



Holmen Area Fire Department

FIRE BOARD

AGENDA

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

Date/Time: Tuesday February 17, 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 **February 17, 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. 01/20/2026
- 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. Current balance sheet
 - b. Current 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. January 2026 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 the potential for a new fire station



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- 11.) Consideration of new fire pumper specification process
- 12.) Consideration of fire chief evaluation process input
- 13.) Consideration of existing fire station mold mitigation activities
- 14.) Consideration of Board related draft policies
- 15.) Consideration for financial review or audit of HAFD financial records
- 16.) Announcement and Future Agenda Items
- 17.) Next Regular Meeting – Tentative 03/17/2026
- 18.) Adjourn

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



www.holmenfire.com

Date Notice Emailed: 02/13/2026

Notices Posted: 02/13/2026

Notices Emailed To:

Holmen Are Fire Assoc. Board	Dept/Town/Village/County	Media	Posted
Patrick Barlow – Holmen (President)	HAFD Members/IAFF L127	Holmen Courier	Holmen Area FD
Travis Elam - Holmen	Marilyn Pedretti	La Crosse Tribune	Town of Holland
Rick Hauser - Holland	Angela Hornberg	La Crosse Radio Group	Village of Holmen
Jeff Herlitzke - Holland	Scott Heinig	WXOW	Holmen USPS
Bob Stupi – Holland (Alternate)	Rhonda Hesselberg	WKBT	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 – January 20th, 2026**1. Call to Order**

Chair Barlow called the Holmen Area Fire District meeting to order at 6:30 p.m. on January 20th, 2026, at the Town of Holland Town Hall.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Roll Call

Present: Rick Hauser, Bob Stupi (Alternate). Patrick Barlow, Travis Elam

Absent: Jeff Herlitzke (Excused)

Guests: Chief Ostreng, Fire Department Staff

4. Consideration of Agenda Order

Motion by Elam to approve the agenda order. Second, by Stupi. Motion carried unanimously.

5. Approval of Meeting Minutes

Motion by Hauser to approve the meeting minutes of December 12th 2025. Second, by Elam. Motion carried unanimously.

6. Resident or Employee Concerns/Comments

There were no resident or employee comments or concerns.

7. Financial Review (Treasurer)

With Treasurer Herlitzke excused from the meeting, Chief Ostreng took over Financial Review and answered all questions.

- a) The board reviewed the final balance sheet for 2025. No specific items were discussed.
- b) The board reviewed the 2025 Profit and Lost – budget versus actual. Chief Ostreng noted that 98% of the budget was spent for 2025.
- c) The board reviewed the 2026 balance sheet. No specific items were discussed.
- d) The board reviewed the 2026 Profit and Lost – budget versus actual. Chief Ostreng noted that 8% of the budget had been spent for 2026.
- e) The board reviewed check detail. Elam questioned the check to DeBauche Truck C Diesel. Chief Ostreng stated the check was to pay for coolant leak repairs.
- f) The board reviewed the invoices and quotes in detail.

DRAFT MINUTES

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

- i) Chief Ostreng requested the purchase of four new recliners. He stated that the current recliners are ten years old, have holes in them, and are incapable of being cleaned. He stated the cheaper quote was for the exact same brand of chairs and requested an approval of up to \$3,600 for the purchase. Motion by Stupi to approve the purchase of four new recliners from American Firehouse Furniture not to exceed \$3,600. Second, by Hauser. Motion carried unanimously.
- ii) Chief Ostreng notified the board that he had purchased a new residential washing machine for the department since the old one had developed a mold issue and was reaching the end of its life. Chief Ostreng noted that the total cost of the purchase was roughly \$1,000 for the machine, delivery, and installation. He noted the total cost was below the required amount for board approval but wanted to notify the board as a courtesy. Fire department staff stated that the current washing machine was 15 years old.
- g) Chief Ostreng explained that he was waiting on a quote from a company called Lexipol, which is a policy/procedure management platform for staff. He stated that the department previously used Lexipol when it was under management by LAFD, and it was his intent to bring it back. Chief Ostreng stated he anticipated the cost to be \$6,000 annually. Chief Ostreng also mentioned the company offers a grant writing service that costs \$7,500 that might be useful.
- h) Chief Ostreng explained that the department received \$10,500 in funds across 3 donations.

8. Fire Administration Report (Chief Ostreng)

- a) The board reviewed the calls for December. Chief Ostreng noted the department hit a record number of calls for 2025 with a total amount of 1,370. Chief Ostreng updated the board on notable calls for December.
- b) Chief Ostreng gave an update on staffing and personnel. He noted that one employee was placed on administrative leave, and an investigation was pending allegations. No further information was provided. Chief Ostreng also stated that only one applicant applied for the Fire Captain Training Position.
- c) Chief Ostreng gave an update on the fleet. He noted the boat was currently being serviced at Holmen Marine, and that Tender 1 had a minor issue but was being serviced in house.
- d) Chief Ostreng gave an update on the facility and stated that they had found black mold. Discussion was delayed until later in the agenda.
- e) Chief Ostreng stated the NERIS transition has finished, but more time needed to be dedicated to it. He stated that the transition worked out well.

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

G. Update on fire department collaboration workgroup

Barlow stated that three of the four communities had approved funding to move forward with the study for future combined services. Barlow noted that the Town of Onalaska was the last to approve funding for the study and that they needed a special meeting to discuss the topic. Chief Ostreng stated that he felt like the City of Onalaska and the Town of Onalaska thought the department was moving too fast with the collaboration effort and that the new fire station should not be lumped in with the collaboration effort.

10. Update on Five Bugles Design Station Study

Barlow stated the board had received the final copy of the Five Bugles fire station study and noted he and Stupi were waiting for a meeting with a USDA representative to discuss grant funding. Chief Ostreng stated that he had made the study publicly available on the department's website. Stupi requested a digital version of the study to be placed on the Town of Holland's website.

11. Consideration of new fire pumper specification process

Chief Ostreng stated that within the next two weeks a work group would be created to narrow down the specifications. He stated that he was waiting for further input from the Town of Holland on cost before contacting Pierce for a formal quote. Hauser stated that cost could be reviewed, but the mold issue in the stations was his primary concern.

12. Consideration of fire chief evaluation process input

Barlow refreshed the board on the current state of the evaluation process and noted the board had accepted a form with some minor tweaks, but there was no current action being taken to implement the form. No additional discussion was had.

13. Consideration of fire station mold mitigation actions

Chief Ostreng informed the board that the department had discovered mold in the walls of the station after a defect in the wall surfaced where paint was bubbling. Chief Ostreng stated he reached out to multiple mitigation companies and eventually consulted with Lappins Company. He stated that after Lappins reviewed the issue, they were also concerned about black mold. Chief Ostreng stated that Lappins loaned the department an air scrubber and an ozone machine for use while fire department staff weren't in the rooms affected by the mold.

Chief Ostreng stated he also contacted Environmental Management Consulting, Inc. (EMC) to do a full analysis of the building. He stated they tested the air, the walls, the ceiling, and a variety of other things which were quoted as Waterloss Investigation and Moisture Mapping for a total amount of \$1,980. Chief Ostreng noted that he was awaiting the results of the test and would coordinate with Lappins for a mitigation strategy once the results were in.

Chief Ostreng requested up to \$10,000 for mold mitigation efforts for the fire department.

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

Hauser questioned if this was the first instance of mold found in the building. Chief Ostreng and department staff noted that it wasn't the first time mold was found in the building and that it was an ongoing issue in certain areas of the department. Elam questioned if all the sheetrock damage was near the windows. Chief Ostreng confirmed this was the case in addition to moisture that was found in the insulation in the ceiling.

Chief Ostreng stated that he had concerns about long-term impact to the department and the time to mitigate the issue entirely if walls needed to be fully replaced. He stated he investigated a rentable exterior dwelling solution and stated that the cost to rent such a thing for 6 months could cost up to \$250,000.

Motion to approve up to \$10,000 for mold mitigation by Elam. Second, by Hauser. Motion carried unanimously.

14. Review of Board related draft policies

Chief Ostreng stated he would like the board to consider adopting a few new policies. Chief Ostreng explained each policy briefly. The first policy for consideration was a temporary increase in minimum staffing. Chief Ostreng stated this new policy would give him the authority to increase staffing during major storms or other emergency scenarios.

The second policy for consideration was pay adjustments for executive level nonunion employees. Chief Ostreng explained the new policy covered COLA adjustments as well as any additional raises above COLA and what justified that.

Chief Ostreng stated that it wasn't his intent for the board to read the full policy document during the meeting and that it could be discussed at the next regular meeting along with any changes.

15. Announcements and Future Agenda Items

Stupi questioned if the department had an audit since Chief Ostreng had taken over as Chief. Chief Ostreng stated this had not been done and questioned if a third-party audit was required since the department's finances were handled by a third-party. Stupi explained that the Town of Holland just finished their audit and that it was normal to have a third-party audit even if finances were maintained by a third-party.

Hauser stated that he had reached out to Tammy Baldwin's office in addition to Van Orden's office for help with grant funding for the new fire station and would report back on their response later.

16. Next Regular Meeting

Tentatively scheduled for February 17th, 2026.

17. Adjourn

Motion to adjourn by Elam, Second by Hauser. Motion carried unanimously. Meeting adjourned at 7:36 p.m.

DRAFT MINUTES

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

Minutes by Travis E. Elam, Secretary

DRAFT

3:00 PM

HOLMEN AREA FIRE DEPARTMENT

Balance Sheet

As of February 20, 2026

02/12/26

Cash Basis

	Feb 20, 26
ASSETS	
Current Assets	
Checking/Savings	
Park Bank	
Park Bank Checking	600,778.77
Total Park Bank	600,778.77
LGIP-General Capital Savings	
LGIP-#1 Capital Savings	90,741.23
LGIP-#2 Operational Checking	17,215.15
LGIP-#3 2% Dues Savings	135,702.03
LGIP-#4 Sick Leave Payout	62,125.60
LGIP-#5 Medical Equip Upgrades	115,313.19
LGIP-#6 Special Events/Donation	25,902.39
LGI-#7 New Fire Station	5,016.77
Total LGIP-General Capital Savings	452,016.36
Total Checking/Savings	1,052,795.13
Other Current Assets	
Location Study A/R from Municip	6,880.51
Total Other Current Assets	6,880.51
Total Current Assets	1,059,675.64
Other Assets	
Equipment Purchased by Grant	104,034.36
Total Other Assets	104,034.36
TOTAL ASSETS	1,163,710.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Dental Ins payable	44.48
Vision Payable	34.16
Location Study Payable	1,639.66
Health Insurance payable	3,991.23
WI State Income tax payable	2,124.34
Life Insurance Payable EE	31.86
WI Retirement Payable	13,196.59
Union Dues Payable	1,922.23
Total Other Current Liabilities	22,984.55
Total Current Liabilities	22,984.55
Long Term Liabilities	
Future Sick Pay Payable	61,000.00
Total Long Term Liabilities	61,000.00
Total Liabilities	83,984.55
Equity	
Retained Earnings	912,547.11
Net Income	167,178.34
Total Equity	1,079,725.45
TOTAL LIABILITIES & EQUITY	1,163,710.00

HOLMEN AREA FIRE DEPARTMENT

Profit & Loss

January 1 through February 20, 2026

ITEM 7b

	<u>Jan 1 - Fe...</u>
Ordinary Income/Expense	
Income	
Income-Budget	492,825.00
Capital /Reserve Income	12,500.00
Income-Interest	148.64
Income-Interest-Special	1,405.58
Donations/Grants	5,100.00
Total Income	511,979.22
Expense	
CAPITAL EXPENDITURES	
Building -Capital Expenditures	10,832.00
EMS-Capital Expenditures	42,536.35
Fire-Capital Expenditures	1,973.06
Total CAPITAL EXPENDITURES	55,341.41
OPERATIONAL EXPENDITURES	
Wages	
SALARY/WAGES EXPENSE	
Employee Benefit Health	25,283.63
Employee Retirement Career	13,049.68
Insurance-Life	280.64
Officer Salary	16,321.52
Salary	121,120.48
Salary -OT	31,587.57
Acting Pay	200.00
FLSA	1,420.30
Holiday Pay	13,755.36
Parttime Wages	247.10
Payroll-Tax Expense	14,125.89
Capital Wage Reimbursement	36,000.00
SALARY/WAGES EXPENSE - Other	0.00
Total SALARY/WAGES EXPENSE	273,392.17
Total Wages	273,392.17
BUILDING	
Building Maintenance/Repair	121.71
Supplies	549.48
Total BUILDING	671.19
EMS	
Lease/Air/Oxygen	280.76
Replacement-EMS	621.57
Supplies	371.19

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
January 1 through February 20, 2026

	<u>Jan 1 - Fe...</u>
Training	75.00
Total EMS	1,348.52
FIRE	
Professional Dues/Licenses	320.00
Supplies	1,286.00
Training	368.59
Uniform Clothing	214.90
Total FIRE	2,189.49
OFFICE	
Accounting Services	1,375.00
Attorney/Support	157.50
Computer Maintenance	249.90
Office Software	3,972.21
Office Supplies	87.46
Telephone/Cell-Phones/Internet	904.19
Total OFFICE	6,746.26
UTILITIES	
Electricity	1,347.87
Water/Sewer/Runoff	1,057.56
Total UTILITIES	2,405.43
VEHICLES	
Fuel	1,402.57
Repairs & Maintenance	1,303.84
Total VEHICLES	2,706.41
Total OPERATIONAL EXPENDITURES	289,459.47
Total Expense	344,800.88
Net Ordinary Income	167,178.34
Net Income	<u>167,178.34</u>

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

	Jan - Dec 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
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%
Income-Interest	148.64			
Income-Interest-Special	1,405.58			
Donations/Grants	5,100.00			
Total Income	511,979.22	2,115,039.00	-1,603,059.78	24.2%
Expense				
CAPITAL EXPENDITURES				
2% Fire Protection Equipment Ex	0.00	78,739.00	-78,739.00	0.0%
Building -Capital Expenditures	10,832.00	15,000.00	-4,168.00	72.2%
EMS-Capital Expenditures	42,536.35	5,000.00	37,536.35	850.7%
Fire-Capital Expenditures	1,973.06	30,000.00	-28,026.94	6.6%
Total CAPITAL EXPENDITURES	55,341.41	128,739.00	-73,397.59	43.0%
OPERATIONAL EXPENDITURES				
Wages				
SALARY/WAGES EXPENSE				
Employee Benefit Health	25,283.63	267,705.76	-242,422.13	9.4%
Employee Retirement Career	40,341.67	178,107.94	-137,766.27	22.7%
Insurance-DWD Compensation	0.00	5,750.16	-5,750.16	0.0%
Insurance-Life	280.64	2,311.19	-2,030.55	12.1%
Insurance-Work-Comp	0.00	30,000.00	-30,000.00	0.0%
Officer Salary	16,321.52	106,100.80	-89,779.28	15.4%
Salary	121,120.48	852,259.70	-731,139.22	14.2%
Salary -OT	31,587.57	186,061.78	-154,474.21	17.0%
Acting Pay	200.00	1,835.00	-1,635.00	10.9%
FLSA	1,420.30	18,262.71	-16,842.41	7.8%
Holiday Pay	13,755.36	38,632.65	-24,877.29	35.6%
Parttime Wages	247.10	5,000.00	-4,752.90	4.9%
Payroll-Tax Expense	14,125.89	92,423.68	-78,297.79	15.3%
Capital Wage Reimbursement	36,000.00			
SALARY/WAGES EXPENSE - Other	0.00			
Total SALARY/WAGES EXPENSE	300,684.16	1,784,451.37	-1,483,767.21	16.9%
Total Wages	300,684.16	1,784,451.37	-1,483,767.21	16.9%
BUILDING				
Building Maintenance/Repair	121.71	3,000.00	-2,878.29	4.1%
Grounds Maintenance	0.00	2,500.00	-2,500.00	0.0%
Supplies	549.48	4,000.00	-3,450.52	13.7%

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

	Jan - Dec 26	Budget	\$ Over Budget	% of Budget
Total BUILDING	671.19	9,500.00	-8,828.81	7.1%
EMS				
Lease/Air/Oxygen	280.76	1,500.00	-1,219.24	18.7%
Repairs & Maintenance	0.00	250.00	-250.00	0.0%
Replacement-EMS	621.57	650.00	-28.43	95.6%
Supplies	371.19	3,173.00	-2,801.81	11.7%
Training	75.00	1,000.00	-925.00	7.5%
Total EMS	1,348.52	6,573.00	-5,224.48	20.5%
FIRE				
Professional Dues/Licenses	320.00	2,000.00	-1,680.00	16.0%
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	1,286.00	5,000.00	-3,714.00	25.7%
Testing/Insp	0.00	1,000.00	-1,000.00	0.0%
Training	368.59	4,000.00	-3,631.41	9.2%
Uniform Clothing	214.90	13,000.00	-12,785.10	1.7%
Total FIRE	2,189.49	40,050.00	-37,860.51	5.5%
INSURANCE				
Insurance-General	0.00	17,500.00	-17,500.00	0.0%
Total INSURANCE	0.00	17,500.00	-17,500.00	0.0%
OFFICE				
Human Resources/Business Support	0.00	15,000.00	-15,000.00	0.0%
Accounting Services	1,375.00	9,000.00	-7,625.00	15.3%
Attorney/Support	157.50	3,025.63	-2,868.13	5.2%
Computer Maintenance	249.90	14,700.00	-14,450.10	1.7%
Office Software	3,972.21	18,700.00	-14,727.79	21.2%
Office Supplies	87.46	2,000.00	-1,912.54	4.4%
Postage	0.00	300.00	-300.00	0.0%
Telephone/Cell-Phones/Internet	904.19	9,000.00	-8,095.81	10.0%
Total OFFICE	6,746.26	71,725.63	-64,979.37	9.4%
UTILITIES				
Electricity	1,347.87	13,000.00	-11,652.13	10.4%
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%
Total UTILITIES	2,405.43	18,000.00	-15,594.57	13.4%

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>
VEHICLES				
Fuel	1,402.57	20,000.00	-18,597.43	7.0%
Repairs & Maintenance	1,303.84	14,000.00	-12,696.16	9.3%
Testing/Inspection	0.00	1,000.00	-1,000.00	0.0%
Tire Replacement	0.00	3,500.00	-3,500.00	0.0%
Total VEHICLES	<u>2,706.41</u>	<u>38,500.00</u>	<u>-35,793.59</u>	<u>7.0%</u>
Total OPERATIONAL EXPENDITURES	<u>316,751.46</u>	<u>1,986,300.00</u>	<u>-1,669,548.54</u>	<u>15.9%</u>
Total Expense	<u>372,092.87</u>	<u>2,115,039.00</u>	<u>-1,742,946.13</u>	<u>17.6%</u>
Net Ordinary Income	<u>139,886.35</u>	<u>0.00</u>	<u>139,886.35</u>	<u>100.0%</u>
Net Income	<u><u>139,886.35</u></u>	<u><u>0.00</u></u>	<u><u>139,886.35</u></u>	<u><u>100.0%</u></u>

HOLMEN AREA FIRE DEPARTMENT
Check Detail
 January 30, 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Liability Check	wd	01/30/2026	Wi Retirement Syst...		Park Bank Checking		-19,077.28
					Employee Retireme...	-13,049.68	13,049.68
					WI Retirement Paya...	-6,027.60	6,027.60
TOTAL						-19,077.28	19,077.28
Check	17813	01/30/2026	AH STOCK MANUF...		Park Bank Checking		-83.46
					Repairs & Maintena...	-83.46	83.46
TOTAL						-83.46	83.46
Check	17814	01/30/2026	Bound Tree Medica...		Park Bank Checking		-111.55
					Supplies	-111.55	111.55
TOTAL						-111.55	111.55
Check	17815	01/30/2026	CITY OF LA CROSSE		Park Bank Checking		-679.00
					Office Software	-679.00	679.00
TOTAL						-679.00	679.00
Check	17816	01/30/2026	ENGELSON & ASS...		Park Bank Checking		-1,375.00
					Accounting Services	-1,375.00	1,375.00
TOTAL						-1,375.00	1,375.00
Check	17817	01/30/2026	HENRY SCHEIN INC		Park Bank Checking		-21.58
					Replacement-EMS	-21.58	21.58
TOTAL						-21.58	21.58
Check	17818	01/30/2026	MCS NETWORKS		Park Bank Checking		-249.90
					Computer Maintena...	-249.90	249.90
TOTAL						-249.90	249.90

HOLMEN AREA FIRE DEPARTMENT
Check Detail
 January 30, 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17819	01/30/2026	STRYKER SALES L...		Park Bank Checking		-42,536.35
					EMS-Capital Expen...	-42,536.35	42,536.35
TOTAL						-42,536.35	42,536.35
Check	17820	01/30/2026	SUMMIT COMERCI...		Park Bank Checking		-5,523.00
					Building -Capital Ex...	-5,523.00	5,523.00
TOTAL						-5,523.00	5,523.00
Check	17821	01/30/2026	VISA		Park Bank Checking		-1,570.25
				Training		-75.00	75.00
				Office Supplies		-87.46	87.46
				Telephone/Cell-Pho...		-202.11	202.11
				Supplies		-528.49	528.49
				Training		-368.59	368.59
				Professional Dues/Li...		-260.00	260.00
				Repairs & Maintena...		-48.60	48.60
TOTAL						-1,570.25	1,570.25
Check	17822	01/30/2026	WENDEL		Park Bank Checking		-1,415.85
					Location Study Pay...	-1,415.85	1,415.85
TOTAL						-1,415.85	1,415.85

HOLMEN AREA FIRE DEPARTMENT
Check Detail
 February 13, 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Liability Check	wd	02/13/2026	WIS DEPT OF REV...		Park Bank Checking		-2,122.97
					WI State Income tax...	-2,122.97	2,122.97
TOTAL						-2,122.97	2,122.97
Check	17823	02/13/2026	American Firehous...		Park Bank Checking		-3,580.00
					Building -Capital Ex...	-3,580.00	3,580.00
TOTAL						-3,580.00	3,580.00
Check	17824	02/13/2026	Bound Tree Medica...		Park Bank Checking		-646.74
					Supplies	-46.75	46.75
					Replacement-EMS	-599.99	599.99
TOTAL						-646.74	646.74
Check	17825	02/13/2026	FIRE SAFTEY USA		Park Bank Checking		-431.95
					Supplies	-431.95	431.95
TOTAL						-431.95	431.95
Check	17826	02/13/2026	HENRY SCHEIN INC		Park Bank Checking		-212.89
					Supplies	-212.89	212.89
TOTAL						-212.89	212.89
Check	17827	02/13/2026	HOLMEN ACE HAR...		Park Bank Checking		-142.70
					Supplies	-20.99	20.99
					Building Maintenanc...	-121.71	121.71
TOTAL						-142.70	142.70
Check	17828	02/13/2026	KWIK TRIP		Park Bank Checking		-656.40
					Fuel	-656.40	656.40
TOTAL						-656.40	656.40

HOLMEN AREA FIRE DEPARTMENT
Check Detail
 February 13, 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17829	02/13/2026	LACROSSE COUN...		Park Bank Checking		-60.00
					Professional Dues/Li...	-60.00	60.00
TOTAL						-60.00	60.00
Check	17830	02/13/2026	MACQUEEN		Park Bank Checking		-1,195.04
					Supplies	-847.06	847.06
					Repairs & Maintena...	-347.98	347.98
TOTAL						-1,195.04	1,195.04
Check	17831	02/13/2026	Midwest TV & Appl...		Park Bank Checking		-999.00
					Building -Capital Ex...	-999.00	999.00
TOTAL						-999.00	999.00
Check	17832	02/13/2026	O'REILLY AUTO P...		Park Bank Checking		-6.99
					Supplies	-6.99	6.99
TOTAL						-6.99	6.99
Liability Check	17833	02/13/2026	SECURIAN LIFE IN...		Park Bank Checking		-180.94
					Insurance-Life	-132.62	132.62
					Life Insurance Paya...	-48.32	48.32
TOTAL						-180.94	180.94
Check	17834	02/13/2026	STETTER ELECTIRC		Park Bank Checking		-730.00
					Building -Capital Ex...	-730.00	730.00
TOTAL						-730.00	730.00
Check	17835	02/13/2026	THE UNIFORM SH...		Park Bank Checking		-120.95
					Uniform Clothing	-120.95	120.95
TOTAL						-120.95	120.95

2:36 PM

02/12/26

HOLMEN AREA FIRE DEPARTMENT

Check Detail

February 13, 2026

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
Check	17836	02/13/2026	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: February 10, 2026

Re: Quote Approval Request – Purchase of Fabricated Storage Cabinet for R1

RECOMMENDATION:

Approve the fabrication and installation of a custom storage cabinet in the rear seat area of Rescue 1 (R1) to store sensitive medical equipment in a climate-controlled environment, at a cost not to exceed \$5,000.00.

BACKGROUND:

Most medical equipment including the cardiac monitor, trauma bags, gloves, are currently stored in the vehicle's exterior equipment compartment, which is not climate controlled. Exposure to temperature extremes and humidity creates risk to sensitive medical devices and consumable supplies and may shorten service life or impact readiness during emergency response.

DISCUSSION:

An off the shelf or professionally fabricated rear-seat storage cabinet will allow this equipment to be stored securely within the vehicle's climate-controlled passenger compartment. This improves equipment reliability, extends usable lifespan, and reduces the likelihood of equipment failure due to environmental exposure. A fabricated cabinet appears to be the best option that will be specifically designed to maximize available space without the need to relocate existing vehicle communication equipment.

FISCAL IMPACT:

The current estimated cost of fabrication and installation is estimated at \$4,000.00. This charge will be against the Fire – Capital Expenditures category under the Capital Expenditures budget division.

ACTION REQUESTED:

Following discussion, the HAFD Board of Directors support is requested through motion to approve the purchase of a fabricated and installed medical equipment storage cabinet from Thin Line Outfitters in the amount not to exceed \$5,000.00.

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CALLS BY MONTH

	2017	-/+	2018	-/+	2019	-/+	2020	-/+	2021	-/+	2022	-/+	2023	-/+	2024	-/+	2025	-/+	2026	-/+
JANUARY	74	23	74	0	103	29	83	-20	83	0	113	30	92	-21	99	7	101	2	130	29
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		
TOTAL	946	121	1001	55	1057	56	1052	-5	1249	176	1315	66	1286	-29	1131	-155	1370	239	130	29

CALL TYPES RESPONDED TO FOR JANUARY

<u>INCIDENT TYPE</u>	<u>TOTAL</u>
Fire	3
Medical	97
Hazardous Situation	6
Rescue	0
Public Service	8
No Emergency	16
Assisting Law Enforcement	0
	130



Holmen Area Fire Department

710 S Main St, Holmen, WI 54636

608-526-9363

www.holmenfire.com



ITEM 8a2

January 2026

2026 HAFD Incidents By Municipality

Report Pulled On: 02/01/2026

Incident Primary Incident Type Category 1 (filIncident.03)	Incident Primary Incident Type Category 2 (filIncident.03)	Total
Incident Location Zone Number (itfilIncident.008): City of Onalaska		
Medical	Other	1
No Emergency		2
No Emergency	False Alarm	1
		Total: 4
Incident Location Zone Number (itfilIncident.008): Medary		
Fire	Structure Fire	1
		Total: 1
Incident Location Zone Number (itfilIncident.008): Town of Holland		
Medical	Illness	7
Medical	Injury / Trauma	4
No Emergency	False Alarm	1
No Emergency	Good Intent	1
Public Service	Alarms (Non Medical)	1
		Total: 14
Incident Location Zone Number (itfilIncident.008): Town of Onalaska		
Fire	Outside Fire	1
No Emergency		2
		Total: 3
Incident Location Zone Number (itfilIncident.008): Village of Holmen		
		1
Fire	Outside Fire	1
Hazardous Situation	Hazardous Materials	3
Hazardous Situation	Investigation	3
Medical	Illness	56
Medical	Injury / Trauma	27
Medical	Other	1
No Emergency		1
No Emergency	False Alarm	8
Public Service	Alarms (Non Medical)	5
Public Service	Citizen Assist	2
		Total: 108
		Total: 130

Report Criteria

Dispatch Alarm Date Time (Itfidispatch.001): Is Equal To Last Month

Incident Location Zone Number (Itfiincident.008): Is Not Blank

Description

This report is for the HAFD Board fire administration report and captures the 2026 incidents for the previous month categorized by new NERIS call type and grouped by municipality.

Fire

Outside Fire

Construction
Waste

Outside Tank
Fire

Trash / Rubbish
Fire

Vegetation /
Grass Fire

Wildfire -
Wildland

Wildfire - Urban
Interface

Utility
Infrastructure
Fire

Dumpster /
Outdoor
Container Fire

Other Outside
Fire

Special Fire

ESS Fire

Explosion

Infrastructure
Fire (Fence,
Tunnel, Bridge)

Transportation Fire

Vehicle Fire -
Passenger

Vehicle Fire -
Commercial

Vehicle Fire -
RV

Vehicle Fire -
Food Truck

Train / Rail Fire

Boat / Personal
Watercraft /
Barge Fire

Powered
Mobility

Aircraft
Emergency

Structure Fire

Room and
Contents

Structural
Involvement

Chimney Fire

Confined
Cooking /
Appliance Fire



Version 1

Medical

Illness		Injury / Trauma		Other
Altered Mental State	Nausea / Vomiting	Animal Bite	Fall	Aeromedical Transport
Abdominal Pain / Problems	Overdose	Assault	Gunshot Wound	Community Public Health
Allergic Reaction / Sting	Pandemic / Endemic / Outbreak	Burn / Explosion	Heat / Cold Exposure	Healthcare Admission
Back Pain (Non-Trauma)	Pregnancy / Childbirth	Gas Inhalation (e.g., CO)	Hemorrhage / Laceration	Intercept Other Unit
Breathing Problems	Psychological Behavior Issues	Choking	Industrial / Inaccessible Entrapment	Medical Alarm
Cardiac Arrest	Sick Case	Drowning / Diving / SCBA / Accident	Motor Vehicle Collision	Standby Request
Chest Pain (Non-Trauma)	Stroke / CVA	Electrocution	Poisoning	Transfer / Interfacility
Convulsions / Seizures	Unconscious Victim	Eye Trauma	Stab / Penetrating Trauma	
Diabetic Problems	Well Person Check		Other Traumatic Injury	
Headaches	Unknown Problem			
Heart Problems	No Appropriate Choice			



Hazardous Situation

Hazard
Non-Chemical

Hazardous
Materials

Overpressure

Investigation

Bomb Threat /
Suspicious
Package

Fuel Spill / Fuel
Odor

Rupture Without
Fire

Smoke
Investigation

Electrical
Hazard / Short
Circuit

Gas Leak / Gas
Odor

No Rupture

Odor
Investigation

Motor Vehicle
Collision

Carbon
Monoxide
Release

Power Line
Down / Arcing /
Malfunction

Biological
Release /
Incident

Radioactive
Release /
Incident

Material
Release Fixed
Facility

Material
Release
Transport



Rescue

Outside/Outdoor

Backcountry
Rescue

High Angle
Rescue

Confined Space
Rescue

Low Angle
Rescue

Trench Rescue

Steep Angle
Rescue

Extrication /
Entrapment

Limited / No
Access

Structure/Indoor

Building /
Structure
Collapse

Confined Space
Rescue

Elevator /
Escalator
Rescue

Extrication /
Entrapment

Transportation
(Land)

Motor Vehicle
Collision with
Extrication /
Entrapment

Train / Rail
Collision /
Derailment

Aviation
Collision / Crash

Aviation
Standby

Water

Person In
Distress
(Standing Water
/ Lake)

Person In
Distress (Swift
Water / River /
Ocean)

Watercraft In
Distress



Version 1

Public Service

Citizen Assist

Alarms
(Non Medical)

Disaster / Weather

Other

Lost Person

Fire Alarm

Damage
Assessment

Move Up

Person in
Distress

Gas Alarm

Weather
Response

Stand By

Service Call

CO Alarm

Damaged
Hydrant

Lift Assist

Other Alarm



Version 1

No Emergency

False Alarm

Good Intent

Cancelled

Intentional
False Alarm

No Incident
Found

Malfunction
Alarm

Controlled
Burning
(Allowed)

Accidental
Alarm

Non-Hostile
Smoke

Other False
Call

Investigation of
Release

Bomb Scare



Version 1

Memo



To: Fire Board
From: Ryan Ostreng
cc:
Date: February 10, 2026
Re: Information – Apparatus Workgroup Progress

Captain Jeremy Cook has been assigned as lead over the apparatus workgroup to define specifications needed for ordering HAFD's next fire pumper. The workgroup will have their initial meeting the week of February 22, 2026. The members of the workgroup are:

- Captain Jeremy Cook
- Captain Mike Lavery
- Engineer Travis Wills
- Firefighter Davis Wilson

No further action from the HAFD Board of Directors is needed at this time.

Memo



To: Fire Board

From: Ryan Ostreng

cc:

Date: February 17, 2026

Re: Mold Assessment Findings and Proposed Remediation Actions

BACKGROUND:

A recent environmental assessment was conducted by Environmental Management Consulting, Inc. (EMC) following concerns regarding moisture intrusion and mold presence within the facility. The consultant's report (see attached) specifically addresses mold remediation within the day room exterior wall, but additional observations indicate broader moisture-related issues that must be resolved to prevent recurrence after repairs.

KEY FINDINGS:

Day Room – Exterior South Wall (Below Southeast Window)

- Confirmed mold growth beneath the day room southeast window assembly in the exterior south wall.
- Likely caused by prolonged moisture intrusion at or around the window system and exterior wall envelope.
- Report recommends remediation of this wall section.

Day Room – Exterior South Wall (Below Northeast Window)

- Base cabinet counter top located beneath the day room northeast window assembly in the exterior south wall has warped.
- Indicates counter top materials have absorbed moisture.
- This area of concern was not identified addressed in the EMC assessment.

Sleeping Room Middle

- Elevated mold readings detected as compared to outdoor seasonal readings.
- Probable contributing source is the floor drain in that partitioned space.

Administrative Office – Exterior South Wall

- Evidence of water infiltration beneath the exterior south wall assemble.
- Indicates potential failure in building envelope, flashing, or roof drainage systems.
- Moisture migration in concealed spaces creates a high risk for hidden mold amplification.

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Facility-Wide Ceiling Concerns

- Numerous ceiling tiles show water-leak staining, indicating repeated or ongoing moisture events.
- One light fixture has filled with water, confirming active or historical roof or mechanical leakage.
- These conditions present both mold and electrical safety concerns.

CONSIDERED NEXT STEPS:

To ensure a permanent solution, the following actions are recommended prior to any reconstruction:

1. Relocate department staff during remediation
2. Construct mold containment barriers
3. Removal of mold and water damaged surfaces and open cavities that may contain mold
4. Corrective repairs to eliminate water intrusion and control moisture
5. Reconstruct damaged surfaces and opened cavities
6. Post-repair verification

ACTION REQUESTED:

Following discussion, the HAFD Board of Directors support is requested through supporting a direction to move forward with mold remediation.



Environmental Management Consulting, Inc.

February 5, 2026

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

Re: Mold Assessment Report – Fire Station #1 – 710 South Main Street, Holmen, WI
EMC Project Number: 261153-01

Mr. Ostreng:

Environmental Management Consulting, Inc. (EMC) was contacted by Mr. Ostreng, Fire Chief of the Holmen Area Fire Department to conduct a mold assessment and develop a scope of work for the safe and proper remediation of visible mold growth within the Fire Station #1. It is the understanding of EMC that you contacted us to conduct this mold assessment due to obvious visible mold growth that was recently found in the day room exterior wall of the facility due to a moisture/water incursion. The source of the moisture/water incursion that led to the visible mold growth is unknown at this time. The water incursion and subsequent visible mold growth occurred at an undetermined time, most likely over the past several years, but was unnoticed until a few weeks ago. This evaluation was limited to the office and living areas of the fire station. All interior walls were scanned with an infrared camera and moisture meter, which indicated the walls were dry at the time of the inspection.

Based on the presence of the visible mold growth you contacted EMC to conduct a mold assessment and provide recommendations for a scope of work to properly remediate the visible mold growth from the affected areas and building materials in a safe manner given the sensitivity of the occupants of the facility.

According to the IICRC S520 Mold Remediation Standard and Reference Guide, the mold industry's most current and widely accepted mold remediation guideline, conditions of mold are defined as follows:

Condition 1 (Normal Fungal Ecology) - an indoor environment that may have settled spores, fungal fragments or traces of actual growth whose identity, location and quantity are reflective of a normal fungal ecology for a similar indoor environment. [...normal fungal ecology (i.e. types and concentrations of molds typically found in non-water damaged, environmentally well-maintained structures, and reflective of the ecological and climatic elements of the geographical region in which the building is located)]

Securing Safer Futures...

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

Condition 2 (Settled Mold Spores) - an indoor environment which is primarily contaminated with settled spores that were dispersed directly or indirectly from a Condition 3 area, and which may have traces of actual growth.

Condition 3 (Actual Visible Mold Growth) - an indoor environment contaminated with the presence of actual mold growth and associated spores. Actual growth includes growth that is active or dormant, visible or hidden.

The purpose of this mold assessment is to identify and document areas and building materials within the affected areas of the building that have the potential for Condition 2- settled mold spores or have evidence of Condition 3- actual visible mold growth, recommendations for a scope of work to properly and safely remediate both Condition 2 and Condition 3 back to Condition 1 mold status. EMC does not act in the capacity of a causation expert; therefore, an architect/engineer has been retained to determine the cause of the excess moisture that has led to the subsequent mold growth.

On Friday, January 16, 2026, Mr. William A. Freeman of EMC conducted a visual inspection of accessible areas within the office and living areas of the Fire Station #1 affected by the visible mold growth. Building materials affected by obvious visible mold growth (Condition 3) were generally found in the day room exterior wall at the window. The growth was limited to the wood (2"x6") wall system, as well as the drywall and vapor barrier. Condition 2 (Settled Mold Spores) are likely present on the adjacent interior surfaces. Photographs taken during the visual inspection with locations and descriptions are attached to this report.

Mr. William A. Freeman of EMC also collected one (1) mold tape lift sample within the day room to provide verification of the presence of mold growth requiring mold remediation. This sample consisted of a mold tape lift sample of visible mold growth found on the drywall and vapor barrier. A copy of the laboratory analytical results (via microscopic analysis) and chain of custody are attached to this report with a summary as follows:

Microscopic Mold Tape Lift Sample Results:

<u>Sample ID:</u>	<u>Location:</u>	<u>Amount of Mold:</u>	<u>Mold Species Present:</u>
H-IT	Day Room Drywall/ Vapor Barrier	Abundant Spores >300-400 Spores	Aspergillus/Penicillium/ Stachybotrys

The microscopic (direct exam) fungi analysis of the mold sample collected demonstrated the presence of significantly elevated mold concentrations reported as 3-4 = Abundant/Loaded for Aspergillus/Pencillium/Stachybotrys on the relative laboratory scale defined by the following amounts: 0 = No Spores Detected, 1 = Trace (1-10) spores, 2 = Light (11-100) spores, 3 = Abundant (101-300) spores and 4 = Loaded (>300) spores. The mold species Aspergillus/Penicillium/Stachybotrys are moisture loving species typically associated with water damaged building materials and have the potential to be an opportunistic pathogen and has the potential to produce several types

of toxins. Any additional health related symptoms or concerns should be discussed with a medical professional.

Based on the findings from the visual inspection and mold sample collected, EMC recommends the following specific items take place in an attempt to properly and safely conduct the mold remediation activities and convert the Condition 3 and Condition 2 areas back to a Condition 1 normal status within the attic:

General:

1. Consider relocation of residents in the area during remediation. Contain the entire mold remediation area (Day Room Exterior Wall) within a sealed negative pressure enclosure to insure that mold spores are not allowed to migrate from the mold remediation area into the other areas of the attic during the mold remediation project. This would include sealing off all ducting, diffusers, vents, grates, etc....
2. Upon completion of all other mold remediation activities but prior to any PRV, the day room HVAC unit and associated ducting should be properly cleaned according to all current National Air Duct Cleaners Association (NADCA) guidelines under ACR-2013 due to the potential for Condition 2 within the HVAC unit and ducting.
3. EMC can prepare a project specific scope of work document and assist with the retention of a reliable mold remediation contractor, conduct quality control inspections during the work and provide a final visual inspection and post remediation verification air sampling to provide documentation that the project was carried out properly.

Along with the specific mold remediation items as previously detailed, EMC recommends that the client and mold remediation contractor adhere to all currently accepted industry guidelines such as the Institute of Inspection, Cleaning and Restoration Contractors (IICRC) S520 - Standard and Reference Guide for Professional Mold Remediation and others, which generally includes the following:

1. Consider the collection of mold air samples within the areas below the attic space to evaluate and document current conditions related to airborne mold. This can be done by collecting air samples using spore traps. EMC can conduct this sampling.
2. The client/building owner should insure that any/all source of water incursion (leaks, moisture, humidity, condensation, etc...) contributing to the mold growth have been fixed or repaired. Depending on the circumstances of the water incursion source, this may require the services of other building related professionals such as architects, roofing contractors, building envelope specialists, etc.... This can be conducted in advance of or in cooperation with the mold remediation activities but may also occur at a later date to aid in the further determination of the water incursion source. However, this must be completed prior to any reconstruction activities or mold growth could reoccur.

This is the responsibility of the client/building owner to minimize the potential for any continued/future mold growth.

3. Conduct mold remediation activities to address the areas, building materials and contents previously noted in this mold assessment report. All mold remediation activities should be conducted by a properly trained and experienced mold remediation contractor. Mold remediation activities completed by the contractor should be conducted according to the enclosed mold remediation guidelines, which are generally based on currently accepted industry guidelines. Based on the specific conditions of this project it is the opinion of EMC that this mold remediation project include the following items:

- A. Material Evaluation: Evaluate the integrity and safety of the work area and other potential hazards such as fall hazards, electrical hazards, environmental hazards (asbestos containing building materials, lead-based paint, etc...), etc.... Limited bulk sampling for asbestos was conducted of material that may be disturbed, and the results are attached herewith. If any others may be disturbed, they should be properly sampled.
- B. Engineering Controls: Utilize plastic (poly) barriers to isolate/contain the mold remediation area with a combination of HEPA-filtered negative pressure (during material removal activities) and HEPA filtered air scrubbing (from final cleaning through post-remediation verification) in addition to HEPA-filtered vacuuming and damp wiping methods to achieve source control and minimize exposures.
- C. Remediation Work: Conduct safe work practices and specific remediation of the areas and building materials noted in the beginning of this report under conditions of a sealed negative pressure enclosure. Note that the areas and building materials described for mold remediation may not be all inclusive as additional area and/or spaces, which were not accessible during the mold assessment activities, could be exposed during the mold remediation process. The mold remediation contractor should remediate these additional items as needed to pass PRV and contact EMC with any questions.

Contents/Items – Remove all contents/items from the mold remediation area. This includes disposal of all porous contents/items and cleaning of all non-porous contents/items exhibiting visible mold growth.

Building Materials – Remove and dispose of all porous materials (drywall, cabinets, carpets, etc...) that have exhibited visible mold growth. Clean all semi-porous materials (wood, plywood, etc...) utilizing aggressive methods such as sanding, blasting (ice or soda), etc... that have exhibited visible mold growth. Clean all non-porous materials (vinyl, metal, plastic, etc...) that have exhibited visible mold growth as well as all semi-porous and porous materials that have not exhibited any visible mold growth utilizing HEPA-filtered vacuuming, damp wiping and air washing methods. The contractor is responsible for all safety with respect to the work methods utilized. The contractor should verify any/all estimated amounts.

D. Other Potential Items: Any HVAC or furnace equipment and associated ducts that are in an area exhibiting obvious visible mold growth should either be assumed to contain settled spores and properly cleaned according to all current NADCA guidelines or may require further testing and evaluation to provide an adequate determination. The use of dehumidification within the mold remediation area to control humidity and moisture should be conducted, if needed, during mold remediation activities.

E. Final Cleaning: Upon completion of removal activities the entire mold remediation area should be cleaned utilizing a combination of air filtration, air wash, HEPA-filtered vacuum and anti-microbial damp-wipe methods. Negative pressure should be converted to neutral pressure (scrub) during this process to allow continued air filtration, without pulling other potential sources of mold into the cleaned mold remediation area.

F. Final Treatment: The use of chemical treatments and coatings, while not typically deemed necessary, may be

conducted at the discretion of the mold remediation contractor in coordination with the client/building owner and EMC to insure a successful PRV. The positive and negative aspects of such treatments should be discussed with the client/building owner prior to application and the contractor should insure that other potential regulations, such as FIFRA or IPM if applicable, are properly addressed prior to application.

- G. Post-Remediation Have a qualified independent 3rd party conduct a PRV Verification (PRV): upon completion of mold remediation project. This will provide documentation of the successful completion of the mold remediation activities to both the client/building owner and mold remediation contractor. Any sealed negative pressure enclosure utilized during the mold remediation activities should not be removed until the mold remediation project is completed and the independent 3rd party PRV proves acceptable. EMC reserves the right to fail a mold remediation project based on the results of a post-remediation visual inspection alone without conducting any mold sampling if the mold remediation area does not appear clean or work does not meet the previously recommended requirements. *PRV criteria and testing methods should be discussed by EMC, the client and the remediation contractor prior to the start of the project as different requirements and therefore costs may vary depending on the specifics of this project and documentation needs of the client.*

This report provides a summary of findings based on the results of the visual inspection and sampling conducted. Corresponding recommendations provided are the sole opinion of EMC and are based on our knowledge, expertise and experience as well as all currently accepted industry guidelines and specific conditions noted, but are not to be construed as requirements, regulations or laws. While this document shall act as a guide for any applicable mold remediation, the person/company conducting the actual mold remediation is solely responsible for following all current Federal, State and Local regulations, all methods used to conduct the mold remediation and providing a safe work place for their employees as well as anyone affected by the remediation activities. Findings and recommendations provided are based on the conditions at the specific time of the visual inspection and sampling and could change as inaccessible/hidden

spaces and/or additional building materials are made accessible during any mold remediation activities. Additional investigation/sampling may be needed to further define unknown or hidden/inaccessible areas and EMC should be contacted if any questions of this nature arise. This report is for general use purposes and additional samples may be needed to verify the full extent and/or exact locations for any specific purposes such as legal documentation or health related diagnosis.

Attached to this report you will find a copy of photographs and laboratory analytical results from the samples taken during the mold assessment activities. If you have any questions regarding this report or would like to schedule any additional activities, such as the PRV, please contact me at (920) 648-6343.

Sincerely,

A handwritten signature in black ink, appearing to read 'William A. Freeman', written in a cursive style.

William A. Freeman, CIAQP, CHMM
Environmental Professional

Enc.: Visual Inspection Photographs
Mold Sample Laboratory Analytical Results
Asbestos Bulk Sample Laboratory Analytical Results

Exterior Wall of Day Room with Visible Mold



Exterior Wall of Day Room with Visible Mold



Visible Mold on Vapor Barrier



MOLD SAMPLE LABORATORY ANALYTICAL RESULTS



Scientific Analytical Institute
 4604 Dundas Dr. Greensboro, NC 27407
 Phone: 336.292.3888 Fax: 336.292.3313
 www.sailab.com lab@sailab.com

Lab Use Only
 Lab Order ID: 10100461
 Client Code: _____

Company Contact Information	
Company: EMC	Contact: Bill Freeman
Address: W7748 County Highway V Lake Mills, WI 53551	Phone ☐: 920-648-6343 Fax ☐: 920-648-4370 Email ☐: emc@emc-wi.com

Microbiology Test Types	
Spore Trap - Slit Impact, ie. AOC/Allergenco (STA)	<input checked="" type="checkbox"/>
Spore Trap Other, ie. Micro-5 (STO)	<input type="checkbox"/>
Direct Exam Tape (DET)	<input checked="" type="checkbox"/>
Direct Exam Swab (DES)	<input type="checkbox"/>
Direct Exam Bulk (DEB)	<input type="checkbox"/>
Fungal Culture Air (FCA)	<input type="checkbox"/>
Fungal Culture Swab (FCS)	<input type="checkbox"/>
Fungal Culture Bulk (FCB)	<input type="checkbox"/>
Bacteria Culture Air (BCA)	<input type="checkbox"/>
Bacteria Culture Bulk (BCB)	<input type="checkbox"/>
Bacteria Culture Swab (BCS)	<input type="checkbox"/>
Biolog (BLG)	<input type="checkbox"/>
Drinking Water (BCC) (Coliform/E.coli)	<input type="checkbox"/>
Other:	<input type="checkbox"/>

Billing/Invoice Information	Turn Around Times
Company: Same	90 Min. <input type="checkbox"/> 48 Hours <input checked="" type="checkbox"/>
Contact:	3 Hours <input type="checkbox"/> 72 Hours <input type="checkbox"/>
Address:	6 Hours <input type="checkbox"/> 96 Hours <input type="checkbox"/>
	12 Hours <input type="checkbox"/> 120 Hours <input type="checkbox"/>
	24 Hours <input type="checkbox"/> 144 Hours <input type="checkbox"/>

PO Number: _____

Project Name/Number: **HOLMEN FIRE DEPT**

Sample ID #	Description/Location	Volume/Area	Comments
H-1	FIRE CHIEF OFFICE	150.0L	AIR
H-2	DAY ROOM	150.0L	↓
H-3	SLEEPING RM NORTH	150.0L	
H-4	SLEEPING RM MIDDLE	150.0L	
H-5	OUTDOORS	150.0L	
H-1T	TAPE LIFT DAY RM. CHBLE	—	
		Accepted <input checked="" type="checkbox"/>	
		Rejected <input type="checkbox"/>	

Total # of Samples **6**

Relinquished by	Date/Time	Received by	Date/Time
		yes	1-21 10:30am

Please Email To:

- jfreeman@emc-wi.com	- jschneider@emc-wi.com	- jnoegel@emc-wi.com	- jdietch@emc-wi.com
- jbushman@emc-wi.com	- tbushman@emc-wi.com	- mfreeman@emc-wi.com	- cpease@emc-wi.com
- jorzakowski@emc-wi.com	- cfreeman@emc-wi.com	- mrudolph@emc-wi.com	
- dbrandt@emc-wi.com	- dsheppard@emc-wi.com	- emc@emc-wi.com	

ASBESTOS BULK SAMPLE LABORATORY ANALYTICAL RESULTS

ASBESTOS BULK SAMPLE CHART

Sampling Date: January 16, 2026
Sample Location: Holmen Area Fire Department
Sampling Personnel: William A. Freeman

EMC Project Number: 261153-01
Inspector Number: All-208554

SAMPLE NUMBER	HOMO CODE	MATERIAL DESCRIPTION	ROOM/ AREA	SPECIFIC SAMPLE LOCATION	LAB RESULTS
HF-1	01	2'x4' Ceiling Tiles	Day Rm		None Detected
HF-2	01	2'x4' Ceiling Tiles	Day Rm		None Detected
HF-3	02	Drywall/Joint Compound	Day Rm		None Detected
HF-4	02	Drywall/Joint Compound	Chief Office		None Detected





Bulk Asbestos Analysis

By Polarized Light Microscopy
EPA Method: 600/R-93/116 and
40 CFR, Part 763, Subpart E, App.E



Customer: Environmental Management Consulting, Inc. **Attn:** Bill Freeman
W7748 Cnty Hwy V
Lake Mills, WI 53551

Lab Order ID: 10100442
Analysis: PLM
Date Received: 01/21/2026
Date Reported: 01/23/2026

Project: Holman Fire Dept.

Sample ID	Description	Asbestos	Fibrous Components	Non-Fibrous Components	Attributes
Lab Sample ID	Lab Notes				Treatment
HF-1	2'x4' Ceiling tile	None Detected	50% Cellulose 30% Mineral Wool	10% Perlite 10% Other	Brown Fibrous Homogeneous
10100442_0001					Ashed
HF-2	2'x4' Ceiling tile	None Detected	50% Cellulose 30% Mineral Wool	10% Other 10% Perlite	Brown Fibrous Homogeneous
10100442_0002					Ashed
HF-3 - A	Drywall/ joint comp.	None Detected	5% Cellulose	95% Other	Brown, Gray Fibrous Heterogeneous
10100442_0003	<i>drywall</i>				Crushed
HF-3 - B	Drywall/ joint comp.	None Detected		100% Other	White Non-Fibrous Homogeneous
10100442_0005	<i>joint compound</i>				Crushed
HF-3 - C	Drywall/ joint comp.	None Detected	5% Cellulose	95% Other	Brown, Gray Fibrous Heterogeneous
10100442_0006	<i>composite</i>				Crushed
HF-4 - A	Drywall/ joint comp.	None Detected	5% Cellulose	95% Other	Brown, Gray Fibrous Heterogeneous
10100442_0004	<i>drywall</i>				Crushed
HF-4 - B	Drywall/ joint comp.	None Detected		100% Other	White Non-Fibrous Homogeneous
10100442_0007	<i>joint compound</i>				Crushed
HF-4 - C	Drywall/ joint comp.	None Detected	5% Cellulose	95% Other	Brown, Gray Fibrous Heterogeneous
10100442_0008	<i>composite</i>				Crushed

Disclaimer: Due to the nature of the EPA 600 method, asbestos may not be detected in samples containing low levels of asbestos. We strongly recommend that analysis of floor tiles, vermiculite, and/or heterogenous soil samples be conducted by TEM for confirmation of "None Detected" by PLM. This report relates only to the samples tested and may not be reproduced, except in full, without the written approval of SAI. This report may not be used by the client to claim product endorsement by NVLAP or any other agency of the U.S. government. Analytical uncertainty available upon request. Scientific Analytical Institute participates in the NVLAP Proficiency Testing program. Unless otherwise noted blank sample correction was not performed. Estimated MDL is 0.1%.

Patrick Yarnell (8)

Analyst

16

Approved Signatory



Environmental Management Consulting, Inc.

February 5, 2026

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

RE: Background Mold Sample Results – Fire Station #1, Holmen, WI
EMC Project #: 261153-01

Mr. Ostreng:

Mr. Ryan Ostreng, Fire Chief of the Holmen Area Fire Department, contacted Environmental Management Consulting, Inc. (EMC) and requested that we conduct background mold air sampling activities due to occupant concerns and visible mold.

On January 16 2026, Mr. William A. Freeman of EMC collected five (5) mold air samples to evaluate the presence of current mold concentrations and species within Fire Station #1 and specifically in the Day Room area. Laboratory analytical results are attached to this report with a summary of the sample results as follows:

Field Identification	Sample Specifics (Location, Material, Etc.)	Laboratory Results		
		Count/m ³ Total	Dominant Total	Dominant Species
H-1	Fire Chief Office	39.2	39.2	Ascospores
H-2	Day Room S.E.	<39.2	N/A	No Spores Detected
H-3	Sleeping Room N.	78.4	78.4	Ascospores
H-4	Sleeping Room Middle	549	549	Cladosporium
H-5	Outdoors	392	157	Ascospores

While air sampling is the best way to determine potential human exposure to airborne mold, it does have significant limitations. Some of these limitations include: representation of only a brief “snap-shot” of time; specific conditions and locations during sample collection; mold “air bursts”; variability of particulates in the air stream; etc.... Therefore, air sampling should always be conducted in conjunction with visual inspections. EMC has performed an inspection and demonstrated visible mold growth within the Day Room. Air samples collected generally demonstrated the following:

- Significantly lower mold concentrations in the indoor samples collected as compared to the ambient outdoor sample with the exception of the Sleeping Room Middle.
- Comparable mold concentrations within control area samples collected.
- Mold ecology generally similar in all collected air samples and consistent with outside samples. All samples were generally dominated by like mold species, which are typical for the area and season.

Securing Safer Futures...

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

Based on the results of the laboratory analytical results of the mold air samples collected, it appears that there were no mold concentrations or unusual mold species present. Therefore, the mold in this area would generally be considered "normal."

If you have any questions, please feel free to contact me at (920) 648-6343.

Sincerely,

A handwritten signature in black ink, appearing to read 'William A. Freeman', with a stylized, cursive script.

William A. Freeman, CIAQP, CHMM
Certified Indoor Air Quality Professional
Certified Hazardous Materials Manager

Enc.: Laboratory Analytical Results

EMC MOLD AIR/CAVITY EXTRACTION SAMPLE SUMMARY

PROJECT INFORMATION			
Project Name:	Holmen Area Fire Department	Number:	261153-01
Contact Person:	Ryan Ostreng	Phone:	
Project Location:	Fire Station		
Contractor:	N/A	Phone:	
Scope of Work:	IAQ		

Sampling Date: January 16, 2026

Sampling Media: Allergenco-D: Fungi

Field Identification:	Sample Type	Sample Specifics: (Location, Material, etc.)	Sample Rate (Liters/Min.)		Sample Time		Volume (Liters)	Laboratory Results		
			Start	End	Start	End		Count/m3 Total	Dominant Total	Dominant Species
H-1	CP	Fire Chief Office	15.0	15.0	11:33 AM	11:43 AM	150	39.2	39.2	Ascospores
H-2	CP	Day Room S.E.	15.0	15.0	11:34 AM	11:44 AM	150	<39.2	N/A	No Spores Detected
H-3	CP	Sleeping Room N.	15.0	15.0	11:45 AM	11:55 AM	150	78.4	78.4	Ascospores
H-4	CP	Sleeping Room Middle	15.0	15.0	11:46 AM	11:56 AM	150	549	549	Cladosporium
H-5	OS	Outdoors	15.0	15.0	11:57 AM	12:07 PM	150	392	157	Ascospores

SAMPLING PERSONNEL: WILLIAM A. FREEMAN

SIGNATURE:




Environmental Management Consulting, Inc.
W7748 County Highway V
Lake Mills, WI 53551-9643

DEFINITIONS	SAMPLE TYPE	
CFU = Colony Forming Units	A = Air	C = Clearance
CFU/m ³ = Colony Forming Units/cubic meter	AOC = Air-O-Cell	CP = Complaint
Count/m ³ = Count/cubic meter	AI = Ambient In	CT = Control
ND=No Detectable Level	AO = Ambient Out	FB = Field Blank
mg/m ³ = Milligrams/cubic meter	B = Background	OS = Outside
ug/m ³ = micrograms/cubic meter	BS = Baseline	WC = Wall Cavity



Direct Exam: Spore Trap Analysis

SAI Method B-SOP-003



Customer: Environmental Management Consulting, Inc.
W7748 Cnty Hwy V
Lake Mills, WI 53551

Attn: Bill Freeman

Lab Order ID: 10100459

Analysis: STA

Date Received: 01/21/2026

Date Reported: 01/22/2026

Project: Holman Fire Dept.

Sample ID	H-1			H-2			H-3			EXTERIOR		
Lab Sample ID	10100459_0001			10100459_0002			10100459_0003			AVERAGE		
Description	Fire chief office			Day room			Sleeping rm north			N/A		
Lab Notes										N/A		
Volume (L)	150			150			150			N/A		
Analytical Sensitivity (counts/m³)	39			39			39			N/A		
IDENTIFICATION	Raw Count	Concentration (counts/m³)	% Of Total	Raw Count	Concentration (counts/m³)	% Of Total	Raw Count	Concentration (counts/m³)	% Of Total	Raw Count	Concentration (counts/m³)	% Of Total
Ascospores	1	39.2	100.0%	No Spores Detected	2	78.4	100.0%	4	157	40.0%		
Basidiospores					1	39.2	10.0%					
Cladosporium					3	118	30.0%					
Myxomycete/Rust/Smut-like					2	78.4	20.0%					
TOTAL	1	39.2	100.0%	<1	<39.2	100.0%	2	78.4	100.0%	10	392	100.0%
Non-Cellulosic Fibers	6	235	-	1	39.2	-	-	-	-	-	-	-
Hyphal Fragments	1	39.2	-	-	-	-	2	78.4	-	4	157	-
Insect Parts	-	-	-	-	-	-	-	-	-	-	-	-
Pollen	-	-	-	-	-	-	-	-	-	-	-	-
Skin Cell % of Total Debris	60-80%			60-80%			60-80%			N/A		
Total Debris in Background	80-100%			60-80%			40-60%			N/A		

Disclaimer: This report relates only to the samples tested and may not be reproduced, except in full, without the written approval of SAI. Unless otherwise noted blank sample correction was not performed on analytical results. Scientific Analytical Institute participates in the AIHA EMPAT program for fungi. EMPAT Laboratory ID: 173190. Reporting Limit equals Analytical Sensitivity. Unless indicated, areas and volumes were provided by the customer.

Palmer Hines (5)

Analyst

4

Approved Signatory



Scientific Analytical Institute
 4604 Dundas Dr. Greensboro, NC 27407
 Phone: 336.292.3888 Fax: 336.292.3313
 www.sailab.com lab@sailab.com

Lab Use Only
 Lab Order ID: 16100459
 Client Code: _____

Company Contact Information	
Company: EMC	Contact: Bill Freeman
Address: W7748 County Highway V Lake Mills, WI 53551	Phone <input type="checkbox"/> : 920-648-6343 Fax <input type="checkbox"/> : 920-648-4370
	Email <input type="checkbox"/> : emc@emc-wi.com

Microbiology Test Types	
Spore Trap - Slit Impact, ie, AOC/Allergenco (STA)	<input checked="" type="checkbox"/>
Spore Trap Other, ie. Micro-5 (STO)	<input type="checkbox"/>
Direct Exam Tape (DET)	<input checked="" type="checkbox"/>
Direct Exam Swab (DES)	<input type="checkbox"/>
Direct Exam Bulk (DEB)	<input type="checkbox"/>
Fungal Culture Air (FCA)	<input type="checkbox"/>
Fungal Culture Swab (FCS)	<input type="checkbox"/>
Fungal Culture Bulk (FCB)	<input type="checkbox"/>
Bacteria Culture Air (BCA)	<input type="checkbox"/>
Bacteria Culture Bulk (BCB)	<input type="checkbox"/>
Bacteria Culture Swab (BCS)	<input type="checkbox"/>
Biolog (BLG)	<input type="checkbox"/>
Drinking Water (BCC) (Coliform/E.coli)	<input type="checkbox"/>
Other:	<input type="checkbox"/>

Billing/Invoice Information	Turn Around Times	
Company: Same	90 Min. <input type="checkbox"/>	48 Hours <input checked="" type="checkbox"/>
Contact:	3 Hours <input type="checkbox"/>	72 Hours <input type="checkbox"/>
Address:	6 Hours <input type="checkbox"/>	96 Hours <input type="checkbox"/>
	12 Hours <input type="checkbox"/>	120 Hours <input type="checkbox"/>
	24 Hours <input type="checkbox"/>	144* Hours <input type="checkbox"/>

PO Number: _____
 Project Name/Number: **HOLMEN FIRE DEPT**

Sample ID #	Description/Location	Volume/Area	Comments
H-1	FIRE CHIEF OFFICE	150.0L	AIR
H-2	DAY ROOM	150.0L	↓
H-3	SLEEPING RM NORTH	150.0L	
H-4	SLEEPING RM MIDDLE	150.0L	
H-5	OUTDOORS	150.0L	
H-1T	TAPE LIFT DAY RM. CHBLE	—	
			Accepted <input checked="" type="checkbox"/>
			Rejected <input type="checkbox"/>

Relinquished by	Date/Time	Received by	Date/Time
<i>[Signature]</i>		<i>[Signature]</i>	yes 1-2 10:30am

Total # of Samples **6**

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



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.



Memo

To: Fire Board

From: Ryan Ostreng

cc:

Date: February 9, 2026

Re: Recommendation from CPA for Financial Statement Review vs. Audit

RECOMMENDATION:

Recommend the HAFD Board of Directors authorize engagement of Engelson and Associates, Ltd. to perform a financial statement review for the HAFD Board of Directors.

BACKGROUND:

As part of a commitment to fiscal transparency, accountability, and sound governance, it is appropriate for the HAFD Board to engage a Certified Public Accountant (CPA) to provide assurance on our financial statements. Information presented by Mr. Brad Peterson, CPA with Engelson and Associates, Ltd, describes two primary levels of CPA services available for financial statement assurance:

1. **Audit of Financial Statements:**
An audit involves performing procedures to obtain *reasonable assurance* that the financial statements are free from material misstatements. This is the highest level of assurance a CPA can provide and requires extensive testing and verification procedures.
2. **Review of Financial Statements:**
A review involves performing analytical procedures and inquiries to obtain *limited assurance* that the CPA is not aware of any material modifications that should be made to the financial statements. While it provides less assurance than an audit, it still results in full financial statements with footnote disclosures for cash-basis organizations.

Both services result in professionally prepared financial statements with appropriate footnote disclosures for cash basis organizations. The primary difference lies in the scope of work, level of assurance, time involved, and overall cost.

DISCUSSION:

An audit requires significantly more detailed procedures and testing, resulting in a higher level of assurance but also greater time commitment and expense. The estimated cost for an audit provided by Mr. Peterson is \$7,500.

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A review, by comparison, provides limited but independent assurance and is less time-intensive. The estimated cost for a review provided by Mr. Peterson is \$4,500.

For our department's size, structure, and current financial complexity, a review strikes an appropriate balance between fiscal responsibility and accountability. Reviewed financial statements:

- Enhance credibility with the Fire Board and the public
- Demonstrate transparency and independent oversight
- Help identify financial inconsistencies or material misstatements
- Provide professional footnote disclosures
- Offer a cost-effective alternative to a full audit

Mr. Peterson's professional opinion is a full audit does not appear necessary given the additional cost and higher level of procedures involved.

FISCAL IMPACT:

The cost of either an audit (\$7,500) or a review (\$4,500) is an unplanned expense introduced to the 2026 budget. The cost of either the audit or review will be charge against the Accounting Services category within the Office budget division.

ACTION REQUESTED:

Following discussion, the HAFD Board of Directors support is requested through motion to approve engaging the CPA firm of Engelson and Associates, Ltd. to conduct a review of the Holmen Area Fire Department's financial statements at a cost not to exceed \$5,000.