



Holmen Area Fire Department

FIRE BOARD

AGENDA

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

Date/Time: Tuesday June 17, 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 **June 17, 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. 05/20/2025
- 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. Profit and Loss - Budget versus Actual
 - c. Check Detail
 - d. Approval of Quotes and Invoices
 - e. Special Topics
 - f. Donations
- 8.) Fire Administration Report (Chief Ostreng)
 - a. May 2025 Incident/Activity Report
 - b. Fire Administration Report
 - c. Staffing/Personnel Updates
 - d. Fleet update
 - e. General



www.holmenfire.com

- 9.) Fire Station Study
- 10.) Review current apparatus and draft replacement plan
- 11.) Review of Fire Chief Annual Evaluation Options
- 12.) Discussion of potential Captain position
- 13.) Announcement and Future Agenda Items
- 14.) Next Regular Meeting – Tentative 07/15/2025
- 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: 06/13/2025

Notices Posted: 06/13/2025

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 – May 20th, 2025

President Barlow called the Holmen Area Fire District meeting to order at 6:30 p.m. on May 20th, 2025, at the Town of Holland Town Hall.

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

Alternates Present: Bob Stupi (Holland)

Members Excused: Rick Hauser (Holland)

Also Present: Ryan Ostreng (Fire Chief)

Guests: Fire Department Staff

Pledge of Allegiance Recited

Approval of Agenda:

Motion to approve the agenda by Herlitzke. Second by Stupi. Motion carried unanimously.

Approval of April Meeting Minutes:

Motion to approve the minutes by Herlitzke. Second by Stupi. Motion carried unanimously.

Resident or Employee Concerns/Comments:

No employee concerns or comments.

Financial Review:

The board reviewed the **Balance Sheet** in detail. No comments or concerns were raised. The board reviewed **Profit s Loss Budget vs. Actual** in detail. Elam raised concerns about the Fire-Capital Expenditures **% of Budget** exceeding the budget which was equal to 122.5%. Chief Ostreng stated that a couple of items needed to be pulled out of that line

DRAFT MINUTES

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

item and that it was closer to 100% of the line-item budget. Herlitzke questioned the **Holiday Pay** line item which was equal to 51.4% of the budget for the year. Chief Ostreng stated he would investigate the budget for that line item. Herlitzke also raised concerns about the **EMS Training** budget which was equal to 72% of the budget for the year. Chief Ostreng stated it was very likely the department would go over budget for the training this year. The last item Herlitzke questioned was the **Fire Testing/Insp** which was equal to 131.5% of the budget for the year. Chief Ostreng stated most of these funds were used to pay for National Registry Testing, which is required. Herlitzke stated only 36.2% of the total budget had been used thus far and stated he was not concerned.

The board reviewed check detail. Elam asked if the check to Motorola Solutions was the second radio for the command vehicle. Chief Ostreng stated this was the case.

The board reviewed the informational memos regarding the light package for the new command vehicle. The board discussed the status of the command vehicle. Chief Ostreng stated the vehicle was being wrapped and could be completed as early as tomorrow. Chief Ostreng reminded the board he was approved for up to \$100,000 to spend on the command vehicle.

Chief Ostreng presented the board with a quote for 4 new mattress box/spring sets and 2 frames from King Furniture for a total of \$3,249. Herlitzke motioned to approve the purchase of four mattress/box spring sets and two frames not to exceed \$3,500. Second by Elam. Motion carried unanimously.

Chief Ostreng stated that the department had recently received some donations toward the purchase of a new cardiac monitor. HD Tavern donated \$845, Carol and Thomas Hale donated \$50, and Holmen Youth Volleyball donated \$6,679 through a spike-a-thon.

Fire Administration Report:

The board reviewed the **Calls by Month** in detail. Chief Ostreng updated the board on noteworthy fire in the past month. There were no additional comments or concerns on incidents or activity.

Chief Ostreng stated that the department is an official partner of the Red Cross in installing smoke and carbon monoxide (CO) detectors. Herlitzke asked for clarity on the installation process. Chief Ostreng stated the department could install them, however they are only battery operated, and no department staff would be modifying electrical, and anything else would be forwarded to the Red Cross for follow up.

DRAFT MINUTES

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

Chief Ostreng stated that the department would be starting a new full-time firefighter, Emmaline Zabel.

Chief Ostreng stated the fire department roof was leaking extensively again, to the point the entire bottom of the wall was damaged. Chief Ostreng stated he was ripping up soaked carpet in his office, and that he anticipated there was mold in the walls. Chief Ostreng stated the department was running multiple dehumidifiers to attempt to deal with the issue. Elam questioned how many times the department had paid a professional to fix the roof leak, and at what point would those business be held liable for faulty work. Chief Ostreng stated he wasn't entirely sure where the leak was coming from in his office. Herlitzke noted the previous leak had damaged the captain's office. Fire department staff noted that two different companies had come out 7 or 8 times to attempt to fix the leaks. Herlitzke raised concerns about black mold developing causing health issues and the new fire station not being available for a few years. Fire department staff stated that roughly 10 years ago a new roof was recommended to be installed. The board directed Chief Ostreng to get quotes on a new roof.

Fire Commission Report:

Nothing was discussed.

Fire Station Study:

Chief Ostreng informed the board that he and the department had reviewed two concepts, scheduled a tour for the La Cross Fire Department Station #4 May 22nd, and had additional tours scheduled for May 29th. Chief Ostreng stated the station tours ended up being later than anticipated and that the final report would likely be available in July, rather than June. Chief Ostreng questioned if the final report should be open to the public or if that should wait. The board advised waiting until a final concept was agreed upon by both communities.

Review Draft Apparatus Replacement Plan:

The board reviewed the draft apparatus replacement plan. Chief Ostreng explained the plan in detail and highlighted the differences in miles and age for each type of vehicle. Chief Ostreng stated he was still in the process of collecting information and that it was his intent to create a matrix that would be easier to read. Stupi questioned if the plan would eventually consider the hours of service for vehicles. Stupi raised concerns about stationary vehicle use at scenes not being properly tracked. Chief Ostreng stated that the

DRAFT MINUTES

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

department wasn't ready to track the vehicles in that level of detail and that would be something the department would do someday if they had a dedicated mechanic. Elam asked if there was a way to pull utilization statistics from the dispatch data used to track calls so data wouldn't have to be collected manually. Chief Ostreng stated this wasn't currently possible and that the easiest thing to do to start was to read the odometers manually.

Review of Fire Chief Annual Evaluation Options:

The board gave Barlow context on the purpose of the sample evaluations as well as the intent of the board to create a standardized review process for evaluating the Chief of the fire department. Chief Ostreng stated that any of the samples would be a great place to start. Chief Ostreng also stated that these types of evaluations were not received well by the fire service at his previous employment in Rochester MN. However, the Chief stated he was currently researching a formal review process internally for the department. Stupi questioned if it would make sense to reach out to the City of Onalaska for examples of their current review process. Individual board members gave their experiences with their previous review processes. Barlow suggested going back and using the most recent job descriptions as review criteria as well. Elam suggested keeping the review process as simple as possible and stated that it would naturally evolve over time.

Announcement and Future Agenda Items:

Herlitzke stated that Hauser might be out for a couple of months.

Next Regular Meeting: June 17th, 2025

Adjourn:

Motion to adjourn at 7:37 p.m. by Herlitzke. Second by Stupi. Motion carried unanimously.

Minutes by Travis E. Elam, Secretary

9:58 AM
06/17/25
Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Balance Sheet
As of June 17, 2025

	Jun 17, 25
ASSETS	
Current Assets	
Checking/Savings	
Park Bank	
Park Bank Checking	536,458.46
Total Park Bank	536,458.46
LGIP-General Capital Savings	
LGIP- Capital Savings	88,539.00
LGIP -Operational Checking	70,439.03
LGIP-2% Dues Savings	173,611.74
LGIP-Sick Leave Payout	36,224.57
LGIP-Medical Equip Upgrades	42,074.42
LGIP- Special Events/Donations	25,273.75
Total LGIP-General Capital Savings	436,162.51
Total Checking/Savings	972,620.97
Accounts Receivable	
Accounts Receivable	-160,010.58
Total Accounts Receivable	-160,010.58
Other Current Assets	
Location Study A/R from Municip	15,937.50
Total Other Current Assets	15,937.50
Total Current Assets	828,547.89
Other Assets	
Equipment Purchased by Grant	104,034.36
Total Other Assets	104,034.36
TOTAL ASSETS	932,582.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Location Study Payable	6,375.00
Health Insurance payable	862.21
WI State Income tax payable	469.78
WI Retirement Payable	11,750.91
Union Dues Payable	1,165.75
Total Other Current Liabilities	20,623.65
Total Current Liabilities	20,623.65
Long Term Liabilities	
Future Sick Pay Payable	36,000.00
Total Long Term Liabilities	36,000.00
Total Liabilities	56,623.65
Equity	
Retained Earnings	630,688.18
Net Income	245,270.42
Total Equity	875,958.60
TOTAL LIABILITIES & EQUITY	932,582.25

TOT
2nd INSTALLMENT
for July
paid
will be out
in July

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
 January 1 through June 17, 2025

	Jan 1 - Jun 17, 25
Ordinary Income/Expense	
Income	
Income-Budget	942,530.50
Capital /Reserve Income	25,000.00
Grants	80,617.50
Income-Interest	689.45
Income-Interest-Special	6,578.00
Donations/Grants	34,873.09
	Total Income
	1,090,288.54
Expense	
CAPITAL EXPENDITURES	
2% Fire Protection Equipment Ex	61,464.89
Building -Capital Expenditures	1,328.07
EMS-Capital Expenditures	11,617.99
Fire-Capital Expenditures	9,222.37
	Total CAPITAL EXPENDITURES
	83,633.32
OPERATIONAL EXPENDITURES	
Wages	
SALARY/WAGES EXPENSE	
Employee Benefit Health	79,259.09
Employee Retirement Career	62,165.47
Insurance-Life	773.93
Insurance-Work-Comp	4,842.00
Officer Salary	47,538.48
Salary	333,755.61
Salary -OT	89,814.29
Acting Pay	175.00
FLSA	5,830.80
Holiday Pay	22,208.04
Parttime Wages	1,716.20
Payroll-Tax Expense	38,400.90
SALARY/WAGES EXPENSE - Other	334.40
	Total SALARY/WAGES EXPENSE
	686,814.21
Total Wages	686,814.21
BUILDING	
Building Maintenance/Repair	1,304.70
Grounds Maintenance	274.87
Supplies	1,226.39
	Total BUILDING
	2,805.96
EMS	
Lease/Air/Oxygen	514.77
Repairs & Maintenance	36.57
Replacement-EMS	142.32
Supplies	875.92
Training	720.00
	Total EMS
	2,289.58
FIRE	
Professional Dues/Licenses	1,331.29
Batteries	30.98
Conventions/Conferences	2,912.34
Physicals	276.00
Repairs & Maintenance	314.80
Replacement -Fire	526.14
Supplies	1,307.79
Testing/Insp	1,315.00
Training	2,063.45
Uniform Clothing	5,569.61

9:59 AM
 06/17/25
 Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
 January 1 through June 17, 2025

	<u>Jan 1 - Jun 17, 25</u>
Total FIRE	15,647.40
INSURANCE	
Insurance-General	162.00
Total INSURANCE	162.00
OFFICE	
Consulting	0.00
Human Resources/Business Suppor	3,329.50
Accounting Services	5,415.00
Office Software	12,685.40
Office Supplies	1,125.56
Postage	197.50
Telephone/Cell-Phones/Internet	3,916.10
Total OFFICE	26,669.06
UTILITIES	
Electricity	6,413.43
Water/Sewer/Runoff	1,874.31
Total UTILITIES	8,287.74
VEHICLES	
Fuel	5,431.46
Repairs & Maintenance	11,662.55
Tire Replacement	1,614.84
Total VEHICLES	18,708.85
Total OPERATIONAL EXPENDITURES	761,384.80
Total Expense	845,018.12
Net Ordinary Income	245,270.42
Net Income	<u>245,270.42</u>

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

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2% Fire Protection Equipmnet	0.00	80,000.00	-80,000.00	0.0%
Income-Budget	1,096,291.08	1,885,061.00	-788,769.92	58.2%
Capital /Reserve Income	31,250.00	50,000.00	-18,750.00	62.5%
Grants	80,617.50			
Income-Interest	689.45			
Income-Interest-Special	6,578.00			
Donations/Grants	34,873.09			
Total Income	1,250,299.12	2,015,061.00	-764,761.88	62.0%
Expense				
CAPITAL EXPENDITURES				
2% Fire Protection Equipment Ex	61,464.89	80,000.00	-18,535.11	76.8%
Building -Capital Expenditures	1,328.07	15,000.00	-13,671.93	8.9%
EMS-Capital Expenditures	11,617.99	20,000.00	-8,382.01	58.1%
Fire-Capital Expenditures	9,222.37	15,000.00	-5,777.63	61.5%
Total CAPITAL EXPENDITURES	83,633.32	130,000.00	-46,366.68	64.3%
OPERATIONAL EXPENDITURES				
Wages				
SALARY/WAGES EXPENSE				
Employee Benefit Health	79,259.09	234,600.00	-155,340.91	33.8%
Employee Retirement Career	80,715.87	150,689.65	-69,973.78	53.6%
Insurance-DWD Compensation	0.00	5,328.66	-5,328.66	0.0%
Insurance-Life	773.93	3,000.06	-2,226.13	25.8%
Insurance-Work-Comp	4,842.00	30,000.00	-25,158.00	16.1%
Officer Salary	47,538.48	103,000.00	-55,461.52	46.2%
Salary	333,755.61	813,994.27	-480,238.66	41.0%
Salary -OT	89,814.29	175,907.37	-86,093.08	51.1%
Acting Pay	175.00	1,260.00	-1,085.00	13.9%
FLSA	5,830.80	21,803.42	-15,972.62	26.7%
Holiday Pay	22,208.04	36,898.09	-14,690.05	60.2%
Parttime Wages	1,716.20	6,000.00	-4,283.80	28.6%
Payroll-Tax Expense	38,400.90	88,653.03	-50,252.13	43.3%
SALARY/WAGES EXPENSE - Other	334.40			
Total SALARY/WAGES EXPENSE	705,364.61	1,671,134.55	-965,769.94	42.2%
Total Wages	705,364.61	1,671,134.55	-965,769.94	42.2%
BUILDING				
Building Maintenance/Repair	1,304.70	3,000.00	-1,695.30	43.5%
Grounds Maintenance	274.87	3,000.00	-2,725.13	9.2%
Supplies	1,226.39	4,000.00	-2,773.61	30.7%

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

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Total BUILDING	2,805.96	10,000.00	-7,194.04	28.1%
EMS				
Lease/Air/Oxygen	514.77	1,200.00	-685.23	42.9%
Repairs & Maintenance	36.57	250.00	-213.43	14.6%
Replacement-EMS	142.32	650.00	-507.68	21.9%
Supplies	875.92	4,000.00	-3,124.08	21.9%
Training	720.00	1,000.00	-280.00	72.0%
Total EMS	2,289.58	7,100.00	-4,810.42	32.2%
FIRE				
Professional Dues/Licenses	1,331.29	2,000.00	-668.71	66.6%
Fire Prevention/Pub Education	0.00	500.00	-500.00	0.0%
Batteries	30.98	300.00	-269.02	10.3%
Conventions/Conferences	2,912.34	4,000.00	-1,087.66	72.8%
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	1,307.79	5,000.00	-3,692.21	26.2%
Testing/Insp	1,315.00	1,000.00	315.00	131.5%
Training	2,063.45	4,000.00	-1,936.55	51.6%
Uniform Clothing	5,569.61	14,000.00	-8,430.39	39.8%
Total FIRE	15,647.40	41,300.00	-25,652.60	37.9%
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	3,329.50	17,500.00	-14,170.50	19.0%
Accounting Services	5,415.00	9,000.00	-3,585.00	60.2%
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	3,916.10	9,000.00	-5,083.90	43.5%
Total OFFICE	26,669.06	75,026.45	-48,357.39	35.5%
UTILITIES				
Electricity	6,413.43	14,000.00	-7,586.57	45.8%
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

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Total UTILITIES	8,287.74	19,500.00	-11,212.26	42.5%
VEHICLES				
Fuel	5,431.46	25,000.00	-19,568.54	21.7%
Repairs & Maintenance	11,662.55	15,000.00	-3,337.45	77.8%
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	18,708.85	45,000.00	-26,291.15	41.6%
Total OPERATIONAL EXPENDITURES	779,935.20	1,885,061.00	-1,105,125.80	41.4%
Total Expense	863,568.52	2,015,061.00	-1,151,492.48	42.9%
Net Ordinary Income	386,730.60	0.00	386,730.60	100.0%
Net Income	386,730.60	0.00	386,730.60	100.0%

11:50 AM
05/20/25

HOLMEN AREA FIRE DEPARTMENT
Check Detail
May 20, 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	17602	05/20/2025	NATIONAL FLEET ...		Park Bank Checking		-5,335.00
					2% Fire Protection Equ...	-5,335.00	5,335.00
TOTAL						-5,335.00	5,335.00

HOLMEN AREA FIRE DEPARTMENT
Check Detail
 June 2, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Liability Check	wd	06/02/2025	WIS DEPT OF REV...		Park Bank Checking	-1,881.17	-1,881.17
					WI State Income tax...		
TOTAL						-1,881.17	1,881.17
Check	17603	06/02/2025	Coaches Corner S...		Park Bank Checking		-48.00
					Uniform Clothing	-48.00	48.00
TOTAL						-48.00	48.00
Check	17604	06/02/2025	FIRE SAFTEY USA		Park Bank Checking		-274.70
					Supplies	-274.70	274.70
TOTAL						-274.70	274.70
Check	17605	06/02/2025	HENRY SCHEIN INC		Park Bank Checking		-112.53
					Supplies	-112.53	112.53
TOTAL						-112.53	112.53
Check	17606	06/02/2025	IAAI		Park Bank Checking		-103.00
					Professional Dues/Li...	-103.00	103.00
TOTAL						-103.00	103.00
Check	17607	06/02/2025	MACQUEEN		Park Bank Checking		-371.28
					2% Fire Protection E...	-371.28	371.28
TOTAL						-371.28	371.28
Check	17608	06/02/2025	McMahon Associat...		Park Bank Checking		-1,738.00
					Human Resources/...	-1,738.00	1,738.00
TOTAL						-1,738.00	1,738.00
Check	17609	06/02/2025	RIVER CITY LAWN...		Park Bank Checking		-143.90

*Payroll
 WI with income
 TAX PAID*

HOLMEN AREA FIRE DEPARTMENT
Check Detail
 June 2, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					Grounds Maintenance	-143.90	143.90
TOTAL						-143.90	143.90
Check	17610	06/02/2025	THE UNIFORM SH...		Park Bank Checking		-909.45
					Uniform Clothing	-909.45	909.45
TOTAL						-909.45	909.45
Check	17611	06/02/2025	VISA		Park Bank Checking		-622.88
					Professional Dues/Li...	-178.00	178.00
					Supplies	-62.88	62.88
					Conventions/Confer...	-160.00	160.00
					Telephone/Cell-Pho...	-222.00	222.00
TOTAL						-622.88	622.88
Check	17612	06/02/2025	STATE OF WIS		Park Bank Checking		-80.64
					Supplies	-80.64	80.64
TOTAL						-80.64	80.64
Check	17613	06/02/2025	Bound Tree Medica...		Park Bank Checking		-289.98
					EMS-Capital Expen...	-289.98	289.98
TOTAL						-289.98	289.98
Check	17614	06/02/2025	ZOLL Medical Corp...		Park Bank Checking		-42,562.12
					EMS-Capital Expen...	-42,562.12	42,562.12
TOTAL						-42,562.12	42,562.12

7:34 AM
06/17/25

HOLMEN AREA FIRE DEPARTMENT
Check Detail
June 17, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17616	06/17/2025	AIRGAS NORTH C...		Park Bank Checking		-145.50
					Lease/Air/Oxygen	-145.50	145.50
TOTAL						-145.50	145.50
Check	17617	06/17/2025	Bound Tree Medica...		Park Bank Checking		-323.55
					EMS-Capital Expen...	-164.28	164.28
					Supplies	-159.27	159.27
TOTAL						-323.55	323.55
Check	17618	06/17/2025	Caden Douglas		Park Bank Checking		-1,125.20
					Conventions/Confer...	-1,125.20	1,125.20
TOTAL						-1,125.20	1,125.20
Check	17619	06/17/2025	ENGELSON & ASS...		Park Bank Checking		-750.00
					Accounting Services	-750.00	750.00
TOTAL						-750.00	750.00
Check	17620	06/17/2025	FIRE SAFTEY USA		Park Bank Checking		-286.14
					Supplies	-286.14	286.14
TOTAL						-286.14	286.14
Check	17621	06/17/2025	GALLS		Park Bank Checking		-63.06
					Uniform Clothing	-63.06	63.06
TOTAL						-63.06	63.06
Check	17622	06/17/2025	HOLMEN ACE HAR...		Park Bank Checking		-214.94
					Supplies	-82.91	82.91
					Building Maintenanc...	-81.06	81.06
					Grounds Maintenance	-50.97	50.97

7:34 AM
06/17/25

HOLMEN AREA FIRE DEPARTMENT Check Detail June 17, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-214.94	214.94
Check	17623	06/17/2025	HENRY SCHEIN INC		Park Bank Checking		-33.42
				Supplies		-33.42	33.42
TOTAL						-33.42	33.42
Check	17624	06/17/2025	KWIK TRIP		Park Bank Checking		-942.66
				Fuel		-942.66	942.66
TOTAL						-942.66	942.66
Check	17625	06/17/2025	MACQUEEN		Park Bank Checking		-375.20
				Uniform Clothing		-375.20	375.20
TOTAL						-375.20	375.20
Check	17626	06/17/2025	O'REILLY AUTO P...		Park Bank Checking		-6.84
				Repairs & Maintena...		-6.84	6.84
TOTAL						-6.84	6.84
Check	17627	06/17/2025	Reliant Fire Appar...		Park Bank Checking		-63.01
				Repairs & Maintena...		-63.01	63.01
TOTAL						-63.01	63.01
Liability Check	17628	06/17/2025	SECURIAN LIFE IN...		Park Bank Checking		-152.68
				Insurance-Life		-119.76	119.76
				Life Insurance Paya...		-32.92	32.92
TOTAL						-152.68	152.68
Check	17629	06/17/2025	Thin Line Outfitters...		Park Bank Checking		-17,159.98
				2% Fire Protection E...		-17,159.98	17,159.98

7:34 AM

06/17/25

HOLMEN AREA FIRE DEPARTMENT
Check Detail
June 17, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-17,159.98	17,159.98
Check	17631	06/17/2025	VISION DESIGN G...		Park Bank Checking		-180.00
					Training	-180.00	180.00
TOTAL						-180.00	180.00



Memo

To: Fire Board

From: Ryan Ostreng

cc:

Date: May 29, 2025

Re: New Car 1 Slide-Out Tray Quote and Remaining Equipment Estimate

The selected slide-out Extendo Bed tray configuration (see following attachment) for New Car 1 is priced higher than anticipated at \$6,884.00 (including shipping and handling). I have also included a spreadsheet copy of estimated remaining costs to get the Suburban in service.

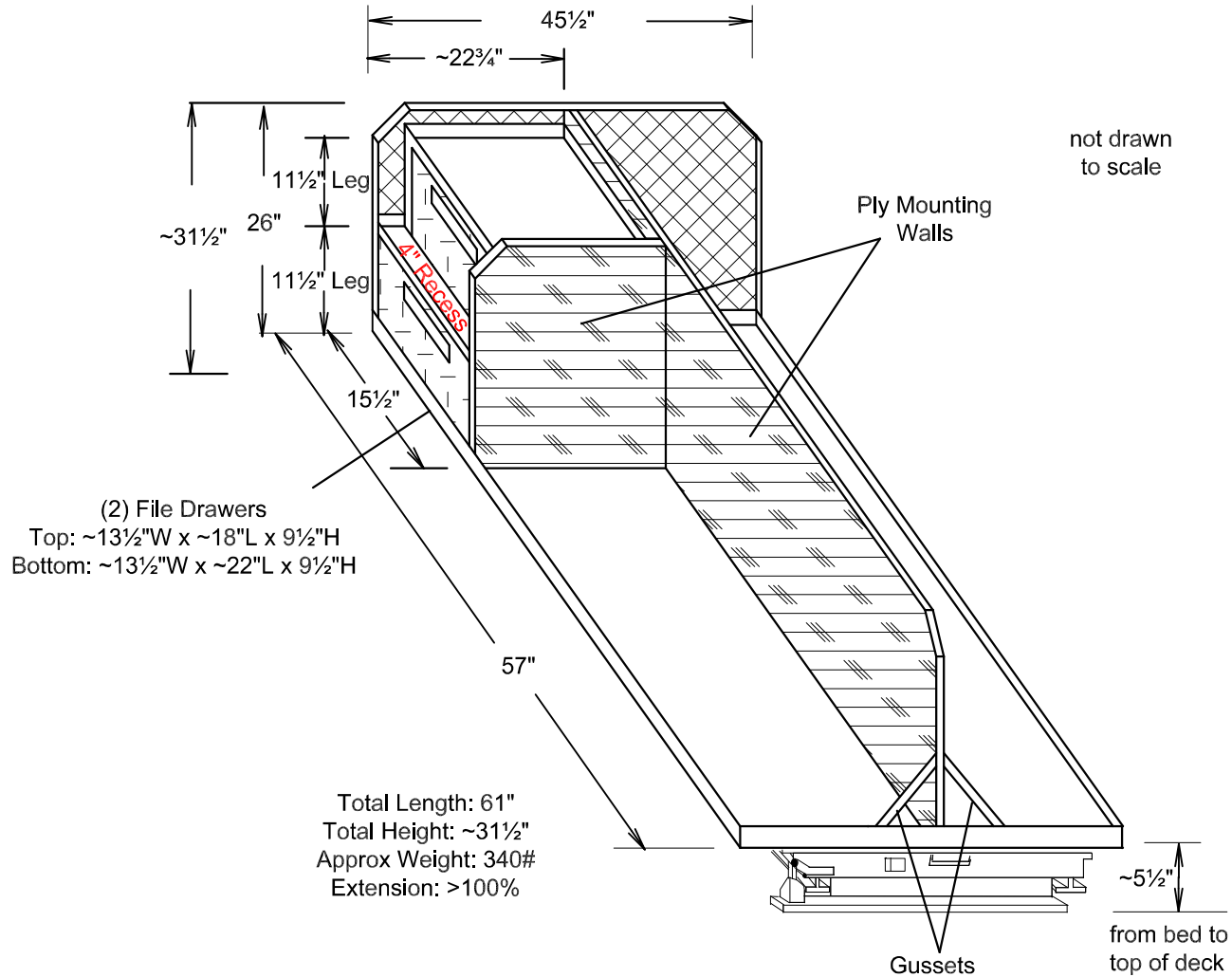
After discussion; I am asking for the HAFD Board of Directors support through motion to approve up to an additional \$8,000.00 of LGIP 2% Dues Savings to cover the cost of the slide-out tray product and installation; fire extinguishing equipment and mountings; SCBA mounting; and additional mounting strap kits; as estimated in the provided spreadsheet.

EXTENDO BED COMPANY

1-800-752-0706

Emergency Automotive Technologies
2025 Suburban, No 3rd Row, No Partitions

Prop 25043, May 27, 2025
EBL 1057, ~900# cargo capacity



Lower platform will be ½" phenolic plywood with 1½" steel angle rails, hole punched for bungee cord ties. Deck will be ½" ply and 10 ga expanded steel mesh in 1" angle, Deck will have a textured coating. Steel parts will be powder coated black.

Memo



To: Fire Board
From: Ryan Ostreng
cc:
Date: June 17, 2025
Re: MCS Networks Invoice

Attached is an invoice for the 2025 I.T. Support Contract from MCS Networks. After review, I am asking the Board to approve payment to MCS Networks for \$9,566.10 to continue using MCS as network support.

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	113	30
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	498	59

CALL TYPES RESPONDED TO FOR MAY

<u>INCIDENT TYPE</u>	<u>TOTAL</u>
1 - Fire	4
2 - Overpressure Rupture, Explosion, Overheat-No Fire	0
3 - Rescue & Emergency Medical Service Incident	84
4 - Hazardous Condition (No Fire)	3
5 - Service Call	4
6 - Good Intent Call	13
7 - False Alarm & False Call	5
8 - Severe Weather & Natural Disaster	0
9 - Special Incident Type	0
	113



Holmen Area Fire Department

710 S Main St, Holmen, WI 54636

608-526-9363

www.holmenfire.com



May 2025

HAFD Incidents by Municipality

Report Pulled On: 06/17/2025

Incident Category	Total
Municipality: City of Onalaska	
6 - Good Intent Call	4
Total: 4	
Municipality: Medary	
6 - Good Intent Call	1
Total: 1	
Municipality: Town of Holland	
1 - Fire	1
3 - Rescue & Emergency Medical Service Incident	5
4 - Hazardous Condition (No Fire)	1
6 - Good Intent Call	1
Total: 8	
Municipality: Trempealeau	
1 - Fire	1
Total: 1	
Municipality: Village of Holmen	
1 - Fire	2
3 - Rescue & Emergency Medical Service Incident	79
4 - Hazardous Condition (No Fire)	2
5 - Service Call	4
6 - Good Intent Call	7
7 - False Alarm & False Call	5
Total: 99	
Total: 113	

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: June 6, 2025
Re: Fire Station Study Report Progress

This memo is a fire station study report update:

- **Fire Station Concepts:**
 - HAFD Fire Station Design Group toured the Greenville WI and Suamico WI fire stations designed by Five Bugles on Thursday May 22, 2025.
 - Chief Ostreng and Board President Barlow reviewed latest concept with Five Bugles Design during a virtual meeting on June 4, 2025.
- **Moving Forward:**
 - A tentative schedule of the remaining items to be covered prior to report completion:
 - June 20 - Draft report sent to HAFD
 - Week of June 23 - Meet with HAFD to review the report and discuss any changes.
 - July 3 - Final report to HAFD
 - Week of July 7 - Review prestatation with HAFD
 - July 15 or July 22 - Presentation to boards



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.

HOLMEN AREA FIRE DEPARTMENT

JOB DESCRIPTION

FIRE CHIEF

REPORTS TO: Fire Association Board of Directors

NATURE OF WORK: This job description is intended as an illustration of the various types of work performed at this rank. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, a logical assignment of the position, or of an imminent nature.

PURPOSE OF POSITION: The Fire Chief is responsible for the administration, supervision, management and planning for the Holmen Area Fire Department. In addition, the Fire Chief coordinates emergency fire and medical services operations and oversees community risk reduction activities including fire prevention, fire education and fire/life safety inspections.

ESSENTIAL FUNCTIONS:

- 1) Responsible for the developing and administering of the Fire Department budget. Ensures that intergovernmental controls and relations are maintained, and purchases are accomplished.
- 2) Coordinates department personnel in an effective and productive work force. Implements department goals and objectives, develops activities and plans to meet these goals.
- 3) Oversees all emergency operations, which includes firefighting, emergency medical services, hazardous material response, natural or man-made disasters and mass casualties.
- 4) Insures coordination with and acts as liaison between municipal, county, state and federal emergency management agencies.
- 5) Coordinates all mutual aid agreements between other community and county organizations. Establishes communications, emergency plans and ensures compliance.
- 6) Oversees all operations, training, inspections and operating procedures are followed through department guidelines.
- 7) Follows proper hiring, discipline, transfers, promotions, and procedures to maintain an effective work force under applicable guidelines and agreements.
- 8) Acts as liaison with the Board of Directors and other community departments to insure cooperation of services.
- 9) Attends meetings at the village, town, county and state level to ensure cooperation and

maintain communication.

PHYSICAL DEMANDS OF POSITION: These physical demands are representative of demands that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable persons with disabilities to perform essential functions.

- 1) Standing, walking and sitting.
- 2) Stooping, kneeling, crouching and crawling.
- 3) Running, grappling, climbing, balancing and bending/twisting.
- 4) Reaching, feeling, talking and hearing.
- 5) Meets the Eyes and Vision Requirement of N.F.P.A 1582.
- 6) Lifting, carrying, pushing/pulling: 100 lbs. or more.
- 7) Handling, grasping and fingering.

ENVIRONMENTAL/WORKING CONDITIONS OF POSITION:

- 1) Outside workplace environment that is confined.
- 2) Exposure to extreme cold and normal, or hot and normal temperature changes.
- 3) Contact with water or liquids.
- 4) Exposure to loud noise with a minimum of 90 decibels and vibrations from tools, equipment, machinery, etc.
- 5) Exposure to hazardous conditions such as mechanical, electrical, chemical, burns, explosives, heights, physical injury, and fast moving vehicles.
- 6) Exposure to atmospheric conditions such as fumes, gases, noxious odors, dust and poor ventilation.
- 7) Exposure to blood borne pathogens, i.e., blood on self and clothing from EMS related calls.

EQUIPMENT USED:

- 1) Computer, calculator, copy machine, fax machine, telephones, mobile data devices and

two-way radios.

- 2) Camera and measuring devices.
- 3) Hand tools.
- 4) Automobiles.
- 5) First aid equipment, oxygen, general medical equipment, and patient lifting devices.
- 6) Breathing apparatus, steel tip boots, hearing and eye protection, and fire/medical/rescue protective clothing.

EDUCATION/LICENSE/CERTIFICATION REQUIREMENTS:

Prior to the due date for application for appointment to the rank of Fire Chief, a candidate shall have the following credentials:

1. Three consecutive years of experience at or above the rank of a company officer, or five consecutive years in a position of equivalent authority and
2. A bachelor's degree in a discipline related to the responsibilities of the Fire Chief, and
3. Wisconsin Fire Officer I Certification or equivalent, and
4. Wisconsin Fire Instructor I Certification or equivalent, and
5. Wisconsin Fire Inspector I Certification or equivalent, and
6. State of Wisconsin Emergency Medical Technician License, and
7. Completion of the following courses or their equivalent as described by the United States Federal Emergency Management Agency within one year of appointment:
 - ICS-100: Introduction to the Incident Command System
 - ICS-200: ICS for Single Resources and Initial Action Incidents
 - ICS-300: Intermediate ICS for Expanding Incidents
 - ICS-400: Advanced ICS – Complex Incidents
 - IS-700: National Incident Management System
 - IS-800: National Response Framework
8. Demonstrated capacity to administer, supervise and manage a fire department of a size comparable to the Holmen Area Fire Department and perform all other responsibilities assigned to rank of Fire Chief, and

9. Valid, unrestricted, driver's license or such valid operator's permit recognized by the Wisconsin Department of transportation as authorizing operation of a motor vehicle in Wisconsin.
10. Residency within geographical boundaries as established by the Board of Directors, provided that a candidate who does not live within those boundaries at the time of application shall have six months from the first date on which he or she occupies the position of Fire Chief within which to comply with the residency requirement.

KNOWLEDGE AND SKILLS REQUIRED FOR POSITION:

- 1) Proficient management, budget and personnel skills in fire department administration.
- 2) Effective communication, oral and written, with supervisors, peer and public.
- 3) Understanding and following work rules, and Suggested Operating Procedures/Guidelines.
- 4) Read, write, add, subtract, multiply, and divide.
- 5) Knowledge of national, state and local laws and fire/safety codes.
- 6) Organize, direct, and coordinate written and oral reports.
- 7) Skilled in report writing, use of computer, calculator, copy machine, fax machine, telephone, adding machine, and two-way radio.
- 8) Knowledge of fire protection, water supply, building construction, direct fire and rescue operations, disaster control, and extinguishment of combustible and flammable materials.
- 9) Knowledge of Incident Command System, emergency medical services, firefighting, fire inspection, and public relations.

MEDICAL: Applicants will be required to submit to a medical examination consistent with the requirements of the position, which will include drug testing, after an offer of employment and prior to appointment. This medical exam is designed to reveal any medical condition that might put the Fire Chief at increased risk to self or others as a result of certain exposures or activities and to exhibit freedom from any physical, emotional or mental condition which adversely affects the performance of duties as a firefighter in the essential functions of employment, with reasonable accommodation.

SALARY AND BENEFITS: Wages and benefits are determined by the Holmen Area Fire Department Board of Directors.

BACKGROUND: All appointees may be fingerprinted and a record check made of local, state or federal authority. A conviction is not an automatic bar to employment.

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