosse Area Professional Fire Fighters' Association, and at the fire station.
- (3) The notice of meeting shall be provided to those news media which have filed a written request for such notice and to any official newspapers designated under §§ 985.04, 985.05 or 985.06 of the Wisconsin Statutes or, if none exists, to a news medium likely to give notice in the Holmen area.
- (4) The notice of meeting shall set forth the time, date, place and subject matter of the meeting, including that intended for consideration at any contemplated closed session, in such form as is reasonably likely to apprise members of the public and the news media thereof.
- (5) The notice of meeting shall invite those who require special accommodations in order to attend the meeting to contact the Fire Chief in advance so that reasonable accommodations can be made.

### **§ 203. Meeting Agenda.**

(1) The Chair shall set the agenda for each meeting and cause it to be included in the notice of meeting.

(2) In setting the agenda the Chair shall include any item of business requested by any Commission member.

**§ 204. Order of Business.**

The ordinary order of business for most meetings of the Commission is as follows:

Call to Order  
Roll Call  
Consideration of Minutes of Previous Meeting(s)  
Fire Chief's Report on Department Activities relating to  
    Department Calls, Staffing, Appointment/Promotion Needs,  
    Training, Fire Prevention activities and upcoming events  
Chair's Report on Activities of Board of Directors  
Unfinished Business from Prior Meetings  
New Business  
Other Business Authorized by Law  
Set Next Meeting Date  
Adjournment

**§ 205. Meetings Subject to Wisconsin Open Meetings Law.**

Meetings of the Commission are open to the public and all business of the Commission shall be conducted in open session, except that the Commission may convene in closed session when duly authorized to do so pursuant to law and then only upon a motion to that effect that is carried in a roll call vote that is recorded in the Minutes. The motion shall specify the subject matters to be discussed in closed session and the statutory authority for considering them in closed session.

**§ 206. Quorum.**

A majority of the members of the Commission shall constitute a quorum for the transaction of any business at a meeting of the Commission.

**§ 207. Vote Required to Take Action.**

(1) The act of a majority of the Commissioners present at a Commission meeting at which a quorum is present shall be the act of the Commission.

(2) Only duly appointed members of the Commission may vote on matters at a Commission meeting.

(3) Proxy voting is not permitted at Commission meetings.

**§ 208. Floor Privileges.**

(1) Only duly appointed members of the Commission shall have the right to speak at Commission meetings.

(2) The Commission may, in its sole discretion, allow anyone else present at a Commission meeting to speak at the meeting and then only to the extent of and subject to any parameters established by the Commission.

**§ 209. Rules of Order.**

The then current edition of *Robert's Rules of Order* shall be the rules of order for the conduct of business at Commission meetings, unless otherwise provided by these Rules of the Commission or by the Wisconsin Statutes or unless the Commission waives those rules of order or specified provisions thereof for a particular meeting.