



# Holmen Area Fire Department

## FIRE BOARD

## AGENDA

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

**Date/Time:** Tuesday January 20, 2026 @ 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 **January 20, 2026 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. 12/16/2025
- 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. 2025 profit and loss - budget versus actual
  - c. 2026 balance sheet
  - d. 2026 profit and loss - budget versus actual
  - e. Check detail
  - f. Approval of quotes and invoices
  - g. Special topics
  - h. Donations
- 8.) Fire administration report (Chief Ostreng)
  - a. December 2025 incident/activity report
  - b. Staffing/personnel updates
  - c. Fleet update
  - d. Facility update
  - e. General
- 9.) Update on fire department collaboration workgroup
- 10.) Update on Five Bugles Design Station Study



[www.holmenfire.com](http://www.holmenfire.com)

- 11.) Consideration of new fire pumper specification process
- 12.) Consideration of fire chief evaluation process input
- 13.) Consideration of fire station mold mitigation actions
- 14.) Review of Board related draft policies
- 15.) Announcement and Future Agenda Items
- 16.) Next Regular Meeting – Tentative 02/17/2026
- 17.) 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: 01/15/2026

Notices Posted: 01/15/2026

**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	www.holmenfire.com
Doug Jorstad - Holmen (Alternate)	Joe Kovacevich	WIZM	
	Kristie Tweed	FOX2548	

**DRAFT MINUTES****Subject To Change Before Approval By The Holmen Area Fire Department Board****Holmen Area Fire Department Board**Meeting Minutes – December 16<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 December 16<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: Rick Hauser, Jeff Herlitzke. Patrick Barlow, Travis Elam, Doug Jorstad (Alternate)

Absent: None

Guests: Chief Ostreng

Virtual: Laura Eysnogle

**4. Consideration of Agenda Order**

Motion by Herlitzke to move agenda item 10 to after Resident or Employee concerns to accommodate virtual guest Laura Eysnogle. Second, by Hauser. Motion carried unanimously.

**5. Approval of Meeting Minutes**

Motion by Herlitzke to approve the November minutes with minor typo changes specified by Chief Ostreng. Second, by Hauser. Motion carried unanimously.

**6. Resident or Employee Concerns/Comments**

There were no resident or employee comments or concerns.

**10. Presentation about next steps for future Holmen Area Fire Department fire station**

Eysnogle provided a brief update on the current state of the Holmen Area Fire Department design plan. She reviewed the original plan and outlined changes made to reduce costs by approximately \$2 million. Eysnogle explained what a shovel-ready plan would consist of and described the phases of the design process. She stated that the department was currently in Phase 1 and would need to complete three additional phases before the plan could be considered shovel-ready. Eysnogle stated that the costs to continue through the next 3 phases to get to a shovel-ready plan would cost the department about \$737,000.

## DRAFT MINUTES

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

Eysnogle reviewed potential funding strategies, including referendums, USDA loans and grants, and Community Development Block Grants. She warned that USDA funding could result in substantial delays and unknown obstacles and noted that most departments do not qualify for Community Development Block Grants. Barlow mentioned the possibility of funding the new station with general obligation bonds. The board discussed all the funding options in detail.

Barlow provided mill rate increase estimates based on funding with general obligation bonds. He stated he worked with Village Administrator Heinig as well as Village Finance Director Hornberg to come up with the estimates. The board reviewed the estimates in detail.

The board discussed what to do with the current station after building a new station.

Members of the Town of Holland expressed concerns regarding both the cost of a new fire station and the pace at which the board was moving forward. They also raised concerns about the impact of potential tax increases on constituents and stated they wanted to explore additional options before making a final decision.

Elam stated the board should continue to seriously consider purchasing land for a new fire station, noting that suitable land currently for sale would be ideal for the project. The board then discussed possible locations of the available properties

#### 7. Financial Review (Treasurer)

- a) The board reviewed the 2025 balance sheet.
- b) The board reviewed Profit and Lost – budget versus actual. Herlitzke noted the department had used 93.9% of the budget.
- c) 2% dues detail was not provided for review.
- d) The board reviewed check detail. No specific checks were questioned.
- e) The board reviewed the invoices and quotes in detail.
  - i) **Motion by Herlitzke to approve payment of Invoice PS-INV120767 from ImageTrend in the amount of \$10,473.75. Second, by Elam. Motion carried unanimously.**
- f) Chief Ostreng explained that the department had received the 2026 FAP Grant for a total amount of \$59,847.96 and that it was his intention to use the funds to purchase a new cardiac monitor for use on Engine 1.
- g) Chief Ostreng stated that he and his wife donated money for holiday gatherings, that a substantial number of people and organizations had dropped off treats, and that the department would be receiving a \$5,000 charitable gift.

## **DRAFT MINUTES**

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

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

- a) The board reviewed the calls for November. Chief Ostreng noted that the department was on track for a record number of calls by the end of the month. Chief Ostreng also updated the board on noteworthy fires for the month. Barlow requested an update on the late dispatching issue. Chief Ostreng stated that nothing had changed at the county level, but the department continued working with the Village of Holmen Police Department to improve dispatch timeliness. Elam stated that he spoke with County Administrator Klekamp about the issue as well.
- b) Chief Ostreng gave an update on staffing and personnel updates. Chief Ostreng noted a firefighter was injured on duty, and another was finishing up rehabbing an injury.
- c) Chief Ostreng gave an update on the fleet and noted that Boat 1 was out of commission due to a leak, Rescue 1 should finally have its shaking/wheel issue resolved, and Engine 1 went back into the shop for a coolant leak.
- d) Chief Ostreng gave an update on the facility and stated that the new mini split unit was installed and that fire department staff were comfortable.
- e) Chief Ostreng noted the county's new CAD system went live on the 9<sup>th</sup> and that he was working with a representative from Image Trend.

#### **G. Update on fire department collaboration workgroup**

Chief Ostreng provided a brief update on the recent meeting, noting the group was seeking a timeline and cost estimate for a plan outlining potential collaboration between the Village of Holmen and the City of Onalaska to support the four municipalities. Chief Ostreng stated he was hoping to receive a quote by January 2, 2026.

#### **11. Consideration of new fire pumper specification process**

Chief Ostreng gave a brief overview of the Option List provided by Pierce. Chief Ostreng stated that it was his intention to get a new engine that was similar in specification to Engine 2. Board members noted there was a lot of detail on the Option List. Chief Ostreng stated the lead time on a new engine was currently 46 months. Chief Ostreng requested approval to move forward on communication with Pierce to get a more formal quote. Town of Holland members stated they needed to bring the documents to their full board to consider financially before moving forward. Chief Ostreng noted that Engine 2 is a 2014 model.

## **DRAFT MINUTES**

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

#### **12. Consideration of Training Captain job description**

Chief Ostreng gave the board a brief overview of the Training Fire Captain position, and the board reviewed the Fire Captain of Training Job Description in detail. Hauser asked if any additional education was required for the new captain position. Chief Ostreng stated that some additional education was preferred but not required. Barlow reiterated that it was the board's duty to define and approve the position, but it was the fire commission's duty to approve hire the position. **Motion by Hauser to accept the job description as written. Second, by Elam. Motion carried unanimously.**

#### **13. Consideration of fire chief evaluation process input**

The board discussed the sample evaluation document and discussed it in detail. The board consensus was that the evaluation document should be used for the growth of the fire chief and for the growth of the department. Herlitzke stated that the evaluation should be started mid-year so that the fire chief has time to budget properly for goal set in the evaluation document. The consensus by the board was to use the document for the first fire chief evaluation and then make changes necessary after going through the process.

#### **14. Closed Session**

**Motion to convene into closed session pursuant to Wis. Stats. §19.85(1)(c) by Herlitzke. Second, by Elam. Motion carried unanimously.**

#### **Closed Session Discussion Topics:**

Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. To Wit:

- a. 2026 Fire Chief compensation review

#### **15. Reconvene in Open Session**

**Motion by Herlitzke to reconvene into open session. Second, by Elam. Motion carried unanimously.**

#### **16. Reservation of right for action and/or recommendation on Closed Session item(s)**

**Motion by Hauser to award the fire chief a 3% raise to salary, mirroring the cost-of-living adjustment awarded to the union fire fighters for 2026. Second, by Elam. Motion carried unanimously.**

## **DRAFT MINUTES**

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

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

Barlow noted the fire chief evaluation and new fire engine as future agenda item.

#### **18. Next Regular Meeting**

Tentatively scheduled for January 20th, 2026.

#### **1G. Adjourn**

Motion by Herlitzke to adjourn. Second, by Elam. Motion carried unanimously. Meeting adjourned at 8:32 p.m.

Minutes by Travis E. Elam, Secretary

DRAFT

4:13 AM  
01/14/26  
Cash Basis

HOLMEN AREA FIRE DEPARTMENT  
Profit & Loss  
January through December 2025

	Jan - Dec 25
Ordinary Income/Expense	
Income	
2% Fire Protection Equipmnet	93,739.18
Income-Budget	1,885,061.00
Capital /Reserve Income	50,000.00
Grants	140,165.46
Income-Interest	1,569.94
Income-Interest-Special	17,472.80
Donations/Grants	54,034.19
	2,242,042.57
Total Income	2,242,042.57
Expense	
CAPITAL EXPENDITURES	
2% Fire Protection Equipment Ex	167,293.06
Building -Capital Expenditures	16,226.02
EMS-Capital Expenditures	14,424.62
Fire-Capital Expenditures	13,217.42
	211,161.12
Total CAPITAL EXPENDITURES	211,161.12
OPERATIONAL EXPENDITURES	
Wages	
SALARY/WAGES EXPENSE	
Employee Benefit Dental	44.48
Employee Benefit Health	197,268.59
Employee Retirement Career	165,186.91
Insurance-Life	1,635.45
Insurance-Work-Comp	25,221.47
Officer Salary	103,000.04
Salary	758,402.79
Salary -OT	193,852.06
Acting Pay	715.00
FLSA	11,036.47
Holiday Pay	35,522.52
Parttime Wages	4,337.28
Payroll-Tax Expense	84,815.91
SALARY/WAGES EXPENSE - Other	184.40
	1,581,223.37
Total SALARY/WAGES EXPENSE	1,581,223.37
Total Wages	1,581,223.37
BUILDING	
Building Maintenance/Repair	4,289.49
Grounds Maintenance	956.43
Supplies	2,766.64
	8,012.56
Total BUILDING	8,012.56
EMS	
Lease/Air/Oxygen	1,075.95
Repairs & Maintenance	379.45
Replacement-EMS	142.32
Supplies	2,659.80
Training	720.00
	4,977.52
Total EMS	4,977.52
FIRE	
Professional Dues/Licenses	1,536.90
Fire Prevention/Pub Education	605.24
Batteries	198.14
Conventions/Conferences	3,532.34
Physicals	1,457.00
Repairs & Maintenance	6,272.15
Replacement -Fire	1,814.23
Supplies	2,361.54
Testing/Insp	1,315.00

4:13 AM  
01/14/26  
Cash Basis

HOLMEN AREA FIRE DEPARTMENT  
**Profit & Loss**  
January through December 2025

	<u>Jan - Dec 25</u>
Training	2,439.68
Uniform Clothing	6,747.56
FIRE - Other	140.84
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Total FIRE	28,420.62
<b>INSURANCE</b>	
Insurance-General	17,596.00
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Total INSURANCE	17,596.00
<b>OFFICE</b>	
Consulting	0.00
Human Resources/Business Support	14,855.19
Accounting Services	11,415.00
Computer Maintenance	10,730.17
Office Software	23,918.15
Office Supplies	2,851.37
Postage	353.50
Telephone/Cell-Phones/Internet	7,620.99
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Total OFFICE	71,744.37
<b>UTILITIES</b>	
Electricity	11,244.76
Water/Sewer/Runoff	4,409.04
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Total UTILITIES	15,653.80
<b>VEHICLES</b>	
Fuel	10,192.46
Repairs & Maintenance	21,341.23
Testing/Inspection	300.00
Tire Replacement	4,114.06
	<hr/>
Total VEHICLES	35,947.75
Total OPERATIONAL EXPENDITURES	1,763,575.99
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Total Expense	1,974,737.11
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Net Ordinary Income	267,305.46
	<hr/>
Net Income	267,305.46
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**HOLMEN AREA FIRE DEPARTMENT**  
**Balance Sheet**  
 As of December 31, 2025

	Dec 31, 25
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Park Bank	
Park Bank Checking	389,036.08
Total Park Bank	389,036.08
LGIP-General Capital Savings	
LGI{ #7 New Fire Station	5,001.05
LGIP- Capital Savings	90,749.76
LGIP -Operational Checking	47,477.02
LGIP-2% Dues Savings	135,763.15
LGIP-Sick Leave Payout	37,129.08
LGIP-Medical Equip Upgrades	105,032.43
LGIP- Special Events/Donations	25,904.82
Total LGIP-General Capital Savings	447,057.31
Total Checking/Savings	836,093.39
Other Current Assets	
Location Study A/R from Municip	6,880.51
Total Other Current Assets	6,880.51
Total Current Assets	842,973.90
Other Assets	
Equipment Purchased by Grant	104,034.36
Total Other Assets	104,034.36
<b>TOTAL ASSETS</b>	<b>947,008.26</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Location Study Payable	3,055.51
WI State Income tax payable	2,224.83
Life Insurance Payable EE	16.46
WI Retirement Payable	5,947.03
Union Dues Payable	1,770.79
Total Other Current Liabilities	13,014.62
Total Current Liabilities	13,014.62
Long Term Liabilities	
Future Sick Pay Payable	36,000.00
Total Long Term Liabilities	36,000.00
Total Liabilities	49,014.62
Equity	
Retained Earnings	630,688.18
Net Income	267,305.46
Total Equity	897,993.64
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>947,008.26</b>

**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>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
2% Fire Protection Equipmnet	93,739.18	80,000.00	13,739.18	117.2%
Income-Budget	1,885,061.00	1,885,061.00	0.00	100.0%
Capital /Reserve Income	50,000.00	50,000.00	0.00	100.0%
Grants	140,165.46			
Income-Interest	1,569.94			
Income-Interest-Special	17,472.80			
Donations/Grants	54,034.19			
<b>Total Income</b>	<b>2,242,042.57</b>	<b>2,015,061.00</b>	<b>226,981.57</b>	<b>111.3%</b>
<b>Expense</b>				
<b>CAPITAL EXPENDITURES</b>				
2% Fire Protection Equipment Ex	167,293.06	80,000.00	87,293.06	209.1%
Building -Capital Expenditures	16,226.02	15,000.00	1,226.02	108.2%
EMS-Capital Expenditures	14,424.62	20,000.00	-5,575.38	72.1%
Fire-Capital Expenditures	13,217.42	15,000.00	-1,782.58	88.1%
<b>Total CAPITAL EXPENDITURES</b>	<b>211,161.12</b>	<b>130,000.00</b>	<b>81,161.12</b>	<b>162.4%</b>
<b>OPERATIONAL EXPENDITURES</b>				
<b>Wages</b>				
<b>SALARY/WAGES EXPENSE</b>				
Employee Benefit Dental	44.48			
Employee Benefit Health	197,268.59	234,600.00	-37,331.41	84.1%
Employee Retirement Career	165,186.91	150,689.65	14,497.26	109.6%
Insurance-DWD Compensation	0.00	5,328.66	-5,328.66	0.0%
Insurance-Life	1,635.45	3,000.06	-1,364.61	54.5%
Insurance-Work-Comp	25,221.47	30,000.00	-4,778.53	84.1%
Officer Salary	103,000.04	103,000.00	0.04	100.0%
Salary	758,402.79	813,994.27	-55,591.48	93.2%
Salary -OT	193,852.06	175,907.37	17,944.69	110.2%
Acting Pay	715.00	1,260.00	-545.00	56.7%
FLSA	11,036.47	21,803.42	-10,766.95	50.6%
Holiday Pay	35,522.52	36,898.09	-1,375.57	96.3%
Parttime Wages	4,337.28	6,000.00	-1,662.72	72.3%
Payroll-Tax Expense	84,815.91	88,653.03	-3,837.12	95.7%
<b>SALARY/WAGES EXPENSE - Other</b>	<b>184.40</b>			
<b>Total SALARY/WAGES EXPENSE</b>	<b>1,581,223.37</b>	<b>1,671,134.55</b>	<b>-89,911.18</b>	<b>94.6%</b>
<b>Total Wages</b>	<b>1,581,223.37</b>	<b>1,671,134.55</b>	<b>-89,911.18</b>	<b>94.6%</b>
<b>BUILDING</b>				
Building Maintenance/Repair	4,289.49	3,000.00	1,289.49	143.0%
Grounds Maintenance	956.43	3,000.00	-2,043.57	31.9%
Supplies	2,766.64	4,000.00	-1,233.36	69.2%

**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>	8,012.56	10,000.00	-1,987.44	80.1%
<b>EMS</b>				
Lease/Air/Oxygen	1,075.95	1,200.00	-124.05	89.7%
Repairs & Maintenance	379.45	250.00	129.45	151.8%
Replacement-EMS	142.32	650.00	-507.68	21.9%
Supplies	2,659.80	4,000.00	-1,340.20	66.5%
Training	720.00	1,000.00	-280.00	72.0%
<b>Total EMS</b>	4,977.52	7,100.00	-2,122.48	70.1%
<b>FIRE</b>				
Professional Dues/Licenses	1,536.90	2,000.00	-463.10	76.8%
Fire Prevention/Pub Education	605.24	500.00	105.24	121.0%
Batteries	198.14	300.00	-101.86	66.0%
Conventions/Conferences	3,532.34	4,000.00	-467.66	88.3%
Physicals	1,457.00	5,500.00	-4,043.00	26.5%
Repairs & Maintenance	6,272.15	3,000.00	3,272.15	209.1%
Replacement -Fire	1,814.23	2,000.00	-185.77	90.7%
Supplies	2,361.54	5,000.00	-2,638.46	47.2%
Testing/Insp	1,315.00	1,000.00	315.00	131.5%
Training	2,439.68	4,000.00	-1,560.32	61.0%
Uniform Clothing	6,747.56	14,000.00	-7,252.44	48.2%
FIRE - Other	140.84			
<b>Total FIRE</b>	28,420.62	41,300.00	-12,879.38	68.8%
<b>INSURANCE</b>				
Insurance-General	17,596.00	16,000.00	1,596.00	110.0%
<b>Total INSURANCE</b>	17,596.00	16,000.00	1,596.00	110.0%
<b>OFFICE</b>				
Consulting	0.00			
Human Resources/Business Support	14,855.19	17,500.00	-2,644.81	84.9%
Accounting Services	11,415.00	9,000.00	2,415.00	126.8%
Attorney/Support	0.00	4,426.45	-4,426.45	0.0%
Computer Maintenance	10,730.17	14,700.00	-3,969.83	73.0%
Office Software	23,918.15	18,700.00	5,218.15	127.9%
Office Supplies	2,851.37	1,500.00	1,351.37	190.1%
Postage	353.50	200.00	153.50	176.8%
Telephone/Cell-Phones/Internet	7,620.99	9,000.00	-1,379.01	84.7%
<b>Total OFFICE</b>	71,744.37	75,026.45	-3,282.08	95.6%
<b>UTILITIES</b>				
Electricity	11,244.76	14,000.00	-2,755.24	80.3%
Heating/Cooling	0.00	1,500.00	-1,500.00	0.0%
Water/Sewer/Runoff	4,409.04	4,000.00	409.04	110.2%

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

	Jan - Dec 25	Budget	\$ Over Budget	% of Budget
Total UTILITIES	15,653.80	19,500.00	-3,846.20	80.3%
<b>VEHICLES</b>				
Fuel	10,192.46	25,000.00	-14,807.54	40.8%
Repairs & Maintenance	21,341.23	15,000.00	6,341.23	142.3%
Testing/Inspection	300.00	1,000.00	-700.00	30.0%
Tire Replacement	4,114.06	4,000.00	114.06	102.9%
Total VEHICLES	35,947.75	45,000.00	-9,052.25	79.9%
Total OPERATIONAL EXPENDITURES	1,763,575.99	1,885,061.00	-121,485.01	93.6%
Total Expense	1,974,737.11	2,015,061.00	-40,323.89	98.0%
Net Ordinary Income	267,305.46	0.00	267,305.46	100.0%
Net Income	267,305.46	0.00	267,305.46	100.0%

HOLMEN AREA FIRE DEPARTMENT  
**Balance Sheet**  
 As of January 23, 2026

	<u>Jan 23, 26</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Park Bank	
Park Bank Checking	793,935.85
Total Park Bank	<u>793,935.85</u>
LGIP-General Capital Savings	
LGI{ #7 New Fire Station	5,001.05
LGIP- Capital Savings	90,749.76
LGIP -Operational Checking	47,477.02
LGIP-2% Dues Savings	135,763.15
LGIP-Sick Leave Payout	37,129.08
LGIP-Medical Equip Upgrades	105,032.43
LGIP- Special Events/Donations	25,904.82
Total LGIP-General Capital Savings	<u>447,057.31</u>
Total Checking/Savings	<u>1,240,993.16</u>
Other Current Assets	
Location Study A/R from Municip	6,880.51
Total Other Current Assets	<u>6,880.51</u>
Total Current Assets	<u>1,247,873.67</u>
Other Assets	
Equipment Purchased by Grant	104,034.36
Total Other Assets	<u>104,034.36</u>
<b>TOTAL ASSETS</b>	<b><u><u>1,351,908.03</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Location Study Payable	3,055.51
Health Insurance payable	2,660.82
WI State Income tax payable	2,808.51
Life Insurance Payable EE	31.86
Nationwide Retirement Payable	926.78
WI Retirement Payable	13,058.98
Union Dues Payable	560.71
Total Other Current Liabilities	<u>23,103.17</u>
Total Current Liabilities	<u>23,103.17</u>
Long Term Liabilities	
Future Sick Pay Payable	36,000.00
Total Long Term Liabilities	<u>36,000.00</u>
Total Liabilities	<u>59,103.17</u>
Equity	
Retained Earnings	897,993.64
Net Income	394,811.22
Total Equity	<u>1,292,804.86</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>1,351,908.03</u></u></b>

**HOLMEN AREA FIRE DEPARTMENT**  
**Profit & Loss**  
 January 1 - 23, 2026

	Jan 1 - 23, 26
Ordinary Income/Expense	
Income	
Income-Budget	492,825.00
Capital /Reserve Income	12,500.00
Donations/Grants	5,000.00
Total Income	510,325.00
Expense	
CAPITAL EXPENDITURES	
Fire-Capital Expenditures	1,973.06
Total CAPITAL EXPENDITURES	1,973.06
OPERATIONAL EXPENDITURES	
Wages	
SALARY/WAGES EXPENSE	
Insurance-Life	148.02
Officer Salary	8,160.76
Salary	57,112.16
Salary -OT	18,917.10
Acting Pay	145.00
FLSA	686.90
Holiday Pay	13,755.36
Parttime Wages	232.10
Payroll-Tax Expense	7,574.21
SALARY/WAGES EXPENSE - Other	0.00
Total SALARY/WAGES EXPENSE	106,731.61
Total Wages	106,731.61
EMS	
Lease/Air/Oxygen	280.76
Total EMS	280.76
FIRE	
Uniform Clothing	93.95
Total FIRE	93.95
OFFICE	
Attorney/Support	157.50
Office Software	3,233.21
Telephone/Cell-Phones/Internet	416.16
Total OFFICE	3,806.87
UTILITIES	
Electricity	0.00
Water/Sewer/Runoff	1,057.56
Total UTILITIES	1,057.56
VEHICLES	
Fuel	746.17
Repairs & Maintenance	823.80
Total VEHICLES	1,569.97
Total OPERATIONAL EXPENDITURES	113,540.72
Total Expense	115,513.78
Net Ordinary Income	394,811.22
Net Income	394,811.22

**HOLMEN AREA FIRE DEPARTMENT**  
**Profit & Loss Budget vs. Actual**  
 January through December 2026

	Jan - Dec 26	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
2% Fire Protection Equipmnet	0.00	93,739.00	-93,739.00	0.0%
Income-Budget	492,825.00	1,971,300.00	-1,478,475.00	25.0%
Capital /Reserve Income	12,500.00	50,000.00	-37,500.00	25.0%
Donations/Grants	5,000.00			
<b>Total Income</b>	<b>510,325.00</b>	<b>2,115,039.00</b>	<b>-1,604,714.00</b>	<b>24.1%</b>
<b>Expense</b>				
<b>CAPITAL EXPENDITURES</b>				
2% Fire Protection Equipment Ex	0.00	78,739.00	-78,739.00	0.0%
Building -Capital Expenditures	0.00	15,000.00	-15,000.00	0.0%
EMS-Capital Expenditures	0.00	5,000.00	-5,000.00	0.0%
Fire-Capital Expenditures	1,973.06	30,000.00	-28,026.94	6.6%
<b>Total CAPITAL EXPENDITURES</b>	<b>1,973.06</b>	<b>128,739.00</b>	<b>-126,765.94</b>	<b>1.5%</b>
<b>OPERATIONAL EXPENDITURES</b>				
<b>Wages</b>				
<b>SALARY/WAGES EXPENSE</b>				
Employee Benefit Health	25,283.63	267,705.76	-242,422.13	9.4%
Employee Retirement Career	27,668.73	178,107.94	-150,439.21	15.5%
Insurance-DWD Compensation	0.00	5,750.16	-5,750.16	0.0%
Insurance-Life	148.02	2,311.19	-2,163.17	6.4%
Insurance-Work-Comp	0.00	30,000.00	-30,000.00	0.0%
Officer Salary	8,160.76	106,100.80	-97,940.04	7.7%
Salary	57,112.16	852,259.70	-795,147.54	6.7%
Salary -OT	18,917.10	186,061.78	-167,144.68	10.2%
Acting Pay	145.00	1,835.00	-1,690.00	7.9%
FLSA	686.90	18,262.71	-17,575.81	3.8%
Holiday Pay	13,755.36	38,632.65	-24,877.29	35.6%
Parttime Wages	232.10	5,000.00	-4,767.90	4.6%
Payroll-Tax Expense	7,574.21	92,423.68	-84,849.47	8.2%
SALARY/WAGES EXPENSE - Other	0.00			
<b>Total SALARY/WAGES EXPENSE</b>	<b>159,683.97</b>	<b>1,784,451.37</b>	<b>-1,624,767.40</b>	<b>8.9%</b>
<b>Total Wages</b>	<b>159,683.97</b>	<b>1,784,451.37</b>	<b>-1,624,767.40</b>	<b>8.9%</b>
<b>BUILDING</b>				
Building Maintenance/Repair	0.00	3,000.00	-3,000.00	0.0%
Grounds Maintenance	0.00	2,500.00	-2,500.00	0.0%
Supplies	0.00	4,000.00	-4,000.00	0.0%
<b>Total BUILDING</b>	<b>0.00</b>	<b>9,500.00</b>	<b>-9,500.00</b>	<b>0.0%</b>
<b>EMS</b>				
Lease/Air/Oxygen	280.76	1,500.00	-1,219.24	18.7%

**HOLMEN AREA FIRE DEPARTMENT**  
**Profit & Loss Budget vs. Actual**  
January through December 2026

	Jan - Dec 26	Budget	\$ Over Budget	% of Budget
Repairs & Maintenance	0.00	250.00	-250.00	0.0%
Replacement-EMS	0.00	650.00	-650.00	0.0%
Supplies	0.00	3,173.00	-3,173.00	0.0%
Training	0.00	1,000.00	-1,000.00	0.0%
<b>Total EMS</b>	<b>280.76</b>	<b>6,573.00</b>	<b>-6,292.24</b>	<b>4.3%</b>
<b>FIRE</b>				
Professional Dues/Licenses	0.00	2,000.00	-2,000.00	0.0%
Fire Prevention/Pub Education	0.00	500.00	-500.00	0.0%
Batteries	0.00	300.00	-300.00	0.0%
Conventions/Conferences	0.00	4,000.00	-4,000.00	0.0%
Physicals	0.00	5,500.00	-5,500.00	0.0%
Repairs & Maintenance	0.00	2,750.00	-2,750.00	0.0%
Replacement -Fire	0.00	2,000.00	-2,000.00	0.0%
Supplies	0.00	5,000.00	-5,000.00	0.0%
Testing/Insp	0.00	1,000.00	-1,000.00	0.0%
Training	0.00	4,000.00	-4,000.00	0.0%
Uniform Clothing	93.95	13,000.00	-12,906.05	0.7%
<b>Total FIRE</b>	<b>93.95</b>	<b>40,050.00</b>	<b>-39,956.05</b>	<b>0.2%</b>
<b>INSURANCE</b>				
Insurance-General	0.00	17,500.00	-17,500.00	0.0%
<b>Total INSURANCE</b>	<b>0.00</b>	<b>17,500.00</b>	<b>-17,500.00</b>	<b>0.0%</b>
<b>OFFICE</b>				
Human Resources/Business Support	0.00	15,000.00	-15,000.00	0.0%
Accounting Services	0.00	9,000.00	-9,000.00	0.0%
Attorney/Support	157.50	3,025.63	-2,868.13	5.2%
Computer Maintenance	0.00	14,700.00	-14,700.00	0.0%
Office Software	3,233.21	18,700.00	-15,466.79	17.3%
Office Supplies	0.00	2,000.00	-2,000.00	0.0%
Postage	0.00	300.00	-300.00	0.0%
Telephone/Cell-Phones/Internet	416.16	9,000.00	-8,583.84	4.6%
<b>Total OFFICE</b>	<b>3,806.87</b>	<b>71,725.63</b>	<b>-67,918.76</b>	<b>5.3%</b>
<b>UTILITIES</b>				
Electricity	0.00	13,000.00	-13,000.00	0.0%
Heating/Cooling	0.00	1,000.00	-1,000.00	0.0%
Water/Sewer/Runoff	1,057.56	4,000.00	-2,942.44	26.4%
<b>Total UTILITIES</b>	<b>1,057.56</b>	<b>18,000.00</b>	<b>-16,942.44</b>	<b>5.9%</b>
<b>VEHICLES</b>				
Fuel	746.17	20,000.00	-19,253.83	3.7%
Repairs & Maintenance	823.80	14,000.00	-13,176.20	5.9%
Testing/Inspection	0.00	1,000.00	-1,000.00	0.0%

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01/19/26  
Cash Basis

**HOLMEN AREA FIRE DEPARTMENT**  
**Profit & Loss Budget vs. Actual**  
January through December 2026

	<u>Jan - Dec 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Tire Replacement	0.00	3,500.00	-3,500.00	0.0%
Total VEHICLES	1,569.97	38,500.00	-36,930.03	4.1%
Total OPERATIONAL EXPENDITURES	166,493.08	1,986,300.00	-1,819,806.92	8.4%
Total Expense	168,466.14	2,115,039.00	-1,946,572.86	8.0%
Net Ordinary Income	341,858.86	0.00	341,858.86	100.0%
Net Income	<u>341,858.86</u>	<u>0.00</u>	<u>341,858.86</u>	<u>100.0%</u>

**HOLMEN AREA FIRE DEPARTMENT**  
**Check Detail**  
 December 22, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17782	12/22/2025	AUTO VALUE		Park Bank Checking		-15.18
					Repairs & Maintena...	-30.09	30.09
					Repairs & Maintena...	14.91	-14.91
TOTAL						-15.18	15.18
Check	17783	12/22/2025	CLIA LABORATOR...		Park Bank Checking		-248.00
					Supplies	-248.00	248.00
TOTAL						-248.00	248.00
Check	17784	12/22/2025	HENRY SCHEIN INC		Park Bank Checking		-66.84
					Supplies	-66.84	66.84
TOTAL						-66.84	66.84
Check	17785	12/22/2025	HOLMEN BUSINES...		Park Bank Checking		-75.00
					Human Resources/...	-75.00	75.00
TOTAL						-75.00	75.00
Check	17786	12/22/2025	IMAGE TREND		Park Bank Checking		-400.00
					Office Software	-400.00	400.00
TOTAL						-400.00	400.00
Check	17787	12/22/2025	O'REILLY AUTO P...		Park Bank Checking		-4.04
					Repairs & Maintena...	-4.04	4.04
TOTAL						-4.04	4.04
Check	17788	12/22/2025	STETTER ELECTIRC		Park Bank Checking		-775.00
					Building -Capital Ex...	-775.00	775.00
TOTAL						-775.00	775.00

HOLMEN AREA FIRE DEPARTMENT  
**Check Detail**  
December 22, 2025

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17789	12/22/2025	Thin Line Outfitters...		Park Bank Checking		-1,100.00
					2% Fire Protection E...	-1,100.00	1,100.00
TOTAL						-1,100.00	1,100.00
Check	17790	12/22/2025	ZIEGLER HEATING...		Park Bank Checking		-10,254.00
					Building -Capital Ex...	-5,698.00	5,698.00
					Building -Capital Ex...	-4,556.00	4,556.00
TOTAL						-10,254.00	10,254.00

**HOLMEN AREA FIRE DEPARTMENT**  
**Check Detail**  
 December 29, 2025

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17791	12/29/2025	EMC INSURANCE ...		Park Bank Checking		-2,627.36
					Insurance-Work-Co...	-2,627.36	2,627.36
TOTAL						-2,627.36	2,627.36
Check	17792	12/29/2025	ENGELSON & ASS...		Park Bank Checking		-1,085.00
					Accounting Services	-1,085.00	1,085.00
TOTAL						-1,085.00	1,085.00
Check	17793	12/29/2025	HENRY SCHEIN INC		Park Bank Checking		-44.90
					Supplies	-44.90	44.90
TOTAL						-44.90	44.90
Check	17794	12/29/2025	SUMMIT COMERCI...		Park Bank Checking		-170.00
					Repairs & Maintena...	-170.00	170.00
TOTAL						-170.00	170.00
Check	17795	12/29/2025	VISA		Park Bank Checking		-892.91
					Supplies	-202.38	202.38
					Office Supplies	-305.14	305.14
					Telephone/Cell-Pho...	-202.11	202.11
					Supplies	-107.92	107.92
					Batteries	-107.19	107.19
					Office Supplies	31.83	-31.83
TOTAL						-892.91	892.91
Check	17796	12/29/2025	DELTA DENTAL		Park Bank Checking		-44.48
					Employee Benefit D...	-44.48	44.48
TOTAL						-44.48	44.48

**HOLMEN AREA FIRE DEPARTMENT**  
**Check Detail**  
 January 12, 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17798	01/12/2026	DeBAUCHE TRUCK...		Park Bank Checking		-823.80
					Repairs & Maintena...	-823.80	823.80
TOTAL						-823.80	823.80
Liability Check	17799	01/12/2026	SECURIAN LIFE IN...		Park Bank Checking		-180.94
					Insurance-Life	-148.02	148.02
					Life Insurance Paya...	-32.92	32.92
TOTAL						-180.94	180.94
Check	17800	01/12/2026	Vector Solutions		Park Bank Checking		-1,957.85
					Office Software	-1,957.85	1,957.85
TOTAL						-1,957.85	1,957.85
Check	17801	01/12/2026	VILLAGE OF HOLM...		Park Bank Checking		-1,057.56
					Water/Sewer/Runoff	-1,057.56	1,057.56
TOTAL						-1,057.56	1,057.56
Check	17802	01/12/2026	VISION DESIGN G...		Park Bank Checking		-60.00
					Office Software	-60.00	60.00
TOTAL						-60.00	60.00
Check	17803	01/12/2026	STATE OF WIS		Park Bank Checking		-1,973.06
					Fire-Capital Expendi...	-1,973.06	1,973.06
TOTAL						-1,973.06	1,973.06
Liability Check	17804	01/12/2026	Met Life		Park Bank Checking		-34.16
					Vision Payable	-34.16	34.16
TOTAL						-34.16	34.16

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01/19/26

**HOLMEN AREA FIRE DEPARTMENT**  
**Check Detail**  
 January 19, 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17805	01/19/2026	AIRGAS USA, LLC		Park Bank Checking		-280.76
				Lease/Air/Oxygen		-280.76	280.76
TOTAL						-280.76	280.76
Check	17806	01/19/2026	LaCrosse County S...		Park Bank Checking		-1,215.36
				Office Software		-1,215.36	1,215.36
TOTAL						-1,215.36	1,215.36
Check	17807	01/19/2026	THE UNIFORM SH...		Park Bank Checking		-93.95
				Uniform Clothing		-93.95	93.95
TOTAL						-93.95	93.95
Check	17808	01/19/2026	KWIK TRIP		Park Bank Checking		-746.17
				Fuel		-746.17	746.17
TOTAL						-746.17	746.17
Check	17809	01/19/2026	MOEN SHEEHAN ...		Park Bank Checking		-157.50
				Attorney/Support		-157.50	157.50
TOTAL						-157.50	157.50
Liability Check	17811	01/19/2026	LACROSSE AREA ...		Park Bank Checking		-1,210.08
				Union Dues Payable		-1,210.08	1,210.08
TOTAL						-1,210.08	1,210.08
Liability Check	17812	01/19/2026	DELTA DENTAL~		Park Bank Checking		-44.48
				Dental Ins payable		-44.48	44.48
TOTAL						-44.48	44.48

# Memo



**To:** Fire Board

**From:** Ryan Ostreng

**cc:**

**Date:** January 17, 2026

**Re:** Quote Approval Request – Purchase of Replacement Station Recliners

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## **RECOMMENDATION:**

Approve the purchase of four new fire station recliners from American Firehouse Furniture at a total cost of \$3,580.00, based on two quotes received (see attached): American Firehouse Furniture for \$3,580.00 and Fire Station Furniture for and \$4,338.85.

## **BACKGROUND:**

The current fire station recliners are estimated to be approximately ten years old and have reached the end of their service life. The synthetic surface top layer has deteriorated and flaked away in the harder wear places, exposing the underlying material. This condition has created surfaces that are difficult to properly clean and disinfect.

## **DISCUSSION:**

Fire station furnishings are used frequently in a 24-hour living environment and must meet durability and hygiene standards. The proposed American Firehouse Furniture brand recliners are identical to the current recliners, and HAFD staff have been satisfied with their performance, durability, and comfort.

## **FISCAL IMPACT:**

The total cost of \$3,580.00 will be funded through the 2026 Building Capital Expenditures fund.

## **ACTION REQUESTED:**

Following discussion, the HAFD Board of Directors support is requested through motion to approve the purchase of four replacement recliners from American Firehouse Furniture brand in the amount of \$3,600.00.

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

American Firehouse  
 Furniture, LLC  
 P.O. Box 2436  
 Manteca, CA 95336  
 6198282080  
 firehousechairs.com



## Quote

### ADDRESS

Mike Lavery  
 Holmen Area Fire Department  
 710 South Main Street  
 Holmen, WI 54636

### SHIP TO

Mike Lavery  
 Holmen Area Fire  
 Department  
 Bill Bulawa  
 Holmen Area Fire  
 Department

QUOTE # 25-644

DATE 12/21/2025

EXPIRATION DATE 01/21/2026

ACTIVITY	QTY	RATE	AMOUNT
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<b>Fire Tough Recliner:Fire Tough Recliner Black</b> Dimensions 40W X 44D X 45H Heavy duty. Construction with commercial grade synthetic leather that can be disinfected per NFPA standards.	4	995.00	3,980.00
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The Fire Tough Recliner is now in over 2000 Fire and EMS Stations

SUBTOTAL	3,980.00
DISCOUNT	-400.00
TAX	0.00
<b>TOTAL</b>	<b>\$3,580.00</b>

The Fire Tough Recliner can be disinfected per NFPA and CDC Standards

The Fire Tough Recliner is made in America and comes with a five-year warranty

The Fire Tough Recliner comes fully assembled and is delivered FREE to your fire station (three or more in most states).

Flame retardants have been removed from foams to limit firefighter exposure to carcinogens

Accepted By

Accepted Date



# Quote

WORKING FIRE FURNITURE & MATTRESS CO.,  
 INC.  
 PO Box 1310  
 Mebane NC 27302 USA  
 sales@firestationfurniture.com  
 +18559563473

<b>DATE</b>	<b>EXPIRATION</b>	<b>QUOTE #</b>
12/23/2025	2/21/2026	16493
		<b>PO #</b>

**BILL TO**  
 Mike Lavery  
 Holmen Area Fire Dept  
 710 South Main St  
 Holmen WI 54636

**SHIP TO**  
 Mike Lavery  
 Holmen Area Fire Dept  
 710 South Main St  
 Holmen WI 54636

ITEM LIST	QTY	EACH	AMOUNT
<b>DB-LAD-PRO-B</b>			
Duty-Built® Ladder PRO 450 lb. Big & Tall Recliner - Black/Rocking	4.00	899.99	3,599.96

<b>SUBTOTAL</b>	3,599.96
<b>SHIPPING</b>	738.89

\* Duty-Built® recliners and sofas ship in estimated 4 weeks.  
 \* Deliveries are only made to business addresses and include customer offloading. Lift gate is not provided or available unless specifically requested. Actual delivery times are determined by the carrier and can vary based on the geographic location of the delivery.

<b>TOTAL USD</b>	<b>4,338.85</b>
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## Terms & Conditions

Quote is valid for 60 days from quote date. Beyond 60 days, quote must be updated before placing order.

The shipping quote for some products is valid for less than 60 days, and an updated quote may be needed before we can process your order. This may change the total amount of your Estimate.

Our supplier agreement prohibits us from selling or delivering product to residential customers.

**Order acknowledgement:** Any changes to this order must be received and acknowledged no more than 3 business days after receipt of the order approval.

Order may be subject to a price increase after receipt of signed quote, order contract or receipt of signed purchase order.

**Cancellation:** If you wish to cancel an order, please notify us as quickly as possible. Generally, we are NOT able to cancel an order once it is placed. Once an order has been processed for shipping, it cannot be canceled. If we can cancel the order on eligible items before they ship, you will not be charged a restocking fee. If the order has shipped, you will be responsible for a 35% restocking fee and all applicable shipping costs (out and return). If a shipment is refused, you will be responsible for a 35% restocking fee and all applicable shipping costs.

**Deliveries:** Customers must be prepared for deliveries. Customer is responsible for offloading the furniture upon delivery. Drivers may assist with moving the boxes to the back of the trailer but will not offload or transport the boxes into the facility. Lift gates are not available with the carriers that we use for delivery. If you are not willing or able to unload the furniture, you can request a quote for "white glove" delivery. This cost will be the responsibility of the customer. It is your responsibility to let us know if any potential issues with accessing your delivery location - remote island, gated access, low bridges, restricted access, etc. If you fail to notify us of any potential accessibility issues, you will be responsible for any added costs incurred during the delivery.

**Postponed Delivery/Installation:** Some orders may be postponed/held without penalty. For those that can't be, any order postponed 30 days or longer from the original estimated ship date, without 60 days prior notice may be subject to storage charges of \$300 per trailer/container per month and a one-time handling charge of \$360 per trailer/container. Any order postponed with less than 14 days' notice will be subject to additional shipping, handling, and storage charges of up to \$1,000 per trailer/container per week. Payment will be due per the original terms. We will make every effort to reschedule postponed deliveries on customer's requested date. Due to other delivery commitments, we cannot guarantee delivery on the date you requested.

**Payment terms:** Terms are Net 30 days from invoice date when approved. Some customers may be required to pay a deposit before ordering. Payment may be made by check, ACH or credit card. When paying with credit card a 3% processing fee will be added to the total.

**Collection costs:** Customer agrees to pay all costs of collection, including reasonable attorney fees, collection fees and court costs in the event customer fails to pay any charges when due.

**Warranty:** Warranty varies from item to item, please check the individual item for specifics on that product's warranty.

## 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	136	38
AUGUST	82	-14	87	5	84	-3	97	13	125	28	104	-21	113	9	110	-3	126	16
SEPTEMBER	64	5	84	20	77	-7	90	13	113	23	128	15	97	-31	89	-8	118	29
OCTOBER	80	22	82	2	87	5	109	22	132	23	100	-32	120	20	104	-16	139	35
NOVEMBER	89	21	94	5	77	-17	106	29	94	-12	109	15	107	-2	103	-4	121	18
DECEMBER	64	-8	77	13	85	8	102	17	109	7	109	0	118	9	91	-27	121	30
<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>1370</b>	<b>239</b>

### CALL TYPES RESPONDED TO FOR DECEMBER

<u>INCIDENT TYPE</u>	<u>TOTAL</u>
1 - Fire	2
2 - Overpressure Rupture, Explosion, Overheat-No Fire	0
3 - Rescue & Emergency Medical Service Incident	92
4 - Hazardous Condition (No Fire)	3
5 - Service Call	8
6 - Good Intent Call	10
7 - False Alarm & False Call	6
8 - Severe Weather & Natural Disaster	0
9 - Special Incident Type	0
	121



# Holmen Area Fire Department

710 S Main St, Holmen, WI 54636

608-526-9363

www.holmenfire.com



ITEM 8a2

## December 2025

### HAFD Incidents by Municipality

Report Pulled On: 01/05/2026

Incident Category	Total
<b>Municipality: City of Onalaska</b>	
3 - Rescue & Emergency Medical Service Incident	1
6 - Good Intent Call	3
	<b>Total: 4</b>
<b>Municipality: Town of Holland</b>	
3 - Rescue & Emergency Medical Service Incident	9
5 - Service Call	2
7 - False Alarm & False Call	1
	<b>Total: 12</b>
<b>Municipality: Village of Holmen</b>	
1 - Fire	2
3 - Rescue & Emergency Medical Service Incident	82
4 - Hazardous Condition (No Fire)	3
5 - Service Call	6
6 - Good Intent Call	7
7 - False Alarm & False Call	5
	<b>Total: 105</b>
	<b>Total: 121</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.



# Holmen Area Fire Department

710 S Main St, Holmen, WI 54636

608-526-9363

www.holmenfire.com



## 2025 Total Incidents

### 2025 HAFD Incidents by Municipality

Report Pulled On: 01/07/2026

Incident Category	Total
<b>Municipality: City of Onalaska</b>	
1 - Fire	10
3 - Rescue & Emergency Medical Service Incident	6
4 - Hazardous Condition (No Fire)	1
5 - Service Call	1
6 - Good Intent Call	41
	<b>Total: 59</b>
<b>Municipality: Farmington</b>	
1 - Fire	1
	<b>Total: 1</b>
<b>Municipality: Galesville</b>	
3 - Rescue & Emergency Medical Service Incident	1
	<b>Total: 1</b>
<b>Municipality: La Crosse</b>	
6 - Good Intent Call	1
	<b>Total: 1</b>
<b>Municipality: Medary</b>	
6 - Good Intent Call	3
	<b>Total: 3</b>
<b>Municipality: Shelby</b>	
1 - Fire	1
	<b>Total: 1</b>
<b>Municipality: Town of Holland</b>	
1 - Fire	7
3 - Rescue & Emergency Medical Service Incident	109
4 - Hazardous Condition (No Fire)	6
5 - Service Call	5
6 - Good Intent Call	11
7 - False Alarm & False Call	10
9 - Special Incident Type	2
	<b>Total: 150</b>
<b>Municipality: Town of Onalaska</b>	
1 - Fire	4
3 - Rescue & Emergency Medical Service Incident	3
6 - Good Intent Call	2
	<b>Total: 9</b>
<b>Municipality: Trempealeau</b>	
1 - Fire	1
	<b>Total: 1</b>
<b>Municipality: Village of Holmen</b>	
1 - Fire	16
3 - Rescue & Emergency Medical Service Incident	874
4 - Hazardous Condition (No Fire)	44
5 - Service Call	35

Incident Category	Total
6 - Good Intent Call	114
7 - False Alarm & False Call	59
8 - Severe Weather & Natural Disaster	1
9 - Special Incident Type	1
	<b>Total: 1,144</b>
	<b>Total: 1,370</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 Year

**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:** January 7, 2026  
**Re:** Fire Station Mold Discovery and Mitigation Update

---

## **RECOMMENDATION:**

Approve up to \$10,000 from the LGIP Capital Savings account to cover costs associated with mold mitigation.

## **BACKGROUND:**

During the week of New Year's, B-shift staff discovered a growing paint blister below a day room window. Upon investigation, deteriorated drywall was removed, revealing black mold (Attachment A).

## **DISCUSSION:**

On January 7, 2026, A-shift staff sealed up the open drywall and then contacted multiple water and mold mitigation contractors. Tim Johnson of Lappins, LLC was the first contractor to respond to view the area of mold along with additional areas of water-stained drop ceiling tiles, and the water infiltration area into the fire administration office. Tim discussed possible mitigation methods and provided a portable air scrubber for use in the station day room. Tim also dropped off an ozone machine on January 12. Captain Lavrey's email summary of Tim Johnson's visit is included (Attachment B).

I consulted with Tom Gernetzke of Building Envelope Professionals Group, LLC, who then referred me to Environmental Management Consulting, Inc. to conduct a mold and moisture investigation. That assessment was completed on January 16, 2026, and a report with recommendations is expected the week of January 25, 2026 (Attachment C). This report will guide mitigation efforts in coordination with Lappins. An estimate from Tim of Lappins is still pending.

Initial discussion included leaving wall cavities open for a time frame in order to identify the areas of water intrusion. At this time, the extent of the mold and the project timeline are unknown. In the meantime, I have contacted a company that provides temporary housing pods for fire station remodel and abandonment projects, but no cost estimate has yet been received.

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

**FISCAL IMPACT:**

Unknown at this time. Costs will depend on the findings and recommended mitigation plan. The current plan is to cover associated costs using funds from the LGIP Capital Savings account.

**ACTION REQUESTED:**

Following discussion, the HAFD Board of Directors support is requested through motion to approve up to \$10,000 from the LGIP Capital Savings account to cover costs associated with mold mitigation.

# Attachment A





# Attachment B

**Ryan Ostreng**

---

**From:** Michael Lavery  
**Sent:** Wednesday, January 7, 2026 3:17 PM  
**To:** Ryan Ostreng  
**Cc:** Troy Brindle; Frank Garrow; Jeremy Cook  
**Subject:** Lappins Site visit / Mold

Chief,

We met with Tim Johnson from Lappins Company regarding concerns related to black mold inside the fire station living quarters and ongoing water leak issues found from the walls, floor slab, and ceilings. He came onsite to take a look. Tim advised that the damaged areas should be removed immediately, and inspected to determine how far the mold has spread. He stated that a third-party company should be utilized for mold testing to accurately identify the extent and type of mold present.

Tim discussed the potential use of an ozone machine to help clean the air in the affected areas. He emphasized that while ozone treatment may temporarily improve air quality, it will not resolve the underlying mold or water intrusion issues. For the ozone machine to be effective, it would need to run uninterrupted for approximately four days, during which time the affected areas would need to be closed and unoccupied, effectively displacing station personnel. Again, temporarily helping air quality is the short term.

Tim further stressed that this issue should not be delayed, citing health and safety concerns related to mold exposure. He stated that a full tear-out of the affected areas is likely necessary. He also emphasized that unless the source of the water leaks is identified and repaired, the problem will not be resolved and mold is likely to return. His recommendation was a full tear-out, followed by a period of time where the walls are left open to allow for identification and confirmation of leak sources. This scenario would again require displacement of staff during the repair and monitoring process.

In the meantime, Lappins has donated an air scrubber unit in an effort to do anything that they can to improve the situation until a proper solution can be put in place.

He emphasized that this is an urgent issue, and that no one should be living/working in an area that has been contaminated by mold.

As of 0030 this morning, the ceiling is again leaking in the Officers' quarters.

**Mike Lavery**

***Captain/NREMT***

Holmen Area Fire Department  
710 Main Street S., Holmen, WI 54636  
(608) 526-9363



Environmental Management Consulting, Inc.

January 13, 2026

Holmen Area Fire Department  
Attn: Ryan Ostreng  
710 South Main Street  
Holmen, WI 54636

Re: Cost Estimate – Waterloss Investigation and Moisture Mapping at Holmen Area Fire Department Station

Mr. Hooper:

Environmental Management Consulting, Inc. (EMC) will conduct an investigation of the mold/water impacted areas at Holmen Area Fire Department Station. Drawings will be developed to show impacted moisture areas.

Cost Estimate

Professional Time

Moisture Mapping Investigation/CADD Technician	
6 Hours at \$115.00/Hour	\$ 690.00

Laboratory Analysis

Polarized Light Microscopy (PLM)	
25 Sample Layers at \$20.00/Layer	\$ 500.00

Spore Trap Analysis (STA)	
6 Samples at \$90.00/Sample	\$ 540.00

Equipment

Infrared Camera and Moisture Meter	
\$250.00 Lump Sum	<u>\$ 250.00</u>

Total Estimated Cost	\$1,980.00
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If you have any questions, please feel free to contact me at (920) 648-6343.

Sincerely,

Connor A. Freeman  
EMC

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Acceptance of Cost Estimate  
Holmen Area Fire Department

Securing Safer Futures...

W 7748 Cty Hwy V, Lake Mills, WI 53551 ♦ 920.648.6343 Fax: 920.648-4370 ♦ www.emc-wi.com



# Memo

**To:** Fire Board

**From:** Ryan Ostreng

**cc:**

**Date:** January 05, 2026

**Re:** Discussion – Review of Board Policies on Temporary Staffing Increases and Exempt Employee Compensation Adjustments

---

## **RECOMMENDATION:**

Board of Directors review the two proposed policies: *Temporary Minimum Staffing Level Increase* and *Exempt Command/Executive-Level Employee Compensation Adjustment*. These policies are presented for Board discussion and refinement before formal consideration at the February 2026 Board meeting.

## **BACKGROUND:**

Currently, the Department does not have formal Board-level policy direction governing temporary staffing increases during severe weather events, major incidents, or disasters. Additionally, there is no established policy guidance regarding compensation adjustments for exempt command and executive-level employees.

## **DISCUSSION:**

The proposed *Temporary Minimum Staffing Level Increase* policy is intended to provide clear authority, thresholds, and accountability when staffing levels may need to be increased due to forecasted or actual emergencies, ensuring operational readiness while maintaining fiscal oversight.

The proposed *Exempt Command/Executive-Level Employee Compensation Adjustment* policy is intended to establish consistent, transparent guidance for COLAs and other compensation adjustments for exempt employees, supporting equity, retention, and organizational stability.

## **FISCAL IMPACT:**

No fiscal impact at this time.

Fiscal impacts related to temporary minimum staffing increases would occur during the events or circumstances that necessitate additional staffing. Fiscal impacts related to exempt employee compensation adjustments would occur after specific Board action authorizing such changes.

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

**ACTION REQUESTED:**

No action required at this meeting unless Board Directors are ready to act. Otherwise, Board Directors are requested to review the proposed policies and provide feedback at the February, 2026 meeting.

# HOLMEN AREA FIRE DEPARTMENT POLICY MANUAL



CHAPTER: B

POLICY: B0204

EFFECTIVE DATE:

LAST REVISED DATE:

LAST REVIEWED DATE:

## TEMPORARY MINIMUM STAFFING LEVEL INCREASE

### 1. PURPOSE AND SCOPE

- 1.1. The purpose of this policy is to ensure the Holmen Area Fire Department (HAFD) can rapidly and effectively respond to major events, large-scale incidents, and catastrophic emergencies by granting the Fire Chief the authority to temporarily increase minimum staffing levels when necessary to protect life, property, and the continuity of essential services.
- 1.2. This policy applies to all Fire Department operations and personnel and governs the Fire Chief's authority to temporarily increase minimum staffing levels during major events, emergencies, disasters, or catastrophic incidents.

### 2. POLICY

- 2.1. It is the policy of the Holmen Area Fire Department Board of Directors (the Board) to authorize the Fire Chief to temporarily increase minimum on-duty staffing beyond normally approved levels during major events, emergencies, disasters, or catastrophic incidents when operational conditions require enhanced response capacity.
- 2.2. This authority is intended to support timely decision-making, responder safety, and effective incident management, while maintaining appropriate fiscal oversight and accountability.

### 3. AUTHORITY

- 3.1. The Fire Chief is granted discretionary authority to increase minimum staffing levels without prior board approval under the conditions outlined in this policy.
- 3.2. This authority includes, but is not limited to:
  - 3.2.1. Calling in off-duty personnel
  - 3.2.2. Holding over on-duty personnel
  - 3.2.3. Utilizing paid-on-call, or mutual aid personnel as permitted by policy and agreements
  - 3.2.4. Adjusting staffing assignments to meet incident demands
- 3.3. All actions shall be consistent with applicable laws, labor agreements, and HAFD policies.

**Holmen Area Fire Department Policy Manual**  
**Policy B0204 – Temporary Minimum Staffing Level Increase**

**4. CONDITIONS FOR INCREASED STAFFING**

- 4.1. The Fire Chief may exercise this authority when one or more of the following conditions exist:
- 4.1.1. Declared emergencies or disasters (local, state, or federal)
  - 4.1.2. Large-scale or extended incidents (e.g., major fires, hazardous materials incidents, mass casualty incidents)
  - 4.1.3. Severe weather events or natural disasters
  - 4.1.4. Significant planned events requiring enhanced public safety coverage (e.g., festivals, large public gatherings)
  - 4.1.5. Critical infrastructure failures or community-wide hazards
  - 4.1.6. Any situation where normal staffing levels are insufficient to maintain safe and effective operations

**5. DURATION**

- 5.1. Increased staffing shall be temporary and limited to the duration of the event or conditions requiring enhanced response.
- 5.2. Staffing increases shall be proportional to operational need and adjusted as conditions stabilize.
- 5.3. The Fire Chief shall make reasonable efforts to return staffing to normal levels as soon as practicable.

**6. FISCAL OVERSIGHT**

- 6.1. Staffing increases may result in overtime or additional personnel costs.
- 6.2. The Fire Chief is authorized to incur such necessary costs when under this policy.
- 6.3. Costs shall be tracked and reported in accordance with established financial procedures.
- 6.4. When feasible, the Fire Chief shall seek available reimbursements, grants, or disaster funding.

**7. REPORTING AND ACCOUNTABILITY**

- 7.1. Following the conclusion of the event or emergency, the Fire Chief shall provide a report to the Board that includes:
- 7.1.1. Nature and duration of the event
  - 7.1.2. Staffing levels utilized beyond normal minimums
  - 7.1.3. Rationale for increased staffing
  - 7.1.4. Estimated or actual fiscal impact
  - 7.1.5. Any after-action observations or recommendations

**8. SEVERABILITY**

**Holmen Area Fire Department Policy Manual**  
**Policy B0204 – Temporary Minimum Staffing Level Increase**

- 8.1. In the event that any term or provision of this policy is declared illegal, invalid or unenforceable by any court or any federal or state government agency, the remaining terms and provisions that are not affected shall remain in full force and effect.
- 8.2. If any provision of this policy is found to be in conflict with a local, state or federal law, or HAFD policy; such law or policy shall take precedence over the provision of this policy.
- 8.3. In the event that any terms or provisions of this policy are determined to conflict with any portion of a collective bargaining agreement, HAFD will seek to resolve the conflict.

**9. PERIODIC REVIEW OF THE POLICY**

- 9.1. The Board shall periodically review and updated this policy as necessary. Any revisions to this policy shall be adopted by formal action of the Board.

DRAFT

# HOLMEN AREA FIRE DEPARTMENT POLICY MANUAL



**Policy  
B1008**

CHAPTER: B

POLICY: B1008

EFFECTIVE DATE:

LAST REVISED DATE:

LAST REVIEWED DATE:

## EXEMPT COMMAND/EXECUTIVE-LEVEL EMPLOYEE COMPENSATION ADJUSTMENT

### 1. PURPOSE AND SCOPE

- 1.1. The purpose of this policy is to establish a clear, consistent, and equitable framework for determining cost-of-living adjustments (COLAs) and performance-based wage adjustments for exempt command and executive-level employees, including the Fire Chief. This policy is intended to prevent wage compression, promote organizational equity, reinforce leadership accountability, and support long-term fiscal sustainability.
- 1.2. This policy applies to all exempt command and executive-level employees, including but not limited to:
  - 1.2.1. Fire Chief
  - 1.2.2. Deputy Fire Chief(s)
  - 1.2.3. Assistant Chief(s)
  - 1.2.4. Battalion and Division Chiefs
  - 1.2.5. Other exempt command staff as designated by the Holmen Area Fire Department Board of Directors

### 2. POLICY

- 2.1. It is the policy of the Holmen Area Fire Department Board of Directors (the Board) to maintain fair, transparent, and fiscally responsible compensation practices for exempt command and executive-level employees, including the Fire Chief. Cost-of-living adjustments (COLAs) are intended solely to preserve purchasing power and shall be administered separately from performance-based wage adjustments. Any salary increase above the applicable COLA shall be based on documented performance evaluations, organizational needs, and available financial resources, and shall require formal approval by the Board. Compensation decisions shall promote internal equity, professional leadership standards, and the long-term sustainability of Fire Department operations.

### 3. COMPENSATION STRUCTURE OVERVIEW

- 3.1. Exempt command and executive compensation adjustments may consist of two distinct components

## **Holmen Area Fire Department Policy Manual**

### **Policy B1008 – Exempt Command/Executive Level Employee Compensation Adjustment**

- 3.1.1. Cost-of-Living Adjustment (COLA)
  - 3.1.1.1. Governed by the Fire Chief COLA Policy (union-linked)
  - 3.1.1.2. Intended solely to maintain purchasing power
- 3.1.2. Performance-Based Wage Adjustment (Merit Adjustment)
  - 3.1.2.1. Awarded at the discretion of Board
  - 3.1.2.2. Based on documented performance evaluation results
  - 3.1.2.3. May increase base salary above COLA
- 3.1.3. These components are separate and shall be evaluated and approved independently.

#### **4. COST-OF-LIVING ADJUSTMENT (COLA)**

- 4.1. Union-Linked COLA
  - 4.1.1. The Fire Chief and all other exempt command and executive employees shall be eligible to receive a COLA equal to the percentage COLA approved in the applicable collective bargaining agreement for represented Fire Department employees for the same fiscal year, unless otherwise determined by Board.
- 4.2. COLA Is Not a Merit Increase
  - 4.2.1. The COLA is not a performance-based increase and shall not be considered a merit adjustment.
- 4.3. No Automatic Increase Above Union COLA
  - 4.3.1. The COLA provided under this policy shall not exceed the union COLA unless expressly approved by separate formal action of the Board.

#### **5. PERFORMANCE EVALUATION FRAMEWORK**

- 5.1. Annual Evaluation
  - 5.1.1. The Board shall conduct an annual performance evaluation of the Fire Chief and other exempt command and executive employees using established evaluation criteria and procedures.
- 5.2. Evaluation Criteria
  - 5.2.1. Performance evaluations shall be based on objective and measurable criteria, which may include:
    - 5.2.1.1. Strategic leadership and organizational development
    - 5.2.1.2. Budget development and fiscal management
    - 5.2.1.3. Operational readiness and service delivery
    - 5.2.1.4. Labor relations and personnel management
    - 5.2.1.5. Regulatory compliance and risk management
    - 5.2.1.6. Community and Board relations
    - 5.2.1.7. Progress toward adopted goals and work plans
- 5.3. Performance Ratings

# Holmen Area Fire Department Policy Manual

## Policy B1008 – Exempt Command/Executive Level Employee Compensation Adjustment

5.3.1. Each exempt employee shall receive an annual overall performance rating using the following scale (or equivalent):

- 5.3.1.1. Exceeds Expectations
- 5.3.1.2. Meets Expectations
- 5.3.1.3. Needs Improvement
- 5.3.1.4. Unsatisfactory

### 6. IMPACT OF PERFORMANCE EVALUATION ON COLA

#### 6.1. Eligibility Threshold

6.1.1. Receipt of the COLA is contingent upon an overall performance rating of “Meets Expectations” or higher.

#### 6.2. Below-Standard Performance

6.2.1. If an employee receives an overall rating below “Meets Expectations,” the Board may, by formal action:

- 6.2.1.1. Withhold the COLA;
- 6.2.1.2. Defer the COLA pending completion of a documented improvement plan; or
- 6.2.1.3. Provide a reduced COLA supported by written findings.

### 7. PERFORMANCE-BASE WAGE ADJUSTMENTS ABOVE COLA

#### 7.1. Eligibility

7.1.1. Only employees receiving an overall performance rating of “Meets Expectations” or higher shall be eligible for a wage adjustment above COLA.

#### 7.2. Adjustment Guidelines

7.2.1. Performance-based wage adjustments shall be applied to base salary and may be awarded in accordance with the following guidelines:

- |                               |                             |
|-------------------------------|-----------------------------|
| 7.2.1.1. Performance Rating   | Merit Adjustment Above COLA |
| 7.2.1.2. Exceeds Expectations | Up to 3.0%                  |
| 7.2.1.3. Meets Expectations   | Up to 1.5%                  |
| 7.2.1.4. Needs Improvement    | 0%                          |
| 7.2.1.5. Unsatisfactory       | 0%                          |

7.2.2. Percentages are guidelines and not entitlements.

#### 7.3. Holmen Area Fire Department Board of Directors (the Board) Approval

7.3.1. Any merit adjustment above COLA shall require explicit approval by the Board.

7.3.2. Approval shall be based on:

- 7.3.2.1. Completed performance evaluation
- 7.3.2.2. Written justification
- 7.3.2.3. Fiscal capacity and budget authorization

### 8. FIRE CHIEF-SPECIFIC PROVISIONS

8.1. The Fire Chief’s COLA shall remain linked to the union COLA as provided in this policy.

## **Holmen Area Fire Department Policy Manual**

### **Policy B1008 – Exempt Command/Executive Level Employee Compensation Adjustment**

8.2. Any merit-based adjustment above COLA for the Fire Chief:

- 8.2.1. Must be based on an overall rating of “Meets Expectations” or higher;
- 8.2.2. Requires separate formal action of the Board; and
- 8.2.3. Shall be documented as distinct from the COLA.

8.3. Merit adjustments for the Fire Chief are not automatic and may be awarded less than the guideline maximum or not at all.

#### **9. EQUITY AND COMPRESSION SAFEGUARDS**

9.1. Compensation adjustments shall not result in unreasonable wage compression or inversion with subordinate positions.

9.2. Adjustments shall be reviewed in relation to internal equity, external market conditions, and long-term fiscal sustainability.

#### **10. TIMING AND IMPLEMENTATION**

10.1. Performance evaluations shall be completed annually prior to budget adoption when practicable.

10.2. COLAs shall take effect concurrent with the effective date of the union COLA unless otherwise specified.

10.3. Merit adjustments, if approved, shall take effect on a date established by Board and may differ from the COLA effective date.

#### **11. DOCUMENTATION AND TRANSPARENCY**

11.1. All performance evaluations and compensation actions shall be documented in writing.

11.2. Records shall clearly distinguish between:

- 11.2.1. COLA adjustments; and
- 11.2.2. Performance-based merit adjustments.

#### **12. AUTHORITY**

12.1. The Board retains full authority over exempt command and executive compensation and may modify, suspend, or revoke this policy by formal action as permitted by law.

#### **13. PRERIODIC REVIEW**

13.1. The Board shall review this policy in conjunction with the negotiation or renewal of the Fire Department collective bargaining agreement. The review shall occur at least once during each labor contract cycle to ensure alignment with negotiated wage adjustments, organizational goals, market conditions, and fiscal capacity.

13.2. The Board may conduct additional reviews as necessary in response to significant organizational, financial, or regulatory changes. Any revisions to this policy shall be adopted by formal action of the Board.