



Holmen Area Fire Department

FIRE BOARD

AGENDA

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

Date/Time: Tuesday April 22, 2025 @ 7:00 pm
Location: Town of Holland Town Hall, Holmen, WI, 54636

The Holmen Area Fire Board of Directors will hold a regular meeting on **April 22, 2025 at 7:00 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.) Consideration of Agenda Order
- 5.) Approval of Meeting Minutes
 - a. 03/25/2025
- 6.) Election of Board Officers
 - a. Election of Board President
 - b. Election of Board Treasurer
 - c. Election of Board Secretary
- 7.) 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.
- 8.) Election of Officers
- 9.) 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
- 10.) Fire Administration Report (Chief Ostreng)
 - a. March 2025 Incident/Activity Report
 - b. Fire Administration Report
 - c. Staffing/Personnel Updates



www.holmenfire.com

- d. Fleet update
- e. General
- 11.) Fire Commission Report (Chief Ostreng)
- 12.) Fire Station Study
- 13.) Selection of HAFD collective bargaining team
- 14.) 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.
- 15.) Reconvene in Open Session
- 16.) Reservation of right for action and/or recommendation on Closed Session item(s)
- 17.) Announcement and Future Agenda Items
- 18.) Next Regular Meeting – Tentative 05/20/2025
- 19.) 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: 04/18/2025

Notices Posted: 04/18/2025

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
Patrick Barlow - Holmen	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
Doug Jorstad - 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 – March 25th, 2025

Jeff Herlitzke called the Holmen Area Fire District meeting to order at 6:30 pm on March 25th, 2025 at the Town of Holland Town Hall.

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

Alternates Present: Patrick Barlow (Holmen)

Members Excused:

Also Present: Ryan Ostreng (Fire Chief)

Guests: Captain Mike Lavery

Pledge of Allegiance Recited

Approval of Agenda:

Motion to approve the agenda by Jorstad, second by Elam. Motion carried unanimously.

Approval of February Meeting Minutes:

Motion by Jorstad to approve the meeting minutes, second by Herlitzke. Motion carried unanimously.

Resident or Employee Concerns/Comments:

Captain Lavery expressed optimism about the upcoming collective bargaining negotiations, highlighting the department's strong track record of success built on collaboration and mutual understanding.

DRAFT MINUTES

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

Financial Review:

Treasurer Jorstad gave the board a brief overview of the February 2025 balance sheet for the department. Jorstad explained that the finances looked typical for this time of the year but noted that fire capital expenditures were at 105.1% of the budget. Chief Ostreng commented on this and explained he believed it was an accounting error regarding purchases made with 2% dues. Chief Ostreng stated he would investigate it and get it taken care of.

Herlitzke, questioned the high percent of budget used from the EMS training line item. Chief Ostreng explained that this was due to national registry recertification and that he didn't anticipate more training but noted that the department would take advantage of further training opportunities should they arise.

Jorstad stated the department had used 21.7% of the total operating expenditures for the year.

The board reviewed check detail thoroughly. Hauser questioned a check to DeBauch Truck C Diesel Inc., as well as a check to Reliant Fire Apparatus. Chief Ostreng justified the purchases.

Chief Ostreng notified the board that the department had been granted its FAP grant for a total amount of \$59,761. Chief Ostreng explained that the grant money would be used to purchase new cardiac monitors.

Chief Ostreng notified the board that the department had been awarded \$13,559.87 for the Wisconsin DNR Forest Fire Protection Grant. Chief Ostreng stated that the grant was a 50% match, and that he had exceeded half that amount by roughly \$400 to purchase new forest firefighting equipment, with the Wisconsin DNR contributing the other half.

Chief Ostreng thanked Jim Westfall for letting the department use his property for training. Chief Ostreng thanked Altra Federal Credit Union for a \$5000 donation towards the purchase of the cardiac monitors. Chief Ostreng thanked the Mayo Foundation for a donation of \$7500. Chief Ostreng thanked Kwik Trip Cares for a \$1000 donation. Chief Ostreng thanked the Holmen Area Foundation for a donation of \$1500. Chief Ostreng stated that the department had received roughly \$15,000 in donations. The board discussed ways to properly and publicly thank everyone who donated to the department.

DRAFT MINUTES

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

Fire Administration Report:

Chief Ostreng provided the board with a summary of the calls and activity for February 2025 as well as an updated version of the calls for January. Chief Ostreng stated there was an error in the previous report and there were more calls than previously reported for January. Chief Ostreng updated the board with the specifics of the various fire calls for the past month. Hauser asked if the Chief anticipated a busy grass fire season. Chief Ostreng stated that he did and that the PPE provided by the Wisconsin DNR grant would be held up until the DNR could verify the purchases of the equipment.

Chief Ostreng stated that paid on-call firefighter Jordan Freybler resigned. Chief Ostreng stated that Freybler had served the community for 9 years and 3 months. Chief Ostreng noted the department was down to only 1 paid on-call firefighter now.

Chief Ostreng gave an update on the fleet and noted that tender 1 had a shifting issue but had been sent to DeBauch to be repaired.

Chief Ostreng stated that the firefighters had been fitted for new gear and that the department should expect the new gear in about 6 weeks.

Chief Ostreng updated the board on the department's recent training with electrical vehicle fire training.

Fire Commission Report:

Chief Ostreng gave a brief update regarding the previous fire commission meeting. Chief Ostreng stated that the bulk of the meeting revolved around the 10 candidates that applied for the new position within the department. Chief Ostreng stated that the candidates were narrowed down to 3 and those were presented to the commission along with Chief Ostreng's pick. Chief Ostreng stated the commission approved a conditional offer to one of the candidates.

Command Vehicle Replacement Status:

Chief Ostreng stated that the department received the vehicle February 19th, and that he had already purchased the two radios required for the vehicle's operation and expected to receive those in about 8 weeks. Chief Ostreng stated he is finalizing the final details for a vehicle wrap quote from National Fleet Graphics. Chief Ostreng also stated he would like to get a quote for paint from Holmen Custom C Collision. Chief Ostreng stated that he was

DRAFT MINUTES

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

refining his requirements for the vehicle's light package and once those were finalized, he would be waiting to receive quotes from 3 different organizations. Chief Ostreng noted it would be a couple months before the vehicle was in service.

Fire Station Study:

Chief Ostreng gave a brief update on the fire station study and stated that Wendel Five Bugles would be presenting to the municipalities to narrow the scope of the project to 2 stations or 1 and then discuss the preliminary station space needs based on available lot space.

Collaborative Fire Investigation Group MOU:

Chief Ostreng gave a summary of the purpose of the collaborative fire investigation group. The board reviewed the Fire Investigation MOU thoroughly. Jorstad noted that Holmen Village Administrator reviewed the document and approved it. Motion by Jorstad for the approval of the Collaborative Fire Investigation Group MOU with the City of Onalaska. Second by Hauser. Motion carried unanimously.

762 Support Vehicle Plan:

Chief Ostreng gave a summary of the vehicle's condition. Chief Ostreng stated the vehicle no longer served a purpose for the department and it was his intent to sell the vehicle via a closed bidding process. Jorstad questioned what the funds from the sale of the vehicle would be used for. Chief Ostreng explained that the funds would be used for capital expenses like the extra equipment for the new command vehicle. The board consensus was to move forward with selling the vehicle. No motion occurred.

Selection of HAFD collective bargaining team:

The selection of collective bargaining team members was postponed until after the Village of Holmen's annual reorganizational meeting to ensure appointees would be active fire board members. No motion occurred.

Closed Session:

No closed session occurred due to postponing the selection of members for the HAFD collective bargaining team.

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

Announcement and Future Agenda Items:

Herlitzke announced voting for a new board president at the next meeting and how that process works.

Next Regular Meeting: April 15th, 2025

Adjourn:

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

Minutes by Travis E. Elam, Secretary

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HOLMEN AREA FIRE DEPARTMENT
Balance Sheet
 As of April 18, 2025

	<u>Apr 18, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Park Bank	
Park Bank Checking	333,047.63
Total Park Bank	333,047.63
LGIP-General Capital Savings	
LGIP- Capital Savings	87,895.25
LGIP -Operational Checking	70,002.36
LGIP-2% Dues Savings	172,349.44
LGIP-Sick Leave Payout	36,000.00
LGIP-Medical Equip Upgrades	75,321.97
LGIP- Special Events/Donations	25,089.99
Total LGIP-General Capital Savings	466,659.01
Total Checking/Savings	799,706.64
Total Current Assets	799,706.64
Other Assets	
Equipment Purchased by Grant	60,887.50
Total Other Assets	60,887.50
TOTAL ASSETS	860,594.14
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
WI State Income tax payable	1,681.28
Life Insurance Payable EE	32.92
Nationwide Retirement Payable	1,014.14
WI Retirement Payable	10,404.46
Union Dues Payable	1,669.95
Total Other Current Liabilities	14,802.75
Total Current Liabilities	14,802.75
Long Term Liabilities	
Future Sick Pay Payable	36,000.00
Total Long Term Liabilities	36,000.00
Total Liabilities	50,802.75
Equity	
Retained Earnings	630,688.18
Net Income	179,103.21
Total Equity	809,791.39
TOTAL LIABILITIES & EQUITY	860,594.14

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
 January 1 through April 18, 2025

	Jan 1 - Apr 18, 25
Ordinary Income/Expense	
Income	
Income-Budget	625,025.83
Capital /Reserve Income	18,750.00
Grants	80,617.50
Income-Interest	423.88
Income-Interest-Special	3,357.10
Donations/Grants	14,582.40
	742,756.71
Total Income	
Expense	
CAPITAL EXPENDITURES	
2% Fire Protection Equipment Ex	27,068.35
Building -Capital Expenditures	1,262.38
EMS-Capital Expenditures	1,759.13
Fire-Capital Expenditures	16,276.04
	46,365.90
Total CAPITAL EXPENDITURES	
OPERATIONAL EXPENDITURES	
Wages	
SALARY/WAGES EXPENSE	
Employee Benefit Health	63,739.11
Employee Retirement Career	39,520.89
Insurance-Life	550.87
Insurance-Work-Comp	2,686.00
Officer Salary	31,692.32
Salary	225,173.13
Salary -OT	55,107.94
Acting Pay	150.00
FLSA	3,382.60
Holiday Pay	12,978.72
Parttime Wages	1,150.70
Payroll-Tax Expense	25,288.58
SALARY/WAGES EXPENSE - Other	934.40
	462,355.26
Total SALARY/WAGES EXPENSE	
Total Wages	462,355.26
BUILDING	
Building Maintenance/Repair	932.06
Supplies	798.73
	1,730.79
Total BUILDING	
EMS	
Lease/Air/Oxygen	308.44
Repairs & Maintenance	36.57
Replacement-EMS	142.32
Supplies	538.36
Training	720.00
	1,745.69
Total EMS	
FIRE	
Professional Dues/Licenses	322.29
Batteries	9.99
Conventions/Conferences	1,252.14
Repairs & Maintenance	70.75
Replacement -Fire	526.14
Supplies	393.51
Testing/Insp	285.00
Training	1,883.45
Uniform Clothing	2,907.58
	7,650.85
Total FIRE	

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
January 1 through April 18, 2025

	<u>Jan 1 - Apr 18, 25</u>
OFFICE	
Consulting	0.00
Human Resources/Business Suppor	1,591.50
Accounting Services	3,915.00
Office Software	12,625.40
Office Supplies	897.88
Postage	197.50
Telephone/Cell-Phones/Internet	2,290.29
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Total OFFICE	21,517.57
UTILITIES	
Electricity	4,383.78
Water/Sewer/Runoff	1,874.31
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Total UTILITIES	6,258.09
VEHICLES	
Fuel	3,717.00
Repairs & Maintenance	10,697.51
Tire Replacement	1,614.84
	<hr/>
Total VEHICLES	16,029.35
Total OPERATIONAL EXPENDITURES	<hr/> 517,287.60 <hr/>
Total Expense	563,653.50
Net Ordinary Income	<hr/> 179,103.21 <hr/>
Net Income	<hr/> 179,103.21 <hr/>

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	80,617.50			
Income-Interest	423.88			
Income-Interest-Special	3,357.10			
Donations/Grants	14,582.40			
Total Income	742,756.71	2,015,061.00	-1,272,304.29	36.9%
Expense				
CAPITAL EXPENDITURES				
2% Fire Protection Equipment Ex	27,068.35	80,000.00	-52,931.65	33.8%
Building -Capital Expenditures	1,262.38	15,000.00	-13,737.62	8.4%
EMS-Capital Expenditures	1,759.13	20,000.00	-18,240.87	8.8%
Fire-Capital Expenditures	16,276.04	15,000.00	1,276.04	108.5%
Total CAPITAL EXPENDITURES	46,365.90	130,000.00	-83,634.10	35.7%
OPERATIONAL EXPENDITURES				
Wages				
SALARY/WAGES EXPENSE				
Employee Benefit Health	63,739.11	234,600.00	-170,860.89	27.2%
Employee Retirement Career	50,714.49	150,689.65	-99,975.16	33.7%
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	31,692.32	103,000.00	-71,307.68	30.8%
Salary	225,173.13	813,994.27	-588,821.14	27.7%
Salary -OT	55,107.94	175,907.37	-120,799.43	31.3%
Acting Pay	150.00	1,260.00	-1,110.00	11.9%
FLSA	3,382.60	21,803.42	-18,420.82	15.5%
Holiday Pay	12,978.72	36,898.09	-23,919.37	35.2%
Parttime Wages	1,150.70	6,000.00	-4,849.30	19.2%
Payroll-Tax Expense	25,288.58	88,653.03	-63,364.45	28.5%
SALARY/WAGES EXPENSE - Other	934.40			
Total SALARY/WAGES EXPENSE	473,548.86	1,671,134.55	-1,197,585.69	28.3%
Total Wages	473,548.86	1,671,134.55	-1,197,585.69	28.3%
BUILDING				
Building Maintenance/Repair	932.06	3,000.00	-2,067.94	31.1%
Grounds Maintenance	0.00	3,000.00	-3,000.00	0.0%
Supplies	798.73	4,000.00	-3,201.27	20.0%

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 04/10/25
 Cash Basis

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

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Total BUILDING	1,730.79	10,000.00	-8,269.21	17.3%
EMS				
Lease/Air/Oxygen	308.44	1,200.00	-891.56	25.7%
Repairs & Maintenance	36.57	250.00	-213.43	14.6%
Replacement-EMS	142.32	650.00	-507.68	21.9%
Supplies	538.36	4,000.00	-3,461.64	13.5%
Training	720.00	1,000.00	-280.00	72.0%
Total EMS	1,745.69	7,100.00	-5,354.31	24.6%
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	1,252.14	4,000.00	-2,747.86	31.3%
Physicals	0.00	5,500.00	-5,500.00	0.0%
Repairs & Maintenance	70.75	3,000.00	-2,929.25	2.4%
Replacement -Fire	526.14	2,000.00	-1,473.86	26.3%
Supplies	393.51	5,000.00	-4,606.49	7.9%
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	2,907.58	14,000.00	-11,092.42	20.8%
Total FIRE	7,650.85	41,300.00	-33,649.15	18.5%
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 Support	1,591.50	17,500.00	-15,908.50	9.1%
Accounting Services	3,915.00	9,000.00	-5,085.00	43.5%
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	12,625.40	18,700.00	-6,074.60	67.5%
Office Supplies	897.88	1,500.00	-602.12	59.9%
Postage	197.50	200.00	-2.50	98.8%
Telephone/Cell-Phones/Internet	2,290.29	9,000.00	-6,709.71	25.4%
Total OFFICE	21,517.57	75,026.45	-53,508.88	28.7%
UTILITIES				
Electricity	4,383.78	14,000.00	-9,616.22	31.3%
Heating/Cooling	0.00	1,500.00	-1,500.00	0.0%
Water/Sewer/Runoff	1,874.31	4,000.00	-2,125.69	46.9%

4:31 PM
 04/10/25
 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	6,258.09	19,500.00	-13,241.91	32.1%
VEHICLES				
Fuel	3,717.00	25,000.00	-21,283.00	14.9%
Repairs & Maintenance	10,697.51	15,000.00	-4,302.49	71.3%
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	16,029.35	45,000.00	-28,970.65	35.6%
Total OPERATIONAL EXPENDITURES	528,481.20	1,885,061.00	-1,356,579.80	28.0%
Total Expense	574,847.10	2,015,061.00	-1,440,213.90	28.5%
Net Ordinary Income	167,909.61	0.00	167,909.61	100.0%
Net Income	167,909.61	0.00	167,909.61	100.0%

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

11:24 AM
04/02/25

HOLMEN AREA FIRE DEPARTMENT
Check Detail
April 2, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17550	04/02/2025	DeBAUCHE TRUCK...		Park Bank Checking		-2,150.98
					Repairs & Maintena...	-2,150.98	2,150.98
TOTAL						-2,150.98	2,150.98
Check	17551	04/02/2025	ENGELSON & ASS...		Park Bank Checking		-700.00
					Accounting Services	-700.00	700.00
TOTAL						-700.00	700.00
Check	17552	04/02/2025	O'REILLY AUTO P...		Park Bank Checking		-29.99
					Repairs & Maintena...	-29.99	29.99
TOTAL						-29.99	29.99
Check	17553	04/02/2025	RAGZ UPHOLSTER...		Park Bank Checking		-200.00
					Repairs & Maintena...	-200.00	200.00
TOTAL						-200.00	200.00
Check	17554	04/02/2025	VISA		Park Bank Checking		-1,333.60
					Telephone/Cell-Pho...	-222.00	222.00
					Uniform Clothing	-219.44	219.44
					Building -Capital Ex...	-527.49	527.49
					Conventions/Confer...	-190.00	190.00
					Telephone/Cell-Pho...	-222.00	222.00
					Office Supplies	47.33	-47.33
TOTAL						-1,333.60	1,333.60
Check	17555	04/02/2025	VISION DESIGN G...		Park Bank Checking		-60.00
					Office Software	-60.00	60.00
TOTAL						-60.00	60.00

HOLMEN AREA FIRE DEPARTMENT
Check Detail
 April 10, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17556	04/10/2025	State of Wisconsin...		Park Bank Checking		-181,322.00
					LGIP-Medical Equip ...	-75,321.60	75,321.60
					LGIP-Sick Leave Pa...	-36,000.00	36,000.00
					LGIP -Operational C...	-70,000.40	70,000.40
TOTAL						-181,322.00	181,322.00
Check	17557	04/10/2025	AIRGAS NORTH C...		Park Bank Checking		-62.02
					Lease/Air/Oxygen	-62.02	62.02
TOTAL						-62.02	62.02
Check	17558	04/10/2025	FIRE SAFTEY USA		Park Bank Checking		-6,882.90
					2% Fire Protection E...	-6,165.00	6,165.00
					Uniform Clothing	-208.95	208.95
					Fire-Capital Expendi...	-508.95	508.95
TOTAL						-6,882.90	6,882.90
Check	17559	04/10/2025	GUNDERSEN HEA...		Park Bank Checking		-107.66
					Supplies	-107.66	107.66
TOTAL						-107.66	107.66
Check	17560	04/10/2025	HOLMEN ACE HAR...		Park Bank Checking		-349.38
					Supplies	-52.59	52.59
					Building Maintenanc...	-199.98	199.98
					Supplies	-56.49	56.49
					Repairs & Maintena...	-40.32	40.32
TOTAL						-349.38	349.38
Check	17561	04/10/2025	KWIK TRIP		Park Bank Checking		-1,517.76
					Fuel	-1,517.76	1,517.76
TOTAL						-1,517.76	1,517.76

HOLMEN AREA FIRE DEPARTMENT
Check Detail
 April 10, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17562	04/10/2025	McMahon Associat...		Park Bank Checking		-282.50
					Human Resources/...	-282.50	282.50
TOTAL						-282.50	282.50
Check	17563	04/10/2025	Motorola Solutions...		Park Bank Checking		-3,484.20
					2% Fire Protection E...	-3,484.20	3,484.20
TOTAL						-3,484.20	3,484.20
Check	17564	04/10/2025	MNSCO		Park Bank Checking		-30.43
					Repairs & Maintena...	-30.43	30.43
TOTAL						-30.43	30.43
Check	17565	04/10/2025	O'REILLY AUTO P...		Park Bank Checking		-16.86
					Repairs & Maintena...	-16.86	16.86
TOTAL						-16.86	16.86
Check	17566	04/10/2025	VILLAGE OF HOLM...		Park Bank Checking		-1,095.45
					Water/Sewer/Runoff	-1,095.45	1,095.45
TOTAL						-1,095.45	1,095.45



Memo

To: Fire Board
From: Ryan Ostreng
cc:
Date: April 10, 2025
Re: National Fleet Graphics Command Car Wrap

Following is the proposed wrap design from National Fleet Graphics for the new Command Car (Car 1). The estimate is \$5,335.00.

After discussion; I am asking for the HAFD Board of Directors support through motion to approve the use of 2025 2% Dues up to the amount of \$5,750.00 to cover cost associated with a graphics wrap package for the 2025 Suburban Command Car.

By approving this proof the customer expressly gives permission for reproduction of graphics as presented. The customer assumes all responsibility in the event of any errors approved of on this proof – not limited to, but including spelling errors, color, or placement of graphics. Any approved errors will be fixed at the customer's expense only. NFG will not be held liable for issues arising due to non-written communication. Email is the preferred form of communication for the proofing process and approval. Promotional items (business cards, letterhead, pens, etc.) may ship from the supplier at +/- 10% of the ordered quantity. **Quotes older than 45 days may not be honored.**

Chevrolet Suburban 1/20th Scale

Red is Avery Supreme Wrapping Film Gloss Carmine Red
Will need to be hand trimmed at body line on vehicle



Diamond Reflective stripes on back



side stripes
are cut black reflective

Door Logos are black cut vinyl
w/ large engine turn gold & clear overlay



Stripes are 4\"/>



If this is painted instead of wrapped -
you will need at least 30 days for a full cure

It would probably be best to have lights installed after wrap
so that we don't have to remove any after the fact.

TO Ryan Ostreng

COMPANY Holmen WI Fire Department

DATE 3-31-25



NATIONAL FLEET GRAPHICS, LLC . 318 SOUTH STREET . DODGE CENTER MN 55927 . PHONE 507-374-7069 . FAX 507-374-6477 . NATIONALFLEETGRAPHICS.COM
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Memo

To: Fire Board
From: Ryan Ostreng
cc:
Date: April 22, 2025
Re: Fire Investigation PPE and Tools

Attached is a recommended (2024 National Fire Protection Association 921 – Guide for Fire and Explosion Investigations) list of personal protective equipment (PPE) and tools for use during fire investigations.

After discussion; I am asking for the HAFD Board of Directors support through motion to approve the use of up to the amount of \$6,000.00 from Capital Expenditures to cover the initial cost associated with equipping four fire investigators with appropriate PPE and tools for use during fire investigations.

15.4.2 Personal Safety Equipment.

Recommended personal safety equipment includes the following:

Eye protection

Flashlight

Gloves

Helmet or hard hat

Respiratory protection (type depending on exposure)

Safety boots or shoes

Turnout gear or coveralls

15.4.3 Tools and Equipment.

Recommended tools and equipment include the following:

Absorption material

Air blaster (found in camera stores)

Axe

Batteries

Broom

Calcination Gauge

Camera and film (*See 16.2.3.1 and 16.2.1.2 for recommendations.*)

Char gauge/Digital caliper

Claw hammer

Directional compass

Evidence-collecting container (*See Section 17.5 for recommendations.*)

Evidence labels (sticky)

Hand towels

Hatchet

Hydrocarbon detector

Ladder

Lighting

Magnet

Marking pens

Metal detector/Probe

Paint brushes

Paper towels/wiping cloths

Pen knife

Pliers/wire cutters

Pry bar

Rake

Rope

Ruler/Straight edge

Saw

Screwdrivers (multiple types)

Shovel

Sieve/Shifting screens

Soap and hand cleaner or moist towelettes

Styrofoam cups

Tape measure

Tape recorder

Tongs

Tweezers

Twine

Voltage detector (Pen shaped device to show live circuits)

Voltmeter/ohmmeter

Water

Writing/drawing equipment

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		
TOTAL	946	121	1001	55	1057	56	1052	-5	1249	176	1315	66	1286	-29	1131	-155	300	27

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
	103



Holmen Area Fire Department

710 S Main St, Holmen, WI 54636

608-526-9363

www.holmenfire.com



ITEM 10a2

March 2025

HAFD Incidents by Municipality

Report Pulled On: 04/05/2025

Incident Category	Total
Municipality: City of Onalaska	
6 - Good Intent Call	4
Total: 4	
Municipality: Medary	
6 - Good Intent Call	2
Total: 2	
Municipality: Town of Holland	
1 - Fire	1
3 - Rescue & Emergency Medical Service Incident	4
6 - Good Intent Call	4
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	65
4 - Hazardous Condition (No Fire)	4
5 - Service Call	4
6 - Good Intent Call	9
7 - False Alarm & False Call	3
Total: 86	
Total: 103	

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.

DRAFT MINUTES**Subject To Change Before Approval By The Holmen Area Fire Commission****Holmen Area Fire Commission Meeting Minutes: April 14, 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 6:28pm.

THE PLEDGE OF ALLEGIANCE WAS RECITED.**ROLL CALL:**

Members Present: 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.

Absent: Patrick Brockman, Town of Holland

APPROVAL OF AGENDA:

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

Remainder of agenda approved as listed. Motion by Commissioner Miller, with 2nd by Commissioner Ertz. Unanimously approved.

APPROVAL OF MINUTES:

The minutes of the March 24, 2025 meeting were reviewed by the commissioners. A motion was made by Commissioner Ertz with second by Commissioner Miller 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 Nick Meinertz, to commemorate his completion of the probationary period. His new badge was delicately placed by daughter Brynley. Family, friends, and fellow HAFD members were on hand to help celebrate this achievement.

The conditional offer to the new candidate was issued and accepted. She is currently working thru CVTC for remaining certifications. Other necessary screenings will occur shortly. Potential start date might be mid-May.

RESIDENT OR EMPLOYEE CONCERNS/COMMENTS:

Patrick Barlow, Holmen Village President, attended our meeting as an observer. He gave us his brief introduction and welcomed any questions and/or concerns that the Commission may have. He fielded a few quick questions from the Commission. We appreciate your positive support for the Holmen Area Emergency Support Services. Thank you, Patrick, for attending and taking an interest in our meeting.

FIRE ADMINISTRATION REPORT:

Chief Ostreng reported the response level for March was 103, bringing the YTD total to 300. This YTD total is running slightly ahead of last year.

DRAFT MINUTES

Subject To Change Before Approval By The Holmen Area Fire Commission

Holmen Area Fire Commission Meeting Minutes: April 14, 2025

COMMISSION CHAIR REPORT:

Nothing to report.

UNFINISHED BUSINESS:

None to report.

CONSIDERATION OF CHANGES TO COMMISSION RULES:

A request was made by Chief Ostreng for a minor re-wording of Section 100, sub-section 2.

Another request was made by Chief Ostreng for re-working of several items in Section 103, Terms of Office. These dealt with 1-Commissioner 5 Term expiration, 2-subsequent length of terms after the initial term of office, and 3-the alternating terms of office of Commissioners from the municipalities as terms expire.

A brief discussion ensued regarding these proposed changes.

Motion by Commissioner Ertz, with 2nd by Commissioner Forde to approve the requested changes as written. Unanimous approval.

CONSIDERATION OF TRAINING CAPTAIN JOB DESCRIPTION:

A brief discussion ensued. Resulting in recommendation by Chief Ostreng to postpone this topic until the next meeting.

Motion by Commissioner Ertz, with 2nd by Commissioner Miller to postpone. Unanimously approved.

NEXT REGULAR MEETING:

Several topics are in flux; therefore, we were not able to set a firm date.
To Be Determined.

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 7:00 pm.

Minutes respectfully recorded and published by John Miller, Commission Secretary.
April 17, 2025



Memo

To: Fire Board
From: Ryan Ostreng
cc:
Date: April 16, 2025
Re: Fire Station Study Report Progress

This memo is a fire station study report update from Laura Eysnogle, Architect at Wendel Five Bugles Design:

- **Existing Fire Station Conditions:**
 - Review of the facility has taken place, and the report is written. A draft has been provided to the department, and comments / edits have been received.
- **GIS:**
 - Mapping is complete and the report has been written. A draft has been provided to the department, and comments / edits have been received.
- **Fire Station Concepts:**
 - Based on the sites reviewed in the GIS, we're developing concepts now that could be used on two potential sites.
 - Concepts will be ready to review with the department scheduled for Tuesday, May 6.
 - Following the initial review of the concepts, we will go on tours with the department to see similar facilities, scheduled for Wednesday, May 14.
 - Once tours are complete, we will review the concept and adjust accordingly. This review is tentatively scheduled for Friday, May 16.
- **Overall:**
 - Following the final concept approval, a draft of the report will be sent to the department for review.
 - The final report will be complete approximately 2 weeks after the draft is completed.

Proudly Serving the Town of Holland and Village of Holmen