



Holmen Area Fire Department

FIRE BOARD

AGENDA

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

Date/Time: Tuesday May 20, 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 **May 20, 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.) Consideration of Agenda Order
- 5.) Approval of Meeting Minutes
 - a. 04/22/2025
- 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. April 2025 Incident/Activity Report
 - b. Fire Administration Report
 - c. Staffing/Personnel Updates



www.holmenfire.com

- d. Fleet update
- e. General
- 9.) Fire Commission Report (Chief Ostreng)
- 10.) Fire Station Study
- 11.) Review Draft Apparatus Replacement Plan
- 12.) Review of Fire Chief Annual Evaluation Options
- 13.) Announcement and Future Agenda Items
- 14.) Next Regular Meeting – Tentative 06/17/2025
- 15.) 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: 05/16/2025

Notices Posted: 05/16/2025

Notices Emailed To:

Holmen Are Fire Assoc. Board	Dept/Town/Village/County	Media	Posted
Patrick Barlow – Holmen (President)	HAFD Members/IAFF L127	Holmen Courier	Holmen Area FD
Travis Elam - Holmen	Marilyn Pedretti	La Crosse Tribune	Town of Holland
Rick Hauser - Holland	Angela Hornberg	La Crosse Radio Group	Village of Holmen
Jeff Herlitzke - 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 – April 22nd, 2025

Jeff Herlitzke called the Holmen Area Fire District meeting to order at 7:03 pm on April 22nd, 2025 at the Town of Holland Town Hall.

Members Present: Patrick Barlow (Holmen), Travis Elam (Holmen), Jeff Herlitzke (Holland), Rick Hauser (Holland)

Alternates Present: Doug Jorstad (Holmen)

Members Excused:

Also Present: Ryan Ostreng (Fire Chief)

Guests: Fire Department Staff

Pledge of Allegiance Recited

Approval of Agenda:

Motion by Barlow to approve the agenda. Second by Elam. Motion carried unanimously.

Approval of March Meeting Minutes:

Herlitzke noted there were some minor typos under the Fire Administration Report. Motion by Hauser to approve the minutes with minor changes. Second by Barlow. Motion carried unanimously.

Resident or Employee Concerns/Comments Election of Officers:

Herlitzke gave the board a summary of the officer election process.

Elam motioned to nominate Patrick Barlow as Board President. Second by Herlitzke. No other nominations were brought forward. Motion carried unanimously.

Hauser motioned to nominate Jeff Herlitzke as Board Treasurer. Motion carried unanimously.

DRAFT MINUTES

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

Hauser motioned to nominate Travis Elam as Board Secretary. Second by Herlitzke. Motion carried unanimously.

The management of the meeting was transferred to newly elected board president Barlow.

Financial Review:

Treasurer Herlitzke gave the board a brief overview of the balance sheet for the department. The board reviewed the individual budget sheets separately due to the transition of Officer positions. Hauser questioned the LGIP-Medical Equip Upgrades Line item. Chief Ostreng stated the increase in funds came from the EMS FAP money and donations. Ostreng stated the funds would be used to purchase the new cardiac monitors.

Herlitzke noted the Fire-Capital Expenditures line item and stated its total budget used was 108.5%. Herlitzke questioned the budget and where the funds were being spent. Chief Ostreng stated the budget increase was due to one-time cost upgrades due to the CAD system. Chief Ostreng also stated that he thought there was an accounting error that he needed to investigate, and that more money was taken out of that line item than what should have been.

Herlitzke noted the Total Expense for the year was 28.5% of the budget.

The board reviewed check detail thoroughly. Hauser questioned a check to DeBauche trucking. Chief Ostreng stated that check was to fix a shifting issue on one of the trucks. Barlow questioned a large check in the amount of \$181,322. Chief Ostreng stated the check was a standard transfer from the departments checking to the LGIP accounts where the money would earn better interest. Elam questioned a check to Ragz Upholstery. Ostreng stated the check was issued to repair the tarp that was on top of Engine 1. Hauser questioned a check to Motorola Solutions. Chief Ostreng explained it was for one of the new radios that would be in the new command vehicle.

National Fleet Graphics Command Car Wrap

Chief Ostreng gave the board a summary of the design and requested its approval. Barlow requested a larger summary of the progress of the command vehicle as well as its status. Hauser requested a running total for the total cost of the new vehicle so the board could track the expenses to make sure they remained below the \$100,000 originally approved for the purchase. Motion by Herlitzke to approve the National Fleet Graphics Command Car Wrap design not to exceed \$5,750. Second by Elam. Elam asked if the Chief had received any quotes for paint instead of the wrap. Chief Ostreng stated that he requested quotes for paint from several companies and nobody responded to him. Motion carried unanimously.

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Fire Investigation PPE and Tools

Chief Ostreng requested approval for the purchase of Fire Investigation PPE and Tools. Chief Ostreng stated that the City of Onalaska already had their equipment purchase approved and that it was his intention to mirror what the City of Onalaska had purchased. Chief Ostreng stated he did not anticipate the purchase to exceed \$6000. Hauser questioned if the department needed extra PPE if they already have some. Chief Ostreng explained the risk of cross contamination in investigations, the cleaning process, and explained why the extra PPE was necessary. Motion by Herlitzke to approve the purchase of Fire Investigation PPE and Tools up to \$6000. Second by Hauser. Motion carried unanimously.

Donations

Chief Ostreng stated that Andrew and Nichole Meyer donated money to the department, and he would be applying the donation to the new cardiac monitor fund. Chief Ostreng stated the Wisconsin Terrazzo C Tile Inc donated \$1500 toward the new cardiac monitor also.

Fire Administration Report:

Chief Ostreng provided the board with a summary of the calls and activity for March 2025. The board reviewed the reports in detail. Chief Ostreng summarized the notable calls for March and provided the board with details of specific calls.

Chief Ostreng stated he was in the process of joining the Heart Safety Community program. Chief Ostreng stated that La Crosse was a member of this program, and the City of Onalaska was working towards joining this program.

Chief Ostreng explained to the board what the Red Cross Sound the Alarm program was and how it operated. Chief Ostreng stated that La Crosse and City of Onalaska were members of this program, and it was his intention to also become a member of this program.

Chief Ostreng gave the board a fleet update. Chief Ostreng stated Rescue 1 needed its tires rotated after the previous alignment problem and that Engine 2 continues to have IO errors. Fire Department staff explained to the board in detail this problem. Staff stated this issue has existed since they received Engine 2 from the manufacturer. Chief Ostreng stated that he would be replacing the out-of-date decal on Engine 2 so it matches the rest of the fleet and is labeled properly.

Chief Ostreng gave a facility update and stated the leaks in the building have reoccurred.

Chief Ostreng stated it was his intention to purchase a new engine and rotate Engine 1 into

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

the tender position. Chief Ostreng explained he requested a general quote for a new Engine with a 1500-gallon pump and 1000 gallons of water capacity. Chief Ostreng stated the quote was around \$1,000,000 and had a 46-month production time. Barlow stated that he knew the City of Onalaska was also purchasing a new Engine for roughly 1.2 million that also had a 4 year wait time. Barlow questioned if the need was for an engine or for a tender and what the cost and wait time for a tender would be. Chief Ostreng stated the issue with the current engine is that the hoses are located too high on the engine and that somebody was going to get hurt eventually pulling hose. Chief Ostreng stated it was his intention to purchase a more ergonomic engine that would be better suited for everyday fire response. Barlow questioned the statement citing that Engine 1 was a standard model used in La Crosse and was suggested by La Crosse when purchased. Fire department staff familiar with La Crosse's engines commented on the engine. Town of Holland board members voiced their disapproval for using Engine 1 as a tender and stated its limited water capacity compared to the current 2000-gallon tender. Chief Ostreng stated that Galesville just ordered a new tender, and the wait time was 2.5 - 3 years. Elam questioned how fast, and engine goes through 1000 gallons of water. Department staff commented. Barlow asked if we had a vehicle replacement plan available so the board could plan for these purchases especially with the long wait times. Chief Ostreng stated he was working on the list.

Chief Ostreng stated it was his intention to add a Training Captain to the department.

Chief Ostreng stated the Town of Holland was approved for their Innovation Planning Grant for an amount of \$35,500.

Fire Commission Report:

Chief Ostreng gave a brief update regarding the previous fire commission meeting. Chief Ostreng highlighted the commissioner rotation and how that worked, and a badge pinning ceremony.

Fire Station Study:

Chief Ostreng gave the board a summary of what has been completed so far. These things included the existing fire station conditions report, the GIS report, and the fire station concepts report which includes locations for a new station. Chief Ostreng stated that the next meeting is scheduled for May 6th and the department would be doing station tours on May 14th. Chief Ostreng stated the final report would be done in June. Barlow voiced concerns over the board's limited input in the final report and questioned if any further work based on board feedback would require additional fees based. Chief Ostreng stated it was his intention to have a special meeting to present the report to the boards of both communities. Chief Ostreng stated the board contracted for one meeting and that the board would be receiving a concept and not a finalized blueprint for a new station

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Selection of HAFD collective bargaining team:

Barlow gave a brief history of the previous collective bargaining team members and what it entailed. Barlow volunteered to be a part of the team. Herlitzke volunteered to be a part of the team. Hauser also volunteered but had some concerns about scheduling conflicts. Barlow addressed the conflicts and stated they board could work around them. Chief Ostreng suggested the inclusion of Chief Whittaker on the bargaining team. Herlitzke motioned to appoint Barlow and Hauser to the collective bargaining team. Second by Elam. Herlitzke amended his motion to include Chief Robert Whittaker. Second by Elam. Motion carried unanimously.

Closed Session:

Motion to go into closed session by Herlitzke. Second by Elam. Motion carried unanimously. Alternate member Doug Jorstad (Holmen) remained for closed session.

Reconvene in Open Session:

Motion to reconvene into Open Session by Herlitzke. Second by Hauser. Motion carried unanimously.

Action on Close Session item(s):

No action was taken on close session items.

Announcement and Future Agenda Items:

No announcements occurred. The board suggested reviewing the meeting location due to parking conflicts at Town of Holland. Hauser suggested revisiting the Chiefs annual performance review criteria.

Next Regular Meeting: May 20th, 2025

Adjourn:

Motion to adjourn at 9:08pm by Herlitzke. Second by Elam. Motion carried unanimously.

Minutes by Travis E. Elam, Secretary

1:43 PM
05/19/25
Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Balance Sheet
As of May 19, 2025

	<u>May 19, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Park Bank	
Park Bank Checking	496,621.13
Total Park Bank	496,621.13
LGIP-General Capital Savings	
LGIP- Capital Savings	88,212.32
LGIP -Operational Checking	70,179.13
LGIP-2% Dues Savings	172,971.17
LGIP-Sick Leave Payout	36,090.91
LGIP-Medical Equip Upgrades	75,512.17
LGIP- Special Events/Donations	25,180.50
Total LGIP-General Capital Savings	468,146.20
Total Checking/Savings	964,767.33
Other Current Assets	
Location Study A/R from Municip	25,500.00
Total Other Current Assets	25,500.00
Total Current Assets	990,267.33
Other Assets	
Equipment Purchased by Grant	60,887.50
Total Other Assets	60,887.50
TOTAL ASSETS	<u>1,051,154.83</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Location Study Payable	6,375.00
WI State Income tax payable	2,108.14
Life Insurance Payable EE	16.46
WI Retirement Payable	5,221.53
Union Dues Payable	1,669.95
Payroll Liabilities	16.06
Total Other Current Liabilities	15,407.14
Total Current Liabilities	15,407.14
Long Term Liabilities	
Future Sick Pay Payable	36,000.00
Total Long Term Liabilities	36,000.00
Total Liabilities	51,407.14
Equity	
Retained Earnings	630,688.18
Net Income	369,059.51
Total Equity	999,747.69
TOTAL LIABILITIES & EQUITY	<u>1,051,154.83</u>

1:43 PM
 05/19/25
 Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
 January 1 through May 19, 2025

	Jan 1 - May 19, 25
Ordinary Income/Expense	
Income	
Income-Budget	942,530.50
Capital /Reserve Income	25,000.00
Grants	80,617.50
Income-Interest	559.48
Income-Interest-Special	4,844.29
Donations/Grants	33,525.39
	1,087,077.16
Total Income	
Expense	
CAPITAL EXPENDITURES	
2% Fire Protection Equipment Ex	38,598.63
Building -Capital Expenditures	1,328.07
EMS-Capital Expenditures	2,483.29
Fire-Capital Expenditures	18,375.02
	60,785.01
Total CAPITAL EXPENDITURES	
OPERATIONAL EXPENDITURES	
Wages	
SALARY/WAGES EXPENSE	
Employee Benefit Health	79,259.09
Employee Retirement Career	61,263.13
Insurance-Life	654.17
Insurance-Work-Comp	4,842.00
Officer Salary	39,615.40
Salary	277,392.81
Salary -OT	71,045.73
Acting Pay	160.00
FLSA	5,162.50
Holiday Pay	18,963.36
Parttime Wages	1,255.70
Payroll-Tax Expense	31,711.54
SALARY/WAGES EXPENSE - Other	934.40
	592,259.83
Total SALARY/WAGES EXPENSE	
Total Wages	592,259.83
BUILDING	
Building Maintenance/Repair	1,223.64
Grounds Maintenance	80.00
Supplies	1,080.60
	2,384.24
Total BUILDING	
EMS	
Lease/Air/Oxygen	369.27
Repairs & Maintenance	36.57
Replacement-EMS	142.32
Supplies	683.23
Training	720.00
	1,951.39
Total EMS	
FIRE	
Professional Dues/Licenses	1,050.29
Batteries	30.98
Conventions/Conferences	1,627.14
Physicals	276.00
Repairs & Maintenance	314.80
Replacement -Fire	526.14
Supplies	666.31
Testing/Insp	1,315.00
Training	1,883.45
Uniform Clothing	4,173.90
	14,332.90

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
January 1 through May 19, 2025

	<u>Jan 1 - May 19, 25</u>
Total FIRE	11,864.01
INSURANCE	
Insurance-General	162.00
Total INSURANCE	162.00
OFFICE	
Consulting	0.00
Human Resources/Business Support	1,591.50
Accounting Services	4,665.00
Office Software	12,685.40
Office Supplies	1,125.56
Postage	197.50
Telephone/Cell-Phones/Internet	3,155.40
Total OFFICE	23,420.36
UTILITIES	
Electricity	5,620.16
Water/Sewer/Runoff	1,874.31
Total UTILITIES	7,494.47
VEHICLES	
Fuel	4,488.80
Repairs & Maintenance	11,592.70
Tire Replacement	1,614.84
Total VEHICLES	17,696.34
Total OPERATIONAL EXPENDITURES	657,232.64
Total Expense	718,017.65
Net Ordinary Income	369,059.51
Net Income	<u>369,059.51</u>

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

	<u>Jan - Dec 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
2% Fire Protection Equipmnet	0.00	80,000.00	-80,000.00	0.0%
Income-Budget	942,530.50	1,885,061.00	-942,530.50	50.0%
Capital /Reserve Income	25,000.00	50,000.00	-25,000.00	50.0%
Grants	80,617.50			
Income-Interest	559.48			
Income-Interest-Special	4,844.29			
Donations/Grants	33,525.39			
Total Income	1,087,077.16	2,015,061.00	-927,983.84	53.9%
Expense				
CAPITAL EXPENDITURES				
2% Fire Protection Equipment Ex	38,598.63	80,000.00	-41,401.37	48.2%
Building -Capital Expenditures	1,328.07	15,000.00	-13,671.93	8.9%
EMS-Capital Expenditures	2,483.29	20,000.00	-17,516.71	12.4%
Fire-Capital Expenditures	18,375.02	15,000.00	3,375.02	122.5%
Total CAPITAL EXPENDITURES	60,785.01	130,000.00	-69,214.99	46.8%
OPERATIONAL EXPENDITURES				
Wages				
SALARY/WAGES EXPENSE				
Employee Benefit Health	79,259.09	234,600.00	-155,340.91	33.8%
Employee Retirement Career	72,714.11	150,689.65	-77,975.54	48.3%
Insurance-DWD Compensation	0.00	5,328.66	-5,328.66	0.0%
Insurance-Life	654.17	3,000.06	-2,345.89	21.8%
Insurance-Work-Comp	4,842.00	30,000.00	-25,158.00	16.1%
Officer Salary	39,615.40	103,000.00	-63,384.60	38.5%
Salary	277,392.81	813,994.27	-536,601.46	34.1%
Salary -OT	71,045.73	175,907.37	-104,861.64	40.4%
Acting Pay	160.00	1,260.00	-1,100.00	12.7%
FLSA	5,162.50	21,803.42	-16,640.92	23.7%
Holiday Pay	18,963.36	36,898.09	-17,934.73	51.4%
Parttime Wages	1,255.70	6,000.00	-4,744.30	20.9%
Payroll-Tax Expense	31,711.54	88,653.03	-56,941.49	35.8%
SALARY/WAGES EXPENSE - Other	934.40			
Total SALARY/WAGES EXPENSE	603,710.81	1,671,134.55	-1,067,423.74	36.1%
Total Wages	603,710.81	1,671,134.55	-1,067,423.74	36.1%
BUILDING				
Building Maintenance/Repair	1,223.64	3,000.00	-1,776.36	40.8%
Grounds Maintenance	80.00	3,000.00	-2,920.00	2.7%
Supplies	1,080.60	4,000.00	-2,919.40	27.0%

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

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Total BUILDING	2,384.24	10,000.00	-7,615.76	23.8%
EMS				
Lease/Air/Oxygen	369.27	1,200.00	-830.73	30.8%
Repairs & Maintenance	36.57	250.00	-213.43	14.6%
Replacement-EMS	142.32	650.00	-507.68	21.9%
Supplies	683.23	4,000.00	-3,316.77	17.1%
Training	720.00	1,000.00	-280.00	72.0%
Total EMS	1,951.39	7,100.00	-5,148.61	27.5%
FIRE				
Professional Dues/Licenses	1,050.29	2,000.00	-949.71	52.5%
Fire Prevention/Pub Education	0.00	500.00	-500.00	0.0%
Batteries	30.98	300.00	-269.02	10.3%
Conventions/Conferences	1,627.14	4,000.00	-2,372.86	40.7%
Physicals	276.00	5,500.00	-5,224.00	5.0%
Repairs & Maintenance	314.80	3,000.00	-2,685.20	10.5%
Replacement -Fire	526.14	2,000.00	-1,473.86	26.3%
Supplies	666.31	5,000.00	-4,333.69	13.3%
Testing/Insp	1,315.00	1,000.00	315.00	131.5%
Training	1,883.45	4,000.00	-2,116.55	47.1%
Uniform Clothing	4,173.90	14,000.00	-9,826.10	29.8%
Total FIRE	11,864.01	41,300.00	-29,435.99	28.7%
INSURANCE				
Insurance-General	162.00	16,000.00	-15,838.00	1.0%
Total INSURANCE	162.00	16,000.00	-15,838.00	1.0%
OFFICE				
Consulting	0.00			
Human Resources/Business Support	1,591.50	17,500.00	-15,908.50	9.1%
Accounting Services	4,665.00	9,000.00	-4,335.00	51.8%
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	12,685.40	18,700.00	-6,014.60	67.8%
Office Supplies	1,125.56	1,500.00	-374.44	75.0%
Postage	197.50	200.00	-2.50	98.8%
Telephone/Cell-Phones/Internet	3,155.40	9,000.00	-5,844.60	35.1%
Total OFFICE	23,420.36	75,026.45	-51,606.09	31.2%
UTILITIES				
Electricity	5,620.16	14,000.00	-8,379.84	40.1%
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%

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

	<u>Jan - Dec 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total UTILITIES	7,494.47	19,500.00	-12,005.53	38.4%
VEHICLES				
Fuel	4,488.80	25,000.00	-20,511.20	18.0%
Repairs & Maintenance	11,592.70	15,000.00	-3,407.30	77.3%
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	17,696.34	45,000.00	-27,303.66	39.3%
Total OPERATIONAL EXPENDITURES	668,683.62	1,885,061.00	-1,216,377.38	35.5%
Total Expense	729,468.63	2,015,061.00	-1,285,592.37	36.2%
Net Ordinary Income	357,608.53	0.00	357,608.53	100.0%
Net Income	<u>357,608.53</u>	<u>0.00</u>	<u>357,608.53</u>	<u>100.0%</u>

4:10 PM

04/22/25

HOLMEN AREA FIRE DEPARTMENT
Check Detail
 April 22, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17567	04/22/2025	Coaches Corner S...		Park Bank Checking		-433.00
				Uniform Clothing		-433.00	433.00
TOTAL						-433.00	433.00
Check	17568	04/22/2025	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	17569	04/22/2025	FIRE SAFTEY USA		Park Bank Checking		-277.95
				Fire-Capital Expendi...		-277.95	277.95
TOTAL						-277.95	277.95
Check	17570	04/22/2025	GALLS		Park Bank Checking		-572.44
				Uniform Clothing		-572.44	572.44
TOTAL						-572.44	572.44
Check	17571	04/22/2025	MACQUEEN EMER...		Park Bank Checking		-4,685.21
				EMS-Capital Expen...		-724.16	724.16
				Testing/Insp		-1,030.00	1,030.00
				2% Fire Protection E...		-2,931.05	2,931.05
TOTAL						-4,685.21	4,685.21
Check	17572	04/22/2025	WI EMS Association		Park Bank Checking		-600.00
				Professional Dues/Li...		-600.00	600.00
TOTAL						-600.00	600.00

HOLMEN AREA FIRE DEPARTMENT
Check Detail
 May 8, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17574	05/08/2025	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	17575	05/08/2025	ANDY'S MAIN STR...		Park Bank Checking		-451.81
					Repairs & Maintena...	-451.81	451.81
TOTAL						-451.81	451.81
Check	17576	05/08/2025	ENGELSON & ASS...		Park Bank Checking		-750.00
					Accounting Services	-750.00	750.00
TOTAL						-750.00	750.00
Check	17577	05/08/2025	FIRE SAFTEY USA		Park Bank Checking		-291.95
					2% Fire Protection E...	-291.95	291.95
TOTAL						-291.95	291.95
Check	17578	05/08/2025	GALLS		Park Bank Checking		-260.88
					Uniform Clothing	-260.88	260.88
TOTAL						-260.88	260.88
Check	17579	05/08/2025	HENRY SCHEIN INC		Park Bank Checking		-8.11
					Supplies	-8.11	8.11
TOTAL						-8.11	8.11
Check	17580	05/08/2025	HOLMEN ACE HAR...		Park Bank Checking		-78.63
					Building -Capital Ex...	-24.99	24.99
					Building Maintenanc...	-21.58	21.58
					Office Supplies	-10.37	10.37
					Repairs & Maintena...	-0.70	0.70
					Batteries	-20.99	20.99

HOLMEN AREA FIRE DEPARTMENT

Check Detail

May 8, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-78.63	78.63
Check	17581	05/08/2025	Holmen Marine Ltd		Park Bank Checking		-381.28
					Repairs & Maintena...	-381.28	381.28
TOTAL						-381.28	381.28
Check	17582	05/08/2025	MACQUEEN		Park Bank Checking		-1,465.27
					2% Fire Protection E...	-1,465.27	1,465.27
TOTAL						-1,465.27	1,465.27
Check	17583	05/08/2025	Motorola Solutions...		Park Bank Checking		-6,103.80
					2% Fire Protection E...	-6,103.80	6,103.80
TOTAL						-6,103.80	6,103.80
Check	17584	05/08/2025	RIVER CITY LAWN...		Park Bank Checking		-80.00
					Grounds Maintenance	-80.00	80.00
TOTAL						-80.00	80.00
Liability Check	17585	05/08/2025	SECURIAN LIFE IN...		Park Bank Checking		-152.68
					Insurance-Life	-103.30	103.30
					Life Insurance Paya...	-49.38	49.38
TOTAL						-152.68	152.68
Check	17586	05/08/2025	VISA		Park Bank Checking		-1,350.16
					Repairs & Maintena...	-10.05	10.05
					Professional Dues/Li...	-128.00	128.00
					Repairs & Maintena...	-61.40	61.40
					Fire-Capital Expendi...	-271.03	271.03
					Supplies	-281.87	281.87
					Office Supplies	-217.31	217.31
					Building -Capital Ex...	-40.70	40.70
					Supplies	-117.80	117.80

HOLMEN AREA FIRE DEPARTMENT
Check Detail
May 8, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					Telephone/Cell-Pho...	-222.00	222.00
TOTAL						-1,350.16	1,350.16
Check	17587	05/08/2025	VISION DESIGN G...		Park Bank Checking		-60.00
					Office Software	-60.00	60.00
TOTAL						-60.00	60.00

10:13 AM

05/09/25

HOLMEN AREA FIRE DEPARTMENT

Check Detail

May 9, 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	17588	05/09/2025	WENDEL		Park Bank Checking		-19,125.00
					Location Study Pay...	-19,125.00	19,125.00
TOTAL						-19,125.00	19,125.00

HOLMEN AREA FIRE DEPARTMENT
Check Detail
 May 19, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17589	05/19/2025	AIRGAS NORTH C...		Park Bank Checking		-60.83
				Lease/Air/Oxygen		-60.83	60.83
TOTAL						-60.83	60.83
Check	17590	05/19/2025	CITY OF ONALASKA		Park Bank Checking		-1,550.00
				Fire-Capital Expendi...		-1,550.00	1,550.00
TOTAL						-1,550.00	1,550.00
Check	17591	05/19/2025	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	17592	05/19/2025	FLEIS INSURANCE		Park Bank Checking		-162.00
				Insurance-General		-162.00	162.00
TOTAL						-162.00	162.00
Check	17593	05/19/2025	GUNDERSEN HEA...		Park Bank Checking		-11.40
				Supplies		-11.40	11.40
TOTAL						-11.40	11.40
Check	17594	05/19/2025	HENRY SCHEIN INC		Park Bank Checking		-125.36
				Supplies		-125.36	125.36
TOTAL						-125.36	125.36
Check	17595	05/19/2025	KWIK TRIP		Park Bank Checking		-771.80
				Fuel		-771.80	771.80
TOTAL						-771.80	771.80
Check	17596	05/19/2025	Limitless Graphics...		Park Bank Checking		-155.00

HOLMEN AREA FIRE DEPARTMENT
Check Detail
 May 19, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					Supplies	-155.00	155.00
TOTAL						-155.00	155.00
Check	17597	05/19/2025	MACQUEEN		Park Bank Checking		-738.21
					2% Fire Protection E...	-738.21	738.21
TOTAL						-738.21	738.21
Check	17598	05/19/2025	MAYO CLINIC		Park Bank Checking		-276.00
					Physicals	-276.00	276.00
TOTAL						-276.00	276.00
Check	17599	05/19/2025	SIGNAL SYSTEMS,...		Park Bank Checking		-270.00
					Building Maintenanc...	-270.00	270.00
TOTAL						-270.00	270.00
Check	17600	05/19/2025	Weddle Tool Comp...		Park Bank Checking		-234.00
					Repairs & Maintena...	-234.00	234.00
TOTAL						-234.00	234.00
Check	17601	05/19/2025	WI-IAAI		Park Bank Checking		-375.00
					Conventions/Confer...	-375.00	375.00
TOTAL						-375.00	375.00



Memo

To: Fire Board

From: Ryan Ostreng

cc:

Date: May 12, 2025

Re: New Car 1 Light Upfitting Informational Memo

Attached are three upfitting (emergency lighting, siren system, consul unit, and radio installation) estimates for the new command car (Car 1). Based on the Board approval from 10-15-2024, I have proceeded with the selection of Thin Line Outfitters of Wisconsin due to the product line they offer and that they are a business located six minutes from the Holmen Fire Station. The selected estimate cost is \$22,530.03. This does not include a pull-out tray which we are still researching options.

No HAFD Board of Directors action is needed as this is an informational memo.

AUDIO DESIGNS INCORPORATED

529 MANKATO AVENUE
WINONA, MN 55987

Quote

(507) 452-1965

Customer No.: HOLMENFD

Quote No.: 3253

Quote To: **HOLMEN FIRE DEPARTMENT**

710 S MAIN ST.
HOLMEN, WI 54636

Ship To:

Date		Ship Via	F.O.B.	Terms		
10/04/24				Due on receipt		
Purchase Order Number			Sales Person	Required		
			Brandon Pyka	10/04/24		
Quantity			Item Number	Description	Unit Price	Amount
Required	Shipped	B.O.				
1				CODE 3 47" COVERT LIGHTBAR RW/RW CLEAR LENS	2550.00	2550.00
1				CODE 3 ADJBKT TAHOE 21+ LIGHT BAR BRACKET	70.00	70.00
1			C3V00968	CODE 3 Z3SP-1 SERIAL SIREN W/PUSH BUTTON CONTROL HEAD STANDARD AMP, MATRIX READY	1125.0000	1125.00
2			M180S-R	CODE 3 M180S-R INTERSECTION MIRROR LIGHT - RED W/ALLEY	199.0000	398.00
1			BSM-BKT-TH21	CODSE 3 BSM-BKT-TH21 FRONT UNDER SIDE MIRROR MNT BKT 21 TAHOE	70.0000	70.00
1			OL60L-RBW-CM	CODE 3 OL60L-RBW-CM MATRIX OUTLINER RUNNING BOARD LED 60" R/B/W LEFT CABLE EXIT	439.0000	439.00
1			OL60R-RBW-CM	CODE 3 OL60R-RBW-CM MATRIX OUTLINER RUNNING BOARD LED 60" R/B/W RIGHT CABLE EXIT	439.0000	439.00
1			BHGMB-TH21	CODE 3 BHGMB-TH21 BEHIND GRILLE MOUNTING BRACKET 21+ TAHOE	107.0000	107.00
6			CD3802RW	CODE 3 CD3802RW MEGA THIN DUO SURFACE MOUNT RED/WHT	125.0000	750.00
1			LPBKTR-TH21	CODE 3 LPBKTR-TH21 LICENSE PLATE BRACKET REAR 21+ TAHOE	60.0000	60.00
1			SWITCHNODE	CODE 3 SWITCHNODE FOR MATRIX	210.0000	210.00

AUDIO DESIGNS PURCHASE POLICIES

- * All purchases are backed by a 10 day refund/ 30 day exchange guarantee
- * All refunds will be mailed out- Please allow 10 business days
- * All returns must be accompanied by an original sales receipt
- * All returns/exchanges must be like new: box, packing, accessories, manuals, cords, and warranty card
- * Deposits on special orders (parts, custom boxes, etc.) are non-refundable

Thank You

AUDIO DESIGNS INCORPORATED

529 MANKATO AVENUE
WINONA, MN 55987

Quote

(507) 452-1965

Customer No.: HOLMENFD
Quote No.: 3253

Quote To: **HOLMEN FIRE DEPARTMENT**
710 S MAIN ST.
HOLMEN, WI 54636

Ship To:

Date		Ship Via		F.O.B.		Terms	
10/04/24						Due on receipt	
Purchase Order Number			Sales Person			Required	
			Brandon Pyka			10/04/24	
Quantity			Item Number	Description	Unit Price	Amount	
Required	Shipped	B.O.					
SYSTEM							
1			Z3S-OB-D-TH21	CODE 3 Z3S-OB-D-TH21 Z3 SERIAL OB-D MODULE AND HARNES- TH21	490.0000	490.00	
1			V2V-SPLIT	CODE 3 V2V-SPLIT 4-PIN SPLITTER FOR MATRIX ASSY	80.0000	80.00	
2			TLIR	WHELEN TLIR ION T-SERIES LED LINEAR LIGHTHEAD - RED	120.0000	240.00	
2			RMBHLTAH21	DEFENDER SUPPLY BRACKET FOR T IONS 2021+ TAHOE REAR LIFTGATE HATCH RMBHLTAH21	40.0000	80.00	
4			XTP4RR	CODE 3 XTP4RR XTP4 SERIES LED SURFACE MOUNT RED/RED	79.0000	316.00	
4			SD24LBRKT	CODE 3 SD24LBRKT L BRACKET FOR XTP3 SERIES LIGHTS ****XTP4 SERIES****	20.0000	80.00	
1			40-30020-CM	CODE 3 40-30020-CM THING WINGMAN MATRIX TAHOE 21+	1199.0000	1199.00	
1			SHOP	SHOP SUPPLIES WIRE/TERMINALS/LOOM,FUSE PANELS, ISO, MISC ALLOWANCE	400.00	400.00	
1.000			LABOR-MOBILE	LABOR - MOBILE VEHICLE UPFIT, MATRIX	3000.0000	3000.00	
1				HAVIS C-VSW-2000-TAH-2 20" CONSOLE SUBURBAN/TAHOE 2 ARMS, CUPHOLDER	1450.00	1450.00	

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Thank You

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529 MANKATO AVENUE
WINONA, MN 55987

Quote

(507) 452-1965

Customer No.: HOLMENFD
Quote No.: 3253

Quote To: **HOLMEN FIRE DEPARTMENT**
710 S MAIN ST.
HOLMEN, WI 54636

Ship To:

Date		Ship Via		F.O.B.		Terms	
10/04/24						Due on receipt	
Purchase Order Number			Sales Person			Required	
			Brandon Pyka			10/04/24	
Quantity		Item Number	Description	Unit Price	Amount		
Required	Shipped					B.O.	

			INCLUDES UT-2013 IPDA HOLDER POLE MOUNT - SIDE DBM-1100-KL-0404		
1			WHELEN ARGES REMOTE SPOTLIGHT KIT - SPOT/FLOOD BAIL, DRV FEND MOUNT	875.00	875.00
1			KUSSMAUL SUPER AUTO EJECT PLUG 15A - COLOR?	350.00	350.00
1			XANTREX HF1000 POWER INVERT W/REMOTE DISPLAY 20AMP 1000W CONT.	650.00	650.00
1			FEDERAL EQ2B-200, ES100C ELECTRONIC Q-SIREN W/HEAD SPK, 21+ BRKT KIT ***CODE 3 SIREN/SPK/MOUNT*** *****IS \$2000.00 LESS*****	2350.00	2350.00
1		SHIPPING	SHIPPING SHIPPING ESTIMATE, FOB ORIGIN ***NOT INCLUDED IN QUOTE*** CARGO STORAGE \$3000-\$6000 DEPENDS ON BRAND/OPTIONS ***NOT INCLUDED IN QUOTE*** 2-WAY RADIOS OR TABLET	400.0000	400.00
				Quote subtotal	18178.00
				Quote total	18178.00

AUDIO DESIGNS PURCHASE POLICIES
 * All purchases are backed by a 10 day refund/ 30 day exchange guarantee
 * All refunds will be mailed out- Please allow 10 business days
 * All returns must be accompanied by an original sales receipt
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Thank You

AUDIO DESIGNS INCORPORATED

529 MANKATO AVENUE
WINONA, MN 55987

Quote

(507) 452-1965

Customer No.: HOLMENFD

Quote No.: 3253

Quote To: **HOLMEN FIRE DEPARTMENT**
710 S MAIN ST.
HOLMEN, WI 54636

Ship To:

Date	Ship Via	F.O.B.	Terms			
10/04/24			Due on receipt			
Purchase Order Number		Sales Person		Required		
		Brandon Pyka		10/04/24		
Quantity			Item Number	Description	Unit Price	Amount
Required	Shipped	B.O.				

Due On Receipt

AUDIO DESIGNS PURCHASE POLICIES

- * All purchases are backed by a 10 day refund/ 30 day exchange guarantee
- * All refunds will be mailed out- Please allow 10 business days
- * All returns must be accompanied by an original sales receipt
- * All returns/exchanges must be like new: box, packing, accessories, manuals, cords, and warranty card
- * Deposits on special orders (parts, custom boxes, etc.) are non-refundable

Thank You



Fire Safety USA, Inc.

3253 19th St NW, Rochester, MN 55901
 Phone: 507-529-8444
 Fax: 507-529-8111
www.firesafetyusa.com

Toll-Free: 877-699-3473

Date:	4.2.25
Technician Name:	Ryan Buchholz
Quickbooks Sales Order #:	
E-ONE Order #:	

SERVICE WORK ORDER

CUSTOMER NAME:	Holmen FD WI
CONTACT NAME/NUMBER:	Ryan

TRUCK INFORMATION:			
Truck Manufacturer/Unit#:	Chevy Suburban Command	Year MFG:	2025
Engine Make/Model/HP/SN:		Truck SO#:	
Pump Make/Model:		Last 8 of VIN#:	
Pump SN#:		Mileage:	
Date of Last Pump Test & By Who:		Engine Hrs:	

LABOR:			
LABOR HRS:	WORK PERFORMED / JOB DESCRIPTION:	SALE PRICE:	TOTAL PRICE:
65	<i>Remove/Install front bumper cover to install siren, bumper grill lighting. Wired componets and got wiring through firewall.</i>	175.00	11,375.00
	<i>Remove necessary dash and center console factory parts to fit Gamber Johnson center console.</i>		-
	<i>Install mirror beams and wiring</i>		-
	<i>Install Kussmaul and wiring</i>		-
	<i>Install and wiring of tracers</i>		-
	<i>Install radio antenna, internet antenna and puck antenna. Install light bar and wiring</i>		-
	<i>Install liftgate lights and wring, backup alarm and wiring, quarter glass lights wiring, dome</i>		-
	<i>Create and install wiring harness from center console to rear board.</i>		-
	<i>Create rear board, install componets and wire rear board</i>		-
	<i>Install OPS drawer system and mounting base in the rear cargo area.</i>		
	<i>Install interior that was taking out to do installs.</i>		-
			-
	<i>Program lights and sirens to the departments specs.</i>		-
	<i>Wash and detail</i>		

PARTS:



Thin Line Outfitters of Wisconsin

6172 County Road XX
 Bld.E1
 Onalaska, WI 54650
 (608) 399-1300
 Accounting@thinlinewi.com
 https://www.thinlinewi.com/

Estimate for RO #250050

Service Advisor: B Liebenberg
 Date Created: 04/02/25 at 11:11 AM CDT
 Client: Holmen Area Fire Department
 Vehicle: 2025 Chevrolet Suburban LS

<p>Holmen Area Fire Department 710 South Main Street Holmen, WI 54636 Phone: (608) 399-8226 Email: rostreng@holmenfire.com</p>	<p>2025 Chevrolet Suburban LS 5.3L 8Cyl GAS L84 Naturally Aspirated VIN: 1GNS6BRD2SR192987 License: 6970 Color: Black Odometer In: N/A / Out: N/A</p>	<p>RO # 250050 PO # - Time-In: 04/02/25 at 11:11 AM CDT Save Parts: No</p>
--	---	---

1 - New Job			
Labor:	New Vehicle Build/Install		\$4,300.00
Parts:	THIN LINE WARRANTY WARRANTY COVERS INSTALLATION AND WORKMANSHIP FOR THE LIFETIME OF THE VEHICLE'S ORIGINAL DESIGN BUILD/USE - ALL NEW PRODUCTS INSTALLED CARRY THEIR OWN RESPECTIVE MANUFACTURERS' WARRANTIES.	1	\$0.00 \$0.00
	THIN LINE PARTS POLICY - IMPORTANT: Special order parts will NOT be ordered until full payment for parts is received following estimate approval. ALL PARTS WILL BE MARKED WITH THE CUSTOMERS NAME AND ORDER NUMBER AND WILL BE SECURELY STORED IN OUR WAREHOUSE.	1	\$0.00 \$0.00
<input type="checkbox"/> APPROVE or <input type="checkbox"/> DECLINE			\$4,300.00

2 - 2025 Suburban LS Equipment

Note: * Vehicle specific items are approximate due to the unavailability of 2025 Suburban to be test fit with products.

* GearSafe Slide14-16 week lead time.

* Optional Tomar Visible Light Filer for \$150

Parts:	Whelen Whelen Legacy DUO+ WeCanX lightbar 54"	1	\$2,110.90	\$2,110.90
	Whelen Grill Mount Bracket - Grille Mount Bracket (pair) Chevy Tahoe PPV/SSV, 2021-2024, Chevy Suburban 2024, Requires Two ION® Series Lighthoods, Purchased Separately	4	\$26.40	\$105.60
	Whelen ION lighthouse DUO RED/WHITE - Front	8	\$135.96	\$1,087.68
	Whelen U-Series™ 180 Degree Linear Super-LED® RED/WHITE - Surface Mount Round Lighthoods.Scan-Lock™ Flash Patterns Including Steady-Bum and Synchronize	2	\$203.94	\$407.88
	Whelen U-Series Lighthouse Mount - Chevy Tahoe, PPV/SSC, 2021-2024, Chevy Suburban 2024, , Under-the-Side View Mirror Mount for Two U-Series™ Lighthoods, Sold Separately, Pair	1	\$23.10	\$23.10
	Whelen WeCanX® Series Tracer, 6-Lamp	2	\$1,926.54	\$3,853.08
	Whelen Running Board Mounting Kit, for 6-Lamp Tracer™ - Chevy Suburban, 2021-2025	2	\$86.46	\$172.92
	Whelen Mega T-Series™ Linear Super-LED®, RED - Surface Mount Lighthouse	2	\$120.24	\$240.48
	Whelen 90° Mounting Bracket for 1 Mega T-Series™ Lighthouse	1	\$21.12	\$21.12
	Whelen Inner Edge® RST™ WeCanX® Series - Chevy Tahoe, PPV/SV, 2021-2024, Chevy Suburban 2024, SOLO™ or DUO™, Upper Rear HSousing for Ten Lamp	1	\$1,006.51	\$1,006.51
	ION T Series Linear DUO lighthouse RED/WHITE	4	\$130.90	\$523.60
	911 CIRCUITS 911.Whelen Core Mic Adpt - 6 to 10 week lead time	1	\$54.00	\$54.00
	WHELEN MICROPHONE FOR WS-321	1	\$114.00	\$114.00
	WHELEN KIT, MICROPHONE EXTENSION	1	\$77.40	\$77.40
	Whelen Lightbar Strap Kit, Black - Tahoe, PPV/SSV / 2021-2024 / 54"-56", Black Straps	1	\$66.00	\$66.00
	Whelen 100W Speaker	1	\$271.92	\$271.92
	Whelen Mounting Brackets for SA315 Series - Chevy Tahoe PPV/SSV, 2021-2024 and Chevy Suburban, 2021-2024, Driver or Passenger Side	1	\$34.98	\$34.98
	Whelen C399 CENCOM CORE WCX Siren and lighting control cente	1	\$1,038.40	\$1,038.40
	Whelen CenCom Core Controller - Includes 3 Section Control Head and 21 Push-Buttons, 4-Position Slide Switch, Microphone with Extension Cable	1	\$312.18	\$312.18
	Whelen SCanPort Cable	1	\$40.92	\$40.92
	Whelen Arges® Kit (NEW) Includes ARGES2 Spotlight, ARGCH1 Control Head and ARGFM Flat Mount - Arges® Series Super-LED® 360° Remote Control Spotlight, Black Housing, Compatible with CenCom Core®	1	\$925.98	\$925.98
	Whelen Driver Side Fender Mount for ARGES Spotlamp - Chevy Tahoe, 2021-2024, Chevy Suburban 2024	1	\$76.56	\$76.56
	Kussmaul Super Auto Eject - 120 Volts AC, 15 Amps Automatically disconnects shoreline	1	\$346.50	\$346.50
	Whelen Inner Edge® RST™ WeCanX® Series - 2021-2024 Chevy Tahoe, PPV/SSV, 2024 Chevy Suburban, SOLO™ or DUO™, Upper Rear Housing for Ten Lamp	1	\$1,422.30	\$1,422.30
	Whelen Vehicle To Vehicle Module, Includes Internal Antenna	1	\$244.86	\$244.86
	TechNiq Silho-X 4" Round White Light - Black Powder Coat Trim Ring	2	\$20.56	\$41.12
	Gamber Johnson Universal USB-C Docking Station	1	\$272.12	\$272.12
	Gamber Johnson Console Box Kit with Armrest, Cup Holder, and Mongoose® XE 9" Motion Attachment - 2021-2024 Chevrolet Tahoe-Faceplates: 2x APX6000-8000, CCTL7 Controller	1	\$1,292.39	\$1,292.39
	Tomar 3065 LoPro R	1	\$875.16	\$875.16
	Whelen Vertex Omni Directional Lighthouse, Red, 9' Cable	4	\$95.04	\$380.16
	Whelen Expansion Module - 16 Output, 4 Input WeCanX® Expansion Module	1	\$192.72	\$192.72

APPROVE or DECLINE

\$17,632.54

3 - General Parts - All Builds

Parts:	Waytek Eaton's Bussmann Series 285150F-121-S Hi-Amp Circuit Breaker, Type III Reset, 150A, 48VDC	1	\$65.23	\$65.23
	Del City ATC/ATO Blade-type Fuse Panel, 6 position	1	\$17.42	\$17.42
	Del City ATC/ATO Blade-type Fuse Panel, 10 position	1	\$25.58	\$25.58
	ThinLine Custom Steel Bracket	1	\$25.00	\$25.00
	Del City Eaton Bussmann 16220-1, Power Distribution Block - Single-1 to 4 Screw Connections, 175 Amp, 600V	1	\$25.58	\$25.58
	Amazon Coax Kit	1	\$29.63	\$29.63
	Mini UHF Connector	1	\$7.80	\$7.80
	Laird Antenna - 152 - 162 MHz Unity Gain 1/4 Wave Whip Antenna in Black	1	\$16.02	\$16.02
	Blue Sea Systems 5032-BSS	1	\$211.90	\$211.90

APPROVE or DECLINE

Subtotal \$424.16 + est. Tax \$23.33

\$447.49

RO Fees		
Fee:	Shop Supplies	\$150.00
	<i>Subtotal</i>	\$150.00

Estimates provided are an approximation of timing and charges to you for the services requested. They are based on the anticipated work to be done. It is possible for unexpected complications to cause some deviation from the original quote. You hereby authorize the repair work described in this estimate to be done along with the procurement of the necessary material(s), including permission to operate the vehicle for on-road testing or inspection. If any additional repairs are required, we will prepare a revised work order providing the cost of additional parts and labor and total revised cost. All parts are new unless specified otherwise.

An invoice will be sent for parts necessary for your project, those parts will be ordered once we receive payment. Additional invoice may be sent after the project has been completed that will include incidentals and labor charges.

No returns or refunds on special ordered items or some electrical parts. There is no warranty for used parts or customer supplied parts.

Thin Line is fully insured but may not be responsible for loss or damage to your vehicle due to cause(s) beyond our control, including but not limited to: loss of articles left in the vehicle, theft, natural disasters. ThinLine does guarantee our wiring and installation work for the duration of your ownership of the vehicle and may transfer this guarantee to subsequent owners. We are not responsible for any delays caused by unavailability of parts or delays in delivery of parts by the supplier or transporter. You have the right to know before authorizing any additional repairs what those repairs will be and what they will cost. If required repairs exceed the authorized estimated amount, we must obtain your approval to perform the repairs. We will keep you informed and perform only repairs authorized by you.

Upon approval of the build specification by the board, we will provide the labor required for the entire project. This will be offered at a flat rate cost.

Our remittance address is:
P.O. Box 24
Holmen, WI 54636

Our physical address is:
N6172 County Road XX
Bld. E, Suite 14
Onalaska, WI 54650

Total Repair Order & Signature:

Total Labor:	\$4,300.00
Total Parts:	\$18,056.70
Total Fees:	\$150.00
Subtotal:	\$22,506.70
Taxes:	\$23.33
Grand Total:	\$22,530.03
BALANCE DUE:	\$22,530.03

X

Memo



To: Fire Board
From: Ryan Ostreng
cc:
Date: May 7, 2025
Re: New Car 1 Light Upfitting Informational Memo

The shift staff is in need of four new mattress/box spring sets. There is also a need for two new frames. Capt. Lavery received an estimate of \$3,249.00 for the four sets and two frames and disposing of current sets.

After discussion; I am asking for the HAFD Board of Directors support through motion to approve the purchase of four mattress/box spring sets and two frames not to exceed \$3,500.00.

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	85	2
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	385	29

CALL TYPES RESPONDED TO FOR APRIL

<u>INCIDENT TYPE</u>	<u>TOTAL</u>
1 - Fire	1
2 - Overpressure Rupture, Explosion, Overheat-No Fire	0
3 - Rescue & Emergency Medical Service Incident	64
4 - Hazardous Condition (No Fire)	5
5 - Service Call	0
6 - Good Intent Call	11
7 - False Alarm & False Call	3
8 - Severe Weather & Natural Disaster	1
9 - Special Incident Type	0
	85



Holmen Area Fire Department

710 S Main St, Holmen, WI 54636

608-526-9363

www.holmenfire.com



April 2025

HAFD Incidents by Municipality

Report Pulled On: 05/05/2025

Incident Category	Total
Municipality: City of Onalaska	
6 - Good Intent Call	1
Total: 1	
Municipality: La Crosse	
6 - Good Intent Call	1
Total: 1	
Municipality: Town of Holland	
3 - Rescue & Emergency Medical Service Incident	8
4 - Hazardous Condition (No Fire)	1
Total: 9	
Municipality: Village of Holmen	
1 - Fire	1
3 - Rescue & Emergency Medical Service Incident	56
4 - Hazardous Condition (No Fire)	4
6 - Good Intent Call	9
7 - False Alarm & False Call	3
8 - Severe Weather & Natural Disaster	1
Total: 74	
Total: 85	

Report Criteria

Municipality: Is In Bangor/Burns, Campbell, City of Onalaska, Farmington, Galesville, La Crescent, La Crosse, Medary, Shelby, Stoddard/Bergen, Town of Holland, Town of Onalaska, Trempealeau, Village of Holmen, West Salem

Agency Name: Contains Holmen

Basic Incident Date - Derived (Fd1.3): Is Equal To Last Month

Description

This report is for the HAFD Board fire administration report and captures the incident for the previous month categorized by call type and grouped by municipality.



Memo

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

This memo is a fire station study report update:

- **Fire Station Concepts:**
 - Reviewed two concepts with the HAFD Fire Station Design Group on Tuesday, May 6.
 - HAFD Fire Station Design Group has a tour of La Crosse Fire Department Station 4 on Thursday May 22, 2025.
 - Additional tours scheduled for Thursday May 29, 2025.
 - Once tours are complete, we will review the concepts and adjust accordingly. This review has to be rescheduled – probably first or second week in June.
- **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.



Memo

To: Fire Board

From: Ryan Ostreng

cc:

Date: May 14, 2025

Re: Fire Chief Performance Evaluation Examples

Attached are three examples of annual performance evaluations for the position of Fire Chief. The Board will review each example with a following discussion.

This item is a discussion item to plan how the Board would like to move forward with an annual performance review of the Fire Chief.

Example 1

These goals have been established for the Chief in a collaborative effort between the Chief and the Fire Board.

The intentions of these Goals are:

- 1) to assist in providing direction for the Chief in operations of the Lebanon Fire District,
- 2) to provide personal growth opportunity for Chief Sletmoe,
- 3) to be used as a tool to aid in the compensation evaluation of the Chief.

The Goals will consist of three sections.

- Section 1 will be quantifiable Goals specific to the Operations of the District.
- Section 2 will be Goals that require Board observations to evaluate the personal interaction of the Chief with Staff and Board.
- Section 3 will be Goals for the next rating period.

Each Board member will be asked to complete their evaluation independently.

Please evaluate the performance of the Chief using the following definitions:

- *Distinguished*: Must demonstrate continued excellence in all area described. Performance must be at a level that demonstrates a complete knowledge of the area and all associated functions.
- *Commendable*: Must consistently exceed the expectations of the Board.
- *Meets Expectation*: Must consistently meet the expectations of the Board.
- *Below Expectation*: Must have functioned at a level below what is expected the Board.
- *Fails to Meet Expectation*: Must have failed to meet the objective or failed to manage appropriately.

(Please use a bullet point format for comments to promote more specific details in the evaluation)

Each definition will also have a numeric value given to it.

- *Distinguished* = 5
- *Commendable* = 4
- *Meets Expectation* = 3
- *Below Expectation* = 2
- *Fails to Meet Expectation* = 1

It is the intention of this process to achieve one numeric value, between 1 and 5, that represents the Boards evaluation of the Chief. Each individual Goal will be scored by the average of the values assigned by the Board members.

A final number representing the overall rating of Chief performance will be the average of all goal values.

Section 1: Review of Goals for District Operations

1. Establish and fund capital apparatus and equipment replacement program.

- Distinguished
- Commendable
- Meets Expectations
- Below Expectations
- Fails to Meet Expectations

Comments:

2. Increase percentage of time a staffed engine is available for response in the District.

- Distinguished
- Commendable
- Meets Expectations
- Below Expectations
- Fails to Meet Expectations

Comments:

3. Implement non-traditional volunteer program.

- Distinguished
- Commendable
- Meets Expectations
- Below Expectations
- Fails to Meet Expectations

Comments:

4. Develop a plan for increased staffing

- Distinguished
- Commendable
- Meets Expectations
- Below Expectations
- Fails to Meet Expectations

Comments:

5. Apply for SAFER grant and AFG grant.

- Distinguished
- Commendable
- Meets Expectations
- Below Expectations
- Fails to Meet Expectations

Comments:

Section 2: Evaluation of Chief's Interaction with Staff and Board

1. Ability to Effectively Communicate:

- Distinguished
- Commendable
- Meets Expectations
- Below Expectations
- Fails to Meet Expectations

Comments:

-
-
-
-
-

2. Ability to Effectively Lead Employees

- Distinguished
- Commendable
- Meets Expectations
- Below Expectations
- Fails to Meet Expectations

Comments:

-
-
-
-
-

3. Ability to Cooperate with Governing Body, Staff, Community Citizens & Leaders, Peer Organizations, Neighboring Towns, Other Districts, and the County

- Distinguished
- Commendable
- Meets Expectations
- Below Expectations
- Fails to Meet Expectations

Comments:

-
-
-
-
-

4. Management Skills Necessary to Maximize Fire Service Availability to the Patrons while Minimizing Cost to the Taxpayers

- Distinguished
- Commendable
- Meets Expectations
- Below Expectations
- Fails to Meet Expectations

Comments:

-
-
-
-
-

5. Provides full and efficient management of the budget and demonstrates fiscal responsibility

- Distinguished
- Commendable
- Meets Expectations
- Below Expectations
- Fails to Meet Expectations

Comments:

-
-
-
-
-

The Board will be allowed to recognize that circumstances may occur that make a particular Goal unachievable or that another District need replaces that Goal as a priority. That particular Goal can be removed from the evaluation.

Section 3: Goals for the next rating period

1. Begin development of long-range facility replacement plan
2. Complete Strategic Plan and begin implementation of goals and objectives
3. Revise and re-adopt response performance goals
4. Develop a system to track and make mandatory annual performance evaluations

By signing below the Chief has read and approved the above goals, timelines and the intentions of the goals.

Fire Chief

Date

By signing below the Board President is representing the Lebanon Fire District Board in its approval of the above goals, timelines and the intentions of the goals.

Board President

Date

Witness of signatures

Date

Example 2

0.00

*For Type of Appraisal
indicate: Annual, Semi-
Annual, Self-
Assessment, etc.*

Fire Chief: _____
Appraiser ID #: _____
Type of Appraisal: _____
Date: _____

Scale				
1	2	3	4	5
Unsatisfactory	Needs Improvement	Meets Standard	Exceeds Standard	Exceptional

General Instructions:

1. Complete the entire form, being objective and constructive in your evaluation of the Fire Chief.
2. When completed, return to the Fire Board Chairperson.

General Performance Factors:

1. **Unsatisfactory:** Consistently performs below division standards in this area.
2. **Needs Improvement:** Occasionally performs below division standards in this area.
3. **Meets Standard:** Demonstrates performance consistent with division standards.
4. **Exceeds Standard:** Frequently performs extremely well in all situations.
5. **Exceptional:** Always performs extremely well in all situations.

Rate each performance factor by indicating the appropriate number.

Performance Factors	Rating	Comments
LEADERSHIP		
<p><u>Directs the actions and efforts of others toward a common purpose.</u> This element addresses performance in directing, persuading, motivating, encouraging and inspiring others to achieve organization objectives and accomplish tasks, both individually and in cooperation with others; being assertive and self-confident in interactions with others; encouraging and stimulating new ideas; accepting responsibility for the actions of subordinates; inspiring others to maintain a positive outlook and attitude toward accomplishing tasks and solving problems; and being recognized and accepted as a leader by others.</p>		
<p><u>Solves problems.</u> This element addresses performance in identifying problems effectively rendering sound judgments, making decisions and taking corrective actions; and taking initiative in originating actions to influence events rather than passively accepting or only responding to events.</p>		
<p><u>Exhibits professional skills, habits and behaviors.</u> This element addresses performance in applying, improving and developing professional knowledge and skills; demonstrating appropriate deportment; maintaining a high standard of excellence; and setting an example for others to follow.</p>		

MANAGEMENT EFFECTIVENESS

Plans, prioritizes, organizes and schedules resources to achieve goals. This element addresses performance in initiating and developing creative and thorough plans that are timely, feasible, logical and supported by facts; organizing scheduling and deploying resources to carry out plans in a cost effective manner; setting priorities within one's scope of responsibility that are logical and consistent with the needs of the organization and the community; and modifying plans; reestablishing priorities, and rescheduling and deploying resources to respond to changes in circumstances, conditions or policies.

Delegates and controls. This element addresses performance in delegating duties, responsibilities and authority; establishing and using mechanisms for organizational control; and taking corrective actions when necessary.

Communicates. This element addresses performance in conveying and receiving information and ideas clearly and accurately through oral and written communication.

Plans and manages budget and financial resources. This element addresses performance in planning, developing and responsibly managing the budget and financial resources for one's area of responsibility; forecasting annual budgetary and financial requirements; identifying and achieving savings opportunities; and maintaining and presenting complete and accurate budget documents and financial records.

INNOVATION AND SPECIAL CONTRIBUTIONS TO THE DISTRICT

Develops and adopts new ideas and practices. This element addresses performance in initiating and developing original and innovative ideas, practices and work methods that are beneficial to the District and the community.

PERSONNEL MANAGEMENT

Recruits, selects and promotes employees. This element addresses performance in recruiting, selecting and promoting, to the extent possible, qualified, responsible and productive employees; complying with personnel rules and procedures; and being sensitive to and in compliance with Equal Employment Opportunity concerns.

Develops subordinates. This element addresses performance in evaluating subordinates in a thorough, fair, consistent and timely manner; providing feedback to employees during both day-to-day activities and in formal performance evaluations; using the evaluation process to motivate employees; working with employees in preparing employee development plans; and encouraging and providing employees with opportunities to develop themselves through in-service and external training programs. *(Refer to employee Board presentations and District accomplishments.)*

Interacts with and responds to employees' needs. This element addresses performance in dealing with employees as individuals in an unbiased manner and treating employees fairly; demonstrating sensitivity and responsiveness to employee concerns; supporting employees and standing up for their legitimate needs; inspiring employees and making them feel that they are part of a team; and maintaining a healthful and safe workplace environment.

DISTRICT FOCUS AND PUBLIC SERVICE ORIENTATION

Balances commitment to discrete organizational and personal professional goals with commitment to the District organization-wide goals. This element addresses performance in demonstrating commitment to organization-wide goals; establishing and pursuing personal professional goals; practicing interdepartmental cooperation, functioning as part of a District team; showing enthusiasm, cooperation, and dependability in dealing with others at all levels and in all parts of the organization; and maintaining awareness and knowledge of the operations and activities District-wide and within the scope of one's immediate responsibility.

Complies with Fire Board and governing body policies, rules, procedures and direction. This element addresses performance in understanding and following policies, rules, procedures and directions of the Fire Board; contributing to improving policies, rules, procedures and directions, when necessary; and maintaining awareness of legal liability issues and taking action to eliminate or reduce legal risks.

Interacts with citizens, the Fire Board and members of boards, committees and commissions. This element addresses performance in interacting with and demonstrating a positive public service orientation toward citizens, their public representatives and other governmental entities.

TOTAL

0

0.00%

Rater's Comments:

1. Noteworthy strong areas of present performance:	
2. Areas requiring improvement in job performance:	

Additional Rater's Comments:

Fire Chief Comments:

Chairperson Signature: _____

Date: _____

Fire Chief Signature: _____

Date: _____



Example 3

Yamhill Fire Protection District

PO Box 249 – 275 South Olive St.

Yamhill, Oregon 97148-0249

Phone: (503) 662-4653

Fax: (503) 662-3740

<http://www.yamhillfpd.org>

Serving the people of the Yamhill Fire Protection District since 1896

Appendix 747-A

FIRE CHIEF'S

PERFORMANCE APPRAISAL

Name _____

Position *FIRE CHIEF*

Evaluation Period _____

Confidential Document:

This is a confidential Document intended for Yamhill Fire Protection District Directors to use as a tool to evaluate the Fire Chief. Any unauthorized viewing, use or distribution is strictly forbidden. This document is exempt from public record according to ORS 192.660 (1) (i).

STRATEGIC PLAN

20____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

GOAL REVIEW

INSTRUCTIONS:

List the objectives set during the previous performance appraisal. Provide appropriate commentary as to whether or not the goal was accomplished, how it was accomplished, and /or why it was not accomplished.

I. Specific Performance Objectives

A. Strategic Goal _____

GOAL	RESULTS	MET / NOT MET

B. Strategic Goal _____

GOAL	RESULTS	MET / NOT MET

C. Strategic Goal _____

GOAL	RESULTS	MET / NOT MET

D. Strategic Goal _____

GOAL	RESULTS	MET / NOT MET

E. Strategic Goal _____

GOAL	RESULTS	MET / NOT MET

F. Strategic Goal _____

GOAL	RESULTS	MET / NOT MET

II. Management & Leadership – Behaviors Modeled

GOAL	RESULTS	MET / NOT MET
<i>Communication with Board</i> - The Fire Chief should proactively share relevant information in a timely manner, seeking direction and input.		
<i>Professional Relationships</i> - The Fire Chief is expected to establish and maintain positive, effective relationships with public officials and active memberships in appropriate professional organizations.		
<i>Employee Relations</i> – The Fire Chief works to maintain positive, effective, respectful relationships with employees and their leadership, consistent with Board direction.		
<i>Personal Conduct</i> – The Fire Chief is expected to demonstrate the highest professional comportment, consistent with the expectations of the Board.		
<i>Innovation</i> – The Fire Chief seeks to bring new concepts to the District, not for the sake of “newness,” but in order to maintain a competitive position in the provision of efficient, effective emergency services.		
<i>Management Team Effectiveness</i> – The Fire Chief successfully strives to retain, and when necessary, recruit high caliber, non-traditional leaders who can effectively establish direction, motivate, and gain commitment from their staff.		

III. Operational Involvement/Response Readiness

GOAL	RESULTS	MET / NOT MET
The Fire Chief <i>personally</i> maintains appropriate certifications and participates in drills, incidents, and continuing education.		
The Fire Chief <i>organizationally</i> meets operational objectives, including the highest levels of response capability indicating that Operations is the organization’s highest priority.		

OBJECTIVES FOR 20__

Instructions:

Both the Fire Chief and the Board should take part in establishing priorities and setting objectives for the coming year. These should be based on job-related duties assignments as set and communicated by the job description, department objectives, individual objectives, special assignments, etc. Objectives should be specific, clearly defined, and measurable.

	OBJECTIVES/GOALS
1.	
2.	
3.	
4.	
5.	
6.	

ADDITIONAL COMMENTS

Fire Chief's Signature

Date

Sub-Committee Member's Signature

Date

Sub-Committee Member's Signature

Date