

# Holmen Area Fire Department Board

Meeting Minutes – September 29<sup>th</sup>, 2025

## 1. Call to Order

Chair Barlow called the Holmen Area Fire District meeting to order at 6:30 p.m. on September 29<sup>th</sup>, 2025, at the Town of Holland Town Hall.

## 2. Pledge of Allegiance

The Pledge of Allegiance was recited.

## 3. Roll Call

Present: Jeff Herlitzke, Rick Hauser, Patrick Barlow, Travis Elam

Absent: None

Guests: Chief Ostreng, Fire Department Staff

Virtual: Laura Eysnogle, Robert Whitaker

## 4. Consideration of Agenda Order

The agenda was reviewed. Motion by Herlitzke, second by Hauser, to amend the agenda to move agent item number 9 to after agent item number 6. Motion carried unanimously.

## 5. Approval of Meeting Minutes

A small suggestion was made by Chief Ostreng to fix a typo. Motion by Herlitzke, second by Hauser, to approve the minutes from August 19, 2025, with the suggested changes. Motion carried unanimously.

## 6. Resident or Employee Concerns/Comments

Captain Lavery thanked the board for their time and effort in the bargaining discussions the past few weeks. Comments from Doug Jorstad were read by Elam. Jorstad said he would like to see the department prioritize discussing a new fire truck especially with the 4-year estimated wait time, in addition to prioritizing the acquisition of land for the new fire department.

## G. Five Bugles Design Station Study Update (Moved via Motion)

Laura from Wendel Five Bugles Design updated the board on adjustments to the new Fire Station Design based on budget constraints provided by both communities. Laura noted the updated design cut 4,400 square feet and reduced the budget to roughly 12.2 million from 14.2 million for the cost of the building. Laura noted the total cost for the building including contingencies was reduced from 16.8 million to roughly 15 million. No motion occurred.

## **7. Financial Review (Treasurer)**

- a. The board reviewed the 2025 Balance Sheet. No discussion occurred.
- b. The board reviewed Profit and Loss – Budget vs. Actual. Herlitzke noted the percent of the budget that had been spent year to date was roughly 71% of the total budget.
- c. 2% Dues Detail presented. Chief Ostreng gave a more detail explanation of the current state of the 2% dues and explained how the funds were being spent and kept track of.
- d. Check Detail reviewed. No questions or comments occurred.
- e. Quotes and invoices were reviewed. Chief Ostreng informed the board of invoices from Reliant Fire Apparatus that were required to get Engine 1 back into service and noted that the total repair cost was over the \$2,500 limit but he couldn't wait to have the work done. Motion by Herlitzke, second by Elam, to approve the payment of invoices to Reliant Fire Apparatus. Motion carried unanimously.
- f. Special topics: Chief Ostreng informed the board he had applied for the 2026 FAP Grant through the Wisconsin Department of Health Services. Chief Ostreng also stated the department was awarded the Wisconsin DNR FFP grant.
- g. Donations acknowledged: [list donors, amounts, or purpose if applicable].

## **8. Fire Administration Report (Chief Ostreng)**

- a. August 2025 Incident/Activity Report presented. Chief Ostreng noted the call volume was similar to 2022. Major calls for the month were discussed in detail.
- b. Staffing/Personnel Update: There were no staffing updates.
- c. Fleet update: Chief Ostreng stated that Engine 1 was working properly again, new car 1 had an issue with the speakers, and Boat 1 needed a new trim motor.
- d. Facility update: Chief Ostreng stated that there were no updates for the facility.
- e. General items: Chief Ostreng stated that he was in contact with Wester Technical College for a potential internship program.

## **10. Review of Current Apparatus and Replacement Plan**

Chief Ostreng requested postponing this agenda item until the October meeting.

## **11. Review of Additional Dental Coverage Offer**

Discussion held regarding expanded dental coverage. Chief Ostreng stated this was originally requested by one of the department members and noted there was no fiscal requirement for the department, and that the additional coverage would be paid for by the employees. Motion by Elam, second by Herlitzke, to approve the additional dental

coverage offer contingent on the additional cost being covered by the employee. Motion carried unanimously.

### **12. Review of Draft 2026 Budget**

Preliminary draft reviewed. Chief Ostreng stated the board would have to wait until the collective bargaining was finished to see final numbers for the budget. Chief Ostreng stated the 2026 budget would be almost identical to the 2025 budget with the addition of potentially promoting an employee to a captain position. Chief Ostreng noted the budget increased 4.5% overall.

### **13. Closed Session**

Motion by Herlitzke, second by Elam to convene in closed session pursuant to Wis. Stats. §19.85(1)(e). Motion carried unanimously.

Closed Session Discussion Topics:

Investments and properties related to Fire Station Concept study.

Collective bargaining between HAFD and IAFF Local #127.

### **14. Reconvene in Open Session**

Motion by Herlitzke, second by Elam, to reconvene in open session. Motion carried unanimously.

### **15. Action on Closed Session Items**

There were no items coming out of closed session.

### **16. Announcements and Future Agenda Items**

Motion by Hauser to extend the deadline for the acceptance of the budget from October 15<sup>th</sup> to October 21<sup>st</sup> to coincide with the normal monthly meeting. Second by Herlitzke. Motion carried unanimously.

### **17. Next Regular Meeting**

Tentatively scheduled for October 21, 2025.

### **18. Adjourn**

Motion by Hauer, second by Elam, to adjourn. Meeting adjourned at 8:30 p.m.

Minutes by Travis E. Elam, Secretary