



# Holmen Area Fire Department

## FIRE BOARD

## AGENDA

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

**Date/Time:** Tuesday July 15, 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 **July 15, 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. 06/17/2025
- 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. June 2025 Incident/Activity Report
  - b. Fire Administration Report
  - c. Staffing/Personnel Updates
  - d. Fleet update
  - e. General
- 9.) Fire Station Study
- 10.) Review current apparatus and draft replacement plan



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- 11.) Closed Session
  - a. Convene in Closed Session:
    - i. The Board shall consider a motion to convene in closed session pursuant to Wis. Stats. §19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. To Wit:
      - a. Consideration of upcoming Collective Bargaining between the Holmen Area Fire Department and the International Association of Firefighters Local # 127.
- 12.) Reconvene in Open Session
- 13.) Reservation of right for action and/or recommendation on Closed Session item(s)
- 14.) Announcement and Future Agenda Items
  - a. Special Joint Meeting of Holland Town Board and Holmen Village Board  
July 31, 2025 at 6:30 pm at the Town of Holland Town Hall
- 15.) Next Regular Meeting – Tentative 08/19/2025
- 16.) Adjourn

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



www.holmenfire.com

Date Notice Emailed: 07/11/2025

Notices Posted: 07/11/2025

**Notices Emailed To:**

<b>Holmen Are Fire Assoc. Board</b>	<b>Dept/Town/Village/County</b>	<b>Media</b>	<b>Posted</b>
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 – June 17<sup>th</sup>, 2025

President Barlow called the Holmen Area Fire District meeting to order at 6:30 p.m. on June 17<sup>th</sup>, 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), Dave Weber (Holland)

**Members Excused:**

**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 Hauser. Chief Ostreng requested agenda item number 10, "Review current apparatus and draft replacement plan", be postponed to the next meeting for discussion. Herlitzke moved to amend his motion to approve the agenda except for agenda item number 10. Second by Hauser. Motion carried unanimously.

**Approval of April Meeting Minutes:**

Motion to approve the minutes by Herlitzke. Second by Elam. Herlitzke requested the meeting minutes earlier so they could be available for the Town of Holland's board meetings. Elam stated he would be timelier. Motion carried unanimously.

## **DRAFT MINUTES**

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

#### **Resident or Employee Concerns/Comments:**

Doug Jorstad, as a resident, spoke about his disapproval of adding an additional captain to the department. Jorstad stated that 33% of the department operating at the captain status was unacceptable and asked the board to consider this when discussing this agenda item. Jorstad also voiced concerns regarding the budget increase for a new captain position.

#### **Financial Review:**

The board reviewed the Balance Sheet (Item 7a) in detail. No questions or concerns were raised regarding the balance sheet. The board reviewed Profit C Loss Budget vs Actual (Item 7b) in detail. Herlitzke stated the total expenses for the year equaled 42.9% of the budget. Herlitzke stated he was happy with the total percent of the budgeted used so far. No question or concerns were raised.

The board reviewed Check Detail. Barlow questioned a check written to Thin Line Outfitters. Chief Ostreng stated that check was for outfitting the command vehicle. Elam questioned a check written to Zoll Medical and asked if the department had purchased one of the new heartrate monitors. Chief Ostreng stated that the check was for a new heartrate monitor.

Chief Ostreng informed the board that the quoted price for the slide out tray for the new command vehicle was higher than originally anticipated. Chief Ostreng requested to exceed the previously approved \$100,000 budget and requested approval for an additional \$8000 for the purchase of the command vehicle's slide out tray and other remaining equipment. The board reviewed Chief Ostreng's New Car 1 Expenditures report in detail. Hauer asked where the bed was manufactured and whether any company locally could produce the same thing cheaper. Herlitzke disagreed and stated he didn't think a shop who wasn't specialized in this item could produce it cheaper. Chief Ostreng stated that he had not investigated any local manufacturers and that he had previous experience with this type of slide out tray at a previous employer. Barlow requested a summary of how the command vehicle would be used and the purpose of the slide out tray. Chief Ostreng

## DRAFT MINUTES

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

explained his position and informed the board that the vehicles primary use was for command, but it was his intent that the vehicle would be multi-use in the event that he was first on scene. Elam raised a question about the labor cost to install the slide out tray and noted two similar line items. Chief Ostreng stated this wasn't the case and that he was trying to account for any unforeseen costs. **Motion to approve an increase of \$8,000 towards the command vehicle using 2% dues by Herlitzke. Second by Elam.** Barlow requested that future capital expenditures have all the quotes at the beginning of the purchase process so that large purchases can be more efficient. Barlow requested the vehicle be operational before the end of the year. **The motion carried with three ayes (Barlow, Herlitzke, Elam) and one nay (Hauser).** Elam asked for an estimate on the install time for the slide out tray and who would be installing it. Chief Ostreng stated the Extendo Bed would be shipped and Thin Line Outfitters would be installing it, and he was unsure of the time frame.

Chief Ostreng requested approval of the I.T. Support Contract from MCS Networks for 2025 for a total amount of \$9,566.10. Chief Ostreng stated the new contract was cheaper than the previous year. Hauser questioned if the board recently approved a different contract with MCS. Chief Ostreng stated that was in fact a different purchase and that it wasn't the yearly I.T contact. Herlitzke questioned how many devices the department had that needed to be supported. Chief Ostreng listed the devices and Herlitzke stated the contract price was fair. Elam questioned if the department could get a better deal by going with a multi-year contract instead. Chief Ostreng stated this wasn't possible. **Herlitzke motioned to approve the contract for \$9,566.10. Second by Hauser. Motion carried unanimously.**

Chief Ostreng updated the board on recent donations towards a new cardiac monitor. Chief Ostreng stated the department had received a donation of \$502.70 from Christian Farms Nursery through a fire boot drive. Chief Ostreng stated that Emplify Health / Gunderson Community Contribution Program donated \$5000. Staff stated it was their intent to receive enough donations to pay for 2 new cardiac monitors and 2 new Lucas devices.

**Fire Administration Report:**

## **DRAFT MINUTES**

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

The board reviewed the calls for the month in detail. Herlitzke noted the substantial decrease in calls compared to previous years. Chief Ostreng stated that the reason for this was the automatic fire response.

Chief Ostreng raised concerns about the rise in overlapping calls and stated that it was his intent to keep a closer eye on this issue. Chief Ostreng explained that overlapping calls were calls that were dispatched to crews while they were already on scene. Chief Ostreng stated that the department had 43 overlapping calls this year, roughly 60 in 2024, and roughly 80 overlapping calls in 2023. Chief Ostreng explained the overlapping calls were the reason 4-person crews were being split up onto 2 trucks. Chief Ostreng explained there were even incidents of a third call coming in. Herlitzke asked how many overlapping calls the department was not able to cover. Chief Ostreng explained there were a few incidents where Onalaska or Brice Prairie was requested to take over a call. Chief Ostreng stated that the department was working with their medical director to determine protocol for calls that don't require their expertise and give them permission to leave to respond to other calls when necessary. Elam requested the overlapping calls be included in the monthly meeting report. Elam stressed that the crew on call couldn't be in two places at once and that this issue should be closely monitored. Barlow questioned how the response time was from Tri-State and how they factored into calls. Department staff commented on the response time from Tri-State.

Chief Ostreng updated the board on staff and noted that a new firefighter, Emmaline Zabel, would be sworn in Monday June 30<sup>th</sup> at the next fire commission meeting.

Chief Ostreng informed the board the command vehicle would have new lighting, console, sirens, and radios installed June 14<sup>th</sup>.

Chief Ostreng stated that he was reaching out to multiple local roofing companies for options regarding the leaky roof.

#### **Fire Station Study:**

Chief Ostreng stated the station tours were very productive and that he, department staff, and Barlow got to see two stations that were comparable to what the department would be looking for in a new station based on community and staff needs. Barlow stated he was grateful he got to see the next evolution of modern fire stations and that it was his intent to coordinate a meeting between both municipalities and Wendel Five Bugels so that the

## **DRAFT MINUTES**

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

maximum amount of board members from both communities could be present and ask questions regarding the final draft. Barlow also stated it was his intent to have the meeting on a night separate from the fire board meeting to reduce the length of the meeting. Hauser requested to have the meeting materials prior to the meeting so that the board members could formulate questions ahead of time. Chief Ostreng stated that he had requested that and that it shouldn't be a problem.

#### **~~Review current apparatus and draft replacement plan:~~**

This agenda item was postponed for discussion until next month's meeting.

#### **Review of Fire Chief Annual Evaluation Options:**

The board reviewed the evaluation samples in detail along with the Fire Chief job description provided by Chief Ostreng. Herlitzke voiced approval for Example #1. Elam stated that Example #2 would not be useful without feedback from fire department staff. Barlow voiced approval for Example #2 and stated he was familiar with evaluations like that example. Herlitzke stated he also like #2. Chief Ostreng stated he had no issue with any of the evaluations examples previously provided by Herlitzke. Hauser stated Example #2 was similar to evaluations he had in the military and noted that those type of evaluations were typically done by officials who were part of the day-to-day operations and not necessarily outsiders. Hauser voiced concerns about Example #2's effectiveness and reliability. Barlow proposed nominating somebody on the board to draft an evaluation based on the Chief's job descriptions and pieces from the examples that the board liked. Elam suggested the board, the Chief, and fire department staff all write down their priorities for the Fire Chief position and bring them back for discussion at the next meeting to make sure the evaluation of the Fire Chief position considered all the chief's responsibilities while addressing the needs of all parties. The board and fire department staff supported the idea. Elam reiterated the importance of keeping the first evaluation as simple as possible and suggested doing it quarterly to work out any issues. Hauser voiced support for quarterly evaluations.

#### **Discussion of potential Captain positions:**

## **DRAFT MINUTES**

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

The board reviewed the current fire captain job description as well as the proposed Flex Captain job position from the City of La Crosse Fire Department. Chief Ostreng stated that the department had a firefighter who was doing all their required work in addition to taking over the departments training program and it was his intent to promote the individual to a proposed Flex Captain position. Chief Ostreng stated that he anticipated a \$15,000 - \$18,000 cost increase in the budget to include the new position. Chief Ostreng stated the new position would be taking over an administrative task he currently handles and doesn't have enough time to devote to and would be looking to implement the new position as soon as next year. Hauser questioned if the task could be given to a Lieutenant position instead and asked for clarity on the fire department structure. Hauser asked if there would be two captains on one shift. The board voiced concerns with two captains being on one shift, power dynamics, and different responsibilities with the same pay. Hauser questioned who would be the one in charge on the scene of a call. Chief Ostreng stated that whichever captain arrived at the scene first would be the captain in charge. Chief Ostreng stated the two captains on shift would be equals and one would be on rescue and the other would be on the engine. Chief Ostreng stated he still needed to speak to the department staff about it as well as the commission and the union but wanted to bring it to the board for discussion first. Herlitzke requested all three current captains come to the next meeting so the board could get their feedback. Hauser reiterated his support for additional training in the department and stated his only issue was with an additional captain position as the training officer. Elam agreed with Hauser and explained that anything that could be done to avoid potential conflicts of authority on scene should be done. Chief Ostreng explained to the board that multiple captains arrive on scene all the time and gave examples of how the City of La Crosse Fire Department handles this. Chief Ostreng also stated that as the department grew it is something that would eventually need to be addressed. The board voiced support to continue looking into a position to fulfill the training needs of the department.

#### **Announcement and future agenda items:**

Hauser requested the adjustment of the Wendel Five Bugels meeting to the week of July 28<sup>th</sup>. Herlitzke stated he wouldn't be able to attend the July 15<sup>th</sup> meeting and that Bob Stupi would possibly be filling in for him.

**Next Regular Meeting:** July 15<sup>th</sup>, 2025

**DRAFT MINUTES**

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

**Adjourn:**

Motion to adjourn at 8:41 p.m. by Herlitzke. Second by Elam. Motion carried unanimously.

Minutes by Travis E. Elam, Secretary

DRAFT

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07/08/25  
Cash Basis

HOLMEN AREA FIRE DEPARTMENT  
**Balance Sheet**  
As of July 11, 2025

	<u>Jul 11, 25</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Park Bank	
Park Bank Checking	351,792.09
Total Park Bank	<u>351,792.09</u>
LGIP-General Capital Savings	
LGIP- Capital Savings	88,856.21
LGIP -Operational Checking	70,691.39
LGIP-2% Dues Savings	174,233.74
LGIP-Sick Leave Payout	36,354.35
LGIP-Medical Equip Upgrades	42,229.19
LGIP- Special Events/Donations	25,364.30
Total LGIP-General Capital Savings	<u>437,729.18</u>
Total Checking/Savings	789,521.27
<b>Other Current Assets</b>	
Location Study A/R from Municip	15,937.50
Total Other Current Assets	<u>15,937.50</u>
<b>Total Current Assets</b>	<u>805,458.77</u>
<b>Other Assets</b>	
Equipment Purchased by Grant	104,034.36
Total Other Assets	<u>104,034.36</u>
<b>TOTAL ASSETS</b>	<u><u>909,493.13</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Location Study Payable	6,375.00
Health Insurance payable	862.21
WI State Income tax payable	1,964.79
WI Retirement Payable	8,890.46
Union Dues Payable	1,165.75
Total Other Current Liabilities	<u>19,258.21</u>
Total Current Liabilities	19,258.21
<b>Long Term Liabilities</b>	
Future Sick Pay Payable	36,000.00
Total Long Term Liabilities	<u>36,000.00</u>
<b>Total Liabilities</b>	55,258.21
<b>Equity</b>	
Retained Earnings	630,688.18
Net Income	223,546.74
Total Equity	<u>854,234.92</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>909,493.13</u></u>

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## HOLMEN AREA FIRE DEPARTMENT

## Profit &amp; Loss

07/08/25

January 1 through July 11, 2025

Cash Basis

	Jan 1 - Jul 11, 25
Ordinary Income/Expense	
Income	
Income-Budget	1,096,291.08
Capital /Reserve Income	31,250.00
Grants	80,617.50
Income-Interest	804.01
Income-Interest-Special	8,144.67
Donations/Grants	39,873.09
<b>Total Income</b>	<b>1,256,980.35</b>
Expense	
CAPITAL EXPENDITURES	
2% Fire Protection Equipment Ex	106,753.82
Building -Capital Expenditures	4,577.07
EMS-Capital Expenditures	11,617.99
Fire-Capital Expenditures	9,222.37
<b>Total CAPITAL EXPENDITURES</b>	<b>132,171.25</b>
OPERATIONAL EXPENDITURES	
Wages	
SALARY/WAGES EXPENSE	
Employee Benefit Health	94,779.07
Employee Retirement Career	80,715.87
Insurance-Life	931.01
Insurance-Work-Comp	5,920.00
Officer Salary	55,461.56
Salary	396,275.67
Salary -OT	101,056.69
Acting Pay	230.00
FLSA	6,430.00
Holiday Pay	22,297.08
Parttime Wages	1,746.20
Payroll-Tax Expense	44,709.01
SALARY/WAGES EXPENSE - Other	334.40
<b>Total SALARY/WAGES EXPENSE</b>	<b>810,886.56</b>
<b>Total Wages</b>	<b>810,886.56</b>
BUILDING	
Building Maintenance/Repair	1,778.91
Grounds Maintenance	464.42
Supplies	1,498.29
<b>Total BUILDING</b>	<b>3,741.62</b>
EMS	
Lease/Air/Oxygen	514.77
Repairs & Maintenance	36.57
Replacement-EMS	142.32
Supplies	875.92
Training	720.00
<b>Total EMS</b>	<b>2,289.58</b>
FIRE	
Professional Dues/Licenses	1,331.29
Batteries	30.98
Conventions/Conferences	2,912.34
Physicals	276.00
Repairs & Maintenance	666.90
Replacement -Fire	526.14
Supplies	1,378.79
Testing/Insp	1,315.00
Training	2,063.45
Uniform Clothing	5,787.41

HOLMEN AREA FIRE DEPARTMENT  
**Profit & Loss**  
January 1 through July 11, 2025

	<u>Jan 1 - Jul 11, 25</u>
Total FIRE	16,288.30
INSURANCE	
Insurance-General	162.00
Total INSURANCE	162.00
OFFICE	
Consulting	0.00
Human Resources/Business Support	4,803.00
Accounting Services	6,165.00
Computer Maintenance	9,566.10
Office Software	12,745.40
Office Supplies	1,125.56
Postage	197.50
Telephone/Cell-Phones/Internet	4,170.80
OFFICE - Other	10.00
Total OFFICE	38,783.36
UTILITIES	
Electricity	7,155.21
Water/Sewer/Runoff	3,151.60
Total UTILITIES	10,306.81
VEHICLES	
Fuel	5,431.46
Repairs & Maintenance	11,757.83
Tire Replacement	1,614.84
Total VEHICLES	18,804.13
Total OPERATIONAL EXPENDITURES	901,262.36
Total Expense	1,033,433.61
Net Ordinary Income	223,546.74
Net Income	<u>223,546.74</u>

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

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
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	804.01			
Income-Interest-Special	8,144.67			
Donations/Grants	39,873.09			
<b>Total Income</b>	<b>1,256,980.35</b>	<b>2,015,061.00</b>	<b>-758,080.65</b>	<b>62.4%</b>
<b>Expense</b>				
<b>CAPITAL EXPENDITURES</b>				
2% Fire Protection Equipment Ex	106,753.82	80,000.00	26,753.82	133.4%
Building -Capital Expenditures	4,577.07	15,000.00	-10,422.93	30.5%
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%
<b>Total CAPITAL EXPENDITURES</b>	<b>132,171.25</b>	<b>130,000.00</b>	<b>2,171.25</b>	<b>101.7%</b>
<b>OPERATIONAL EXPENDITURES</b>				
<b>Wages</b>				
<b>SALARY/WAGES EXPENSE</b>				
Employee Benefit Health	94,779.07	234,600.00	-139,820.93	40.4%
Employee Retirement Career	94,369.99	150,689.65	-56,319.66	62.6%
Insurance-DWD Compensation	0.00	5,328.66	-5,328.66	0.0%
Insurance-Life	931.01	3,000.06	-2,069.05	31.0%
Insurance-Work-Comp	5,920.00	30,000.00	-24,080.00	19.7%
Officer Salary	55,461.56	103,000.00	-47,538.44	53.8%
Salary	396,275.67	813,994.27	-417,718.60	48.7%
Salary -OT	101,056.69	175,907.37	-74,850.68	57.4%
Acting Pay	230.00	1,260.00	-1,030.00	18.3%
FLSA	6,430.00	21,803.42	-15,373.42	29.5%
Holiday Pay	22,297.08	36,898.09	-14,601.01	60.4%
Parttime Wages	1,746.20	6,000.00	-4,253.80	29.1%
Payroll-Tax Expense	44,709.01	88,653.03	-43,944.02	50.4%
SALARY/WAGES EXPENSE - Other	334.40			
<b>Total SALARY/WAGES EXPENSE</b>	<b>824,540.68</b>	<b>1,671,134.55</b>	<b>-846,593.87</b>	<b>49.3%</b>
<b>Total Wages</b>	<b>824,540.68</b>	<b>1,671,134.55</b>	<b>-846,593.87</b>	<b>49.3%</b>
<b>BUILDING</b>				
Building Maintenance/Repair	1,778.91	3,000.00	-1,221.09	59.3%
Grounds Maintenance	464.42	3,000.00	-2,535.58	15.5%
Supplies	1,498.29	4,000.00	-2,501.71	37.5%

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

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
<b>Total BUILDING</b>	3,741.62	10,000.00	-6,258.38	37.4%
<b>EMS</b>				
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%
<b>Total EMS</b>	2,289.58	7,100.00	-4,810.42	32.2%
<b>FIRE</b>				
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	666.90	3,000.00	-2,333.10	22.2%
Replacement -Fire	526.14	2,000.00	-1,473.86	26.3%
Supplies	1,378.79	5,000.00	-3,621.21	27.6%
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	5,787.41	14,000.00	-8,212.59	41.3%
<b>Total FIRE</b>	16,288.30	41,300.00	-25,011.70	39.4%
<b>INSURANCE</b>				
Insurance-General	162.00	16,000.00	-15,838.00	1.0%
<b>Total INSURANCE</b>	162.00	16,000.00	-15,838.00	1.0%
<b>OFFICE</b>				
Consulting	0.00			
Human Resources/Business Support	4,803.00	17,500.00	-12,697.00	27.4%
Accounting Services	6,165.00	9,000.00	-2,835.00	68.5%
Attorney/Support	0.00	4,426.45	-4,426.45	0.0%
Computer Maintenance	9,566.10	14,700.00	-5,133.90	65.1%
Office Software	12,745.40	18,700.00	-5,954.60	68.2%
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	4,170.80	9,000.00	-4,829.20	46.3%
OFFICE - Other	10.00			
<b>Total OFFICE</b>	38,783.36	75,026.45	-36,243.09	51.7%
<b>UTILITIES</b>				
Electricity	7,155.21	14,000.00	-6,844.79	51.1%
Heating/Cooling	0.00	1,500.00	-1,500.00	0.0%
Water/Sewer/Runoff	3,151.60	4,000.00	-848.40	78.8%

2:08 PM

07/08/25

Cash Basis

**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	10,306.81	19,500.00	-9,193.19	52.9%
VEHICLES				
Fuel	5,431.46	25,000.00	-19,568.54	21.7%
Repairs & Maintenance	11,757.83	15,000.00	-3,242.17	78.4%
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	18,804.13	45,000.00	-26,195.87	41.8%
Total OPERATIONAL EXPENDITURES	914,916.48	1,885,061.00	-970,144.52	48.5%
Total Expense	1,047,087.73	2,015,061.00	-967,973.27	52.0%
Net Ordinary Income	209,892.62	0.00	209,892.62	100.0%
Net Income	<u>209,892.62</u>	<u>0.00</u>	<u>209,892.62</u>	<u>100.0%</u>

9:08 AM

06/25/25

HOLMEN AREA FIRE DEPARTMENT  
**Check Detail**  
 June 25, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17633	06/25/2025	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	17634	06/25/2025	MACQUEEN		Park Bank Checking		-374.97
					2% Fire Protection E...	-374.97	374.97
TOTAL						-374.97	374.97
Check	17635	06/25/2025	McMahon Associat...		Park Bank Checking		-1,473.50
					Human Resources/...	-1,473.50	1,473.50
TOTAL						-1,473.50	1,473.50
Check	17636	06/25/2025	MCS NETWORKS		Park Bank Checking		-9,566.10
					Computer Maintena...	-9,566.10	9,566.10
TOTAL						-9,566.10	9,566.10
Check	17637	06/25/2025	RIVER CITY LAWN...		Park Bank Checking		-159.98
					Grounds Maintenance	-159.98	159.98
TOTAL						-159.98	159.98
Check	17638	06/25/2025	CLAREY'S SAFETY...		Park Bank Checking		-109.63
					Repairs & Maintena...	-109.63	109.63
TOTAL						-109.63	109.63
Check	17639	06/25/2025	THE UNIFORM SH...		Park Bank Checking		-217.80
					Uniform Clothing	-217.80	217.80
TOTAL						-217.80	217.80
Check	17640	06/25/2025	VISA		Park Bank Checking		-506.90

9:08 AM

06/25/25

HOLMEN AREA FIRE DEPARTMENT  
Check Detail  
June 25, 2025

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<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>
					Repairs & Maintena...	-13.00	13.00
					Supplies	-271.90	271.90
					Telephone/Cell-Pho...	-222.00	222.00
TOTAL						-506.90	506.90

**HOLMEN AREA FIRE DEPARTMENT**  
**Check Detail**  
 July 9, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17641	07/09/2025	4S PROMOTIONS ...		Park Bank Checking		-71.00
				Supplies		-71.00	71.00
TOTAL						-71.00	71.00
Check	17642	07/09/2025	ANDY'S MAIN STR...		Park Bank Checking		-76.96
				Repairs & Maintena...		-76.96	76.96
TOTAL						-76.96	76.96
Check	17643	07/09/2025	BAYCOM INC		Park Bank Checking		-229.47
				Repairs & Maintena...		-229.47	229.47
TOTAL						-229.47	229.47
Check	17644	07/09/2025	ENGELSON & ASS...		Park Bank Checking		-750.00
				Accounting Services		-750.00	750.00
TOTAL						-750.00	750.00
Check	17645	07/09/2025	HOLMEN ACE HAR...		Park Bank Checking		-29.57
				Grounds Maintenance		-29.57	29.57
TOTAL						-29.57	29.57
Check	17646	07/09/2025	INTERSTATE ROO...		Park Bank Checking		-474.21
				Building Maintenanc...		-474.21	474.21
TOTAL						-474.21	474.21
Check	17647	07/09/2025	KING FURNITURE		Park Bank Checking		-3,249.00
				Building -Capital Ex...		-3,249.00	3,249.00
TOTAL						-3,249.00	3,249.00
Check	17648	07/09/2025	MACQUEEN		Park Bank Checking		-45,997.95

11:59 AM  
07/08/25

**HOLMEN AREA FIRE DEPARTMENT**  
**Check Detail**  
July 9, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					2% Fire Protection E...	-45,997.95	45,997.95
TOTAL						-45,997.95	45,997.95
Check	17649	07/09/2025	O'REILLY AUTO P...		Park Bank Checking		-18.32
					Repairs & Maintena...	-18.32	18.32
TOTAL						-18.32	18.32
Liability Check	17650	07/09/2025	SECURIAN LIFE IN...		Park Bank Checking		-190.00
					Insurance-Life	-157.08	157.08
					Life Insurance Paya...	-32.92	32.92
TOTAL						-190.00	190.00
Check	17651	07/09/2025	VILLAGE OF HOLM...		Park Bank Checking		-1,277.29
					Water/Sewer/Runoff	-1,277.29	1,277.29
TOTAL						-1,277.29	1,277.29
Check	17652	07/09/2025	VISION DESIGN G...		Park Bank Checking		-60.00
					Office Software	-60.00	60.00
TOTAL						-60.00	60.00

# Memo



**To:** Fire Board  
**From:** Ryan Ostreng  
**cc:**  
**Date:** June 24, 2025  
**Re:** 2026 WI DNR Forest Fire Protection Grant

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The Holmen Area Fire Department had the opportunity to apply for the 2026 round of the Forest Fire Protection (FFP) Grant through the WI DNR. The grant award amount is up to \$20,000 that includes a 50% local match (50% State/Federal and 50% HAFD). Applications were due July 1, 2025 with award notification on October 1, 2025. Grant reimbursements would be due by April 15, 2026.

HAFD is in need of new collapsible backpack pumps and class A firefighting foam (non-PFAS based). HAFD also can get reimbursed for an additional VHF pager through this grant. Because the application was due July 1, 2025; I have filled out and submitted an application to the WI DNR for a total project cost of \$2,388.70.

After discussion about the WI DNR FFP Grant; I ask for HAFD Board support through approval to accept the 2026 WI DNR FFP Grant if awarded.

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

**Notice:** Pursuant to s. 26.145, Wis. Stats., ch. NR 47 subchs. I and VIII, Wis. Adm. Code, and Cooperative Forestry Assistance Act as amended by the Forest Stewardship Act of 1990, this application must be completed to apply for a forest fire protection grant. The Department will be unable to process your application unless complete information is provided. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Public Records Law (ss. 19.31-19.39, Wis. Stats.).

**Instructions:** Fill out form completely. Initial screening of applications will be made solely from the information given on the application. Applications must be received on or before midnight July 1<sup>st</sup>. Mail applications must be postmarked on or before July 1<sup>st</sup>.

**Part 1: Applicant Information**

Applicant Name (Fire Department or County/Area Fire Association Name)  
 Holmen Area Fire Department

Department/Association Mailing Address 710 S. Main Street	City Holmen	State WI	ZIP Code 54636
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Applicant Type: (select only one)  Fire Department  County/Area Fire Association

Name of Individual Authorized to Act on Behalf of Applicant Ryan Ostreng	Title Fire Chief
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Daytime Phone Number of Authorized Representative (608) 526-9363	Secondary Phone Number (608) 399-8226
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Email Address rostreng@holmenfire.com	Fax Number
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County La Crosse	DNR Region WCR	<a href="#">DNR Contact Information</a>	Local DNR Forester/Ranger Name Tony Marinello	DNR Forestry District SW
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In which [Fire Response Unit \(FRU\)](#) is the applicant fire department located? If fire department is not in a DNR-organized protection area, the FRU is "CO-OP". CNW

Fire Department ID (FDID) 32040-HOLMEN AREA FIRE DEPT	MOU Date 3/12/2020	Has a more recent MOU been submitted? <input type="radio"/> Yes <input type="radio"/> No
--	-----------------------	---

Unique Entity ID (SAM): LFJ9Y8M3RC79 (If your department does not have this ID, go to [SAM.gov](http://SAM.gov) to obtain one.)

- Will your fire department(s) be NIMS compliant?  Yes  No
- Total number of wildland fire incidents last year: 4 (wildland fires include: grass, woods, forest, marsh, etc.)
- Approximate acreage burned last year: 4 (one acre = one football field)
- Number of non-mutual aid communities served by this applicant: Cities:      Villages: 1 Townships: 1 Tribal Govts:
- Does the applicant fire department or county/area fire association serve federal lands? If Yes, select all that apply:  
 US Forest Service  US Fish & Wildlife Service  National Park Service  Bureau of Indian Affairs
- Would the applicant fire department or county/area fire assoc. be interested in receiving DNR wildland fire training?  Yes  No
- Would the applicant fire department be interested in receiving free used radio(s), that will require reprogramming, from the DNR?  
 Yes  No

**Part 2: Fire Department Applicants Only – Scoring Criteria and Eligibility Information**

Criteria	Response	Available Points	Generated Points
1. Does the applicant fire department have a signed DNR MOU for Mutual Aid and Fire Suppression Services (Form 4300-061 R 12/11 or newer)? <b>Note:</b> If No, your fire department is not eligible to apply.	<input checked="" type="radio"/> Yes <input type="radio"/> No	10	10
2. Does the applicant fire department <u>serve</u> areas within a DNR-organized protection area?	<input checked="" type="radio"/> Yes <input type="radio"/> No	10	10
3. Does the applicant fire department provide, <u>without cost to DNR</u> , initial-attack forest fire suppression within a DNR-organized protection area or on DNR state lands?	<input checked="" type="radio"/> Yes <input type="radio"/> No	10	10
4. Do the <u>majority</u> of the current members of the applicant fire department meet the NFPA 1051 standards for wildland fire fighting training? <b>Note:</b> Includes any wildland fire training that meets NFPA 1051 standards. <a href="#">DNR Wildland Fire Training Information</a> .	<input checked="" type="radio"/> Yes <input type="radio"/> No	10	10
5. Did the applicant fire department receive a DNR Forest Fire Protection grant award in the last grant cycle?	<input checked="" type="radio"/> Yes <input type="radio"/> No	10	0

**Part 2 Total Points** **40**  
**Page 22**

**Part 3: County/Area Fire Association Applicants Only – Scoring Criteria and Eligibility Information**

Criteria	Response	Available Points	Generated Points
1. Did the applicant fire association receive a DNR Forest Fire Protection (FFP) grant in the last grant cycle?	<input type="radio"/> Yes <input type="radio"/> No	10	
2. Does the applicant fire association <u>serve</u> areas within a DNR-organized protection area?	<input type="radio"/> Yes <input type="radio"/> No	10	

**The following questions will be scored by DNR:**

1. Number of fire departments that are current members of the fire association:			
2. Number of current member fire departments with a Memorandum of Understanding (MOU) that serve DNR-organized protection areas within their service area:			
3. Number of current member fire departments that serve the areas designated by DNR as cooperative (CO-OP) forest fire control areas:			

**Part 3 Point Subtotal**

**Part 3 Point Total**

**Part 4: Grant Funding Requested by Category – Itemized List**

Category	Item Description	Qty	Cost/Item	Total	Category Total
<b>Personal Protective Equipment (PPE)</b>					
<b>Training</b>					
<b>Prevention</b>					
<b>Tools / Equipment</b>	Class A foam&gels (USDA approved ≤50gal)	10	112.75	1,127.50	
	Other: Collapsible Backpack Pump, Complete	6	135.20	811.20	
<b>Communication Equipment</b>	Pagers, max \$450, 5 pager limit (\$225 grant funds)	1	450.00	450.00	

**Part 4: Grant Funding Requested by Category – Itemized List**

Category	Item Description	Qty	Cost/Item	Total	Category Total
					450.00
<b>Dry Hydrant Installation</b> # _____					
<b>Mapping</b>					
<b>Off-Road Vehicles:</b> ATV/RTV/UTV					
<b>FIRE DEPARTMENTS:</b>				<b>Total Project Cost</b>	<b>2,388.70</b>
Max: \$10,000 (Total Eligible Project Costs ≥ \$20,000) Min: \$750 (Total Eligible Project Costs ≥ \$1,500)				<b>Applicant Cost Share</b>	<b>1,194.36</b>
<b>COUNTY/AREA FIRE ASSOCIATIONS:</b>				<b>DNR Cost Share</b>	<b>1,194.34</b>
Max: \$25,000 (Total Eligible Project Costs ≥ \$50,000) Min: \$5,000 (Total Eligible Project Costs ≥ \$10,000)					

Project Description: Please use this space to more specifically describe the items listed on the previous page, for example, make and model #, or any other details. **THIS SECTION MUST BE COMPLETED IF YOU ARE APPLYING TO PURCHASE RADIOS. PLEASE PROVIDE RADIO MAKE AND MODEL.**

Holmen Area Fire Department will pick up the order of Class A Foam from the Black River Falls cache.

**Part 5: Additional information to be included with this grant application**

**For County/Area Association Applicants Only:**

- A list of member fire departments identifying which departments serve DNR organized forest fire control areas.
- A copy of the association's constitution and bylaws (applies to first-time county/area fire association applicants only).

**Part 6: Certification**

I certify that, to the best of my knowledge:

- (a) the information contained in this application and attachments is correct and true;
- (b) the local cost share monies are not proceeds from any other federal grant program;
- (c) the organization has the ability and intention to finance and execute this project if a grant is approved;
- (d) all fire departments included as county association members on this application are not requesting grant funds under any other county fire association grant application this grant cycle; and
- (e) this grant request meets all applicable National Fire Protection Association (NFPA) requirements and P25 conventional standards.

I further understand and agree that any grant funds subsequently awarded as a result of this application shall be used in compliance with s. 26.145, Wis. Stats.; ch. NR 47, subch. I and VIII, Wis. Adm. Code; Cooperative Forestry Assistance Act as amended by Forest Stewardship Act of 1990.

**NOTE:** Please type your name on the signature line. The email message generated from electronic submittal of this form will be used as an electronic signature.

*Ryan R. Ostreng*

Signature of Authorized Representative

*6/24/2025*

Date Signed

**SUBMIT APPLICATION TO THE FFP GRANT MANAGER BY JULY 1st:**

- **Email:** [DNRFFPGrantProgram@wisconsin.gov](mailto:DNRFFPGrantProgram@wisconsin.gov)
- **Fax:** (608) 275-3338
- **Mail:** WI Department of Natural Resources - 3911 Fish Hatchery Road; Fitchburg, WI 53711

**FFP WEBSITE:** <https://dnr.wi.gov/Aid/ForestFireProtection.html>

## 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	111	14
JULY	79	0	98	19	80	-18	92	12	109	17	104	-5	101	-3	98	-3		
AUGUST	82	-14	87	5	84	-3	97	13	125	28	104	-21	113	9	110	-3		
SEPTEMBER	64	5	84	20	77	-7	90	13	113	23	128	15	97	-31	89	-8		
OCTOBER	80	22	82	2	87	5	109	22	132	23	100	-32	120	20	104	-16		
NOVEMBER	89	21	94	5	77	-17	106	29	94	-12	109	15	107	-2	103	-4		
DECEMBER	64	-8	77	13	85	8	102	17	109	7	109	0	118	9	91	-27		
<b>TOTAL</b>	<b>946</b>	<b>121</b>	<b>1001</b>	<b>55</b>	<b>1057</b>	<b>56</b>	<b>1052</b>	<b>-5</b>	<b>1249</b>	<b>176</b>	<b>1315</b>	<b>66</b>	<b>1286</b>	<b>-29</b>	<b>1131</b>	<b>-155</b>	<b>609</b>	<b>73</b>

### CALL TYPES RESPONDED TO FOR JUNE

<u>INCIDENT TYPE</u>	<u>TOTAL</u>
1 - Fire	4
2 - Overpressure Rupture, Explosion, Overheat-No Fire	0
3 - Rescue & Emergency Medical Service Incident	78
4 - Hazardous Condition (No Fire)	4
5 - Service Call	2
6 - Good Intent Call	17
7 - False Alarm & False Call	6
8 - Severe Weather & Natural Disaster	0
9 - Special Incident Type	0
	111



# Holmen Area Fire Department

710 S Main St, Holmen, WI 54636

608-526-9363

www.holmenfire.com



ITEM 8a2

## June 2025

### HAFD Incidents by Municipality

Report Pulled On: 07/15/2025

Incident Category	Total
<b>Municipality: City of Onalaska</b>	
1 - Fire	2
3 - Rescue & Emergency Medical Service Incident	1
5 - Service Call	1
6 - Good Intent Call	3
	<b>Total: 7</b>
<b>Municipality: Town of Holland</b>	
3 - Rescue & Emergency Medical Service Incident	13
4 - Hazardous Condition (No Fire)	2
6 - Good Intent Call	2
7 - False Alarm & False Call	2
	<b>Total: 19</b>
<b>Municipality: Village of Holmen</b>	
1 - Fire	2
3 - Rescue & Emergency Medical Service Incident	64
4 - Hazardous Condition (No Fire)	2
5 - Service Call	1
6 - Good Intent Call	12
7 - False Alarm & False Call	4
	<b>Total: 85</b>
	<b>Total: 111</b>

#### 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.

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

**Holmen Area Fire Commission Meeting Minutes: June 30, 2025**

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

**CALL TO ORDER:**

The meeting was promptly called to order by Chairman Barry Ploessl at 6:30pm.

**THE PLEDGE OF ALLEGIANCE WAS RECITED.**

**ROLL CALL:**

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

Also Present: Ryan Ostreng, Fire Chief.

A warm welcome to Commissioner James Bushman, attending his first official meeting!

**APPROVAL OF AGENDA:**

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

Remainder of agenda approved as listed.

**APPROVAL OF MINUTES:**

The minutes of the April 14, 2025 meeting were reviewed by the commissioners. A motion was made by Commissioner Bushman with second by Commissioner Forde to approve the minutes. This motion was unanimously approved.

**HAFD Staffing and Personnel:**

A pinning ceremony for the awarding of Probationary badge was held in honor of Emmaline Zabel, to commemorate her recent addition to the HAFD. Her badge was delicately placed by her grandfather. Family, friends, and fellow HAFD members were on hand to help celebrate this achievement.

**RESIDENT OR EMPLOYEE CONCERNS/COMMENTS:**

None were presented.

**ELECTION OF OFFICERS:**

As this was the first Commission meeting held after May 1, it was time for election of officers.

Nominated as Chairman, Commissioner Ploessl. 1<sup>st</sup> by Comm. Forde, 2<sup>nd</sup> by Comm. Miller.

Nominated as Vice Chair, Commissioner Brockman. 1<sup>st</sup> by Comm. Ploessl, 2<sup>nd</sup> by Comm. Bushman.

Nominated as Secretary, Commissioner Miller. 1<sup>st</sup> by Comm. Bushman, 2<sup>nd</sup> by Comm. Brockman.

All officers nominated enthusiastically agreed to these positions and will duly perform these tasks for the next term.

**FIRE ADMINISTRATION REPORT:**

Chief Ostreng reported the response level for May was 113, June was 106, bringing the YTD total to 604. This YTD total is running almost 70 ahead of last year.

## **DRAFT MINUTES**

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

#### **Holmen Area Fire Commission Meeting Minutes: June 30, 2025**

##### **COMMISSION CHAIR REPORT:**

Nothing major to report. Special mention that the summer was off to a rousing start!!

##### **UNFINISHED BUSINESS:**

Chief Ostreng mention that this category may be replaced in the future. Instead, this may become a place for items requiring specific action or attention.

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

We have no specific need for scheduling the next meeting at this time, therefore, we were not able to set a firm date.

To Be Determined.

##### **ADJOURN:**

A motion was made by Commissioner Miller, with a second from Commissioners Brockman and Bushman to adjourn. This motion passed with unanimous approval. The meeting adjourned at 7:00 pm.

Minutes respectfully recorded and published by John Miller, Commission Secretary.  
July 2, 2025