



Holmen Area Fire Department

FIRE BOARD

AGENDA

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

Date/Time: Tuesday March 24, 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 **March 24, 2026 at 6:30 pm** at the **Town of Holland Town Hall** in the Boardroom.

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. 02/17/2026
 - b. 03/03/2026
- 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 administrator report (Chief Ostreng)
 - a. February 2026 incident/activity report
 - b. Staffing/personnel updates
 - c. Fleet update
 - d. Facility update
 - e. General
- 9.) Fire commission report
- 10.) Consideration for financial review or audit of HAFD financial records
 - a. Postponed to 03/24/2026 meeting from 02/17/2026 meeting
- 11.) Consideration of fire chief evaluation process input



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- a. Item tabled at 02/17/2026 meeting
- 12.) Update on fire department collaboration workgroup
- 13.) Consideration of HGACBuy Cooperative Purchasing Program Interlocal Contract for new fire engine
- 14.) Update on fire station project
- 15.) Consideration of fire station mold mitigation activities
- 16.) Consideration of shared administrative assistant position with Onalaska Fire Dept.
- 17.) Announcement and Future Agenda Items
- 18.) Next Regular Meeting – Tentative 04/21/2026
- 19.) 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: 03/20/2026

Notices Posted: 03/20/2026

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)	Lindsay Brown	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 – February 17th, 2026**1. Call to Order**

Chair Barlow called the Holmen Area Fire District meeting to order at 6:30 p.m. on February 17th, 2026, 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

Absent:

Guests: Chief Ostreng, Fire Department Staff

4. Consideration of Agenda Order

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

5. Approval of Meeting Minutes

Motion by Hauser to approve the meeting minutes of January 20th, 2026, with suggested fixes for minor typos found by Chief Ostreng. Second, by Barlow. Motion carried unanimously.

6. Resident or Employee Concerns/Comments

Fire department staff voiced safety concerns about Bluffview Court. Staff noted multiple serious accidents had occurred where individuals thought they were still traveling on Highway 53 and did not slow down at the end of the road. Fire department staff suggested updating signage to prevent further accidents. The board thanked the fire department staff for commenting and stated they would address the issue.

7. Financial Review (Treasurer)

- a. The board reviewed the balance sheet. Chief Ostreng noted changes to the reporting under the LGIP-General Capital Saving section and noted the Medical Sick Leave payout was in a good position for future retirements.
- b. The board reviewed the Profit and Lost – budget versus actual. Herlitzke noted the department was slightly over budget. Chief Ostreng addressed discrepancies with the EMS-Capital expenditures line item exceeding its % of Budget.
- c. The board reviewed check detail. The WI Retirement System check was discussed since it had never been reported in check detail.
- d. The board reviewed quotes and invoices in detail.

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Department staff provided justification for a custom storage cabinet for the new cardiac monitor in Rescue 1 (R1). The board discussed this in detail, and concerns were raised about costs. No action was taken, but the board voiced support for getting additional quotes from more local fabricators.

- e. No special topics were discussed.
- f. Chief Ostreng noted a donation from Strup Trucking for \$100 and a donation from Sue Hagg in the form of a quilted flag.

8. Fire Administration Report (Chief Ostreng)

- a. The board reviewed the January 2026 incident/activity report. Chief Ostreng noted there were 130 calls for the month and that it was an all-time high. The board reviewed the new information in the report provided by the new NERIS system. Information was provided by Chief Ostreng on overlapping calls for 2025. Chief Ostreng stated there were 69 instances where two calls overlapped at the same time, and 8 instances where three calls overlapped. Chief Ostreng noted that 5% of the total calls for the year were overlapping calls.
- b. Chief Ostreng notified the board that an employee served a two-day non-paid suspension and was back to work again. He noted the employee was being put on a performance improvement plan. Chief Ostreng notified the board that the training captain's position had been fulfilled after final approval by the fire commission.
- c. There were no updates on the department's fleet.
- d. Chief Ostreng stated black mold was found in the facility. Discussion was deferred to later in the meeting due to having a separate agenda item.
- e. Chief Ostreng stated that an agreement was signed between the department and WTC to allow EMT students to gain clinical experience while doing ride-alongs with the department. The board discussed Fire Inspections, and Chief Ostreng summarized the Brycer software used by the department for the Inspections. Chief Ostreng stated it was his intention to add a package to the Brycer platform for code reviews of the inspection results. Chief Ostreng explained in detail the extent of what the fire department inspects versus what third parties inspect.

G. Update on fire department collaboration workgroup

Chief Ostreng gave an update on the last meeting. He noted that the Town of Onalaska decided they would not be participating in the collaboration study and that the City of Onalaska and the HAFD would be splitting the cost of the study equally.

10. Update on Five Bugles Design Station Study

Chief Ostreng reported receiving a response from the USDA regarding the new fire station

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grant. Hauser updated the board on potential funding options through the offices of Tammy Baldwin and Derek Van Orden and noted the short submission timeline. The board discussed the estimated cost for the new fire station, and some members voiced concerns about the price. Some board members suggested reducing the size of the station or changing the design to reduce costs further. Herlitzke stated he reached out to LCFD to coordinate tours of their new fire stations for the board. The board requested more information from Five Bugles Design on recently finished projects and what their original estimated cost were. Chief Ostreng stated he would reach out to them.

11. Consideration of new fire pumper specification process

Chief Ostreng stated that a work group was formed to define the exact specifications needed for a new fire pumper and their first meeting would be February 22nd, 2026.

12. Consideration of fire chief evaluation process input.

No discussion occurred. Elam motioned to table the fire chief evaluation process. Second, by Hauser. Motion carried unanimously.

13. Consideration of fire station mold mitigation actions

Chief Ostreng gave a summary of the findings of the mold assessment from Environmental Management Consulting, and noted that mold was found in the Day Room, Administrative Office, and the crew's sleeping area. There was concern that the mold extended beyond these areas based on previous incidents with water found in the ceiling. Chief Ostreng noted that multiple companies were contacted for remediation, and it was his intent to temporarily relocate staff while the mold was addressed.

Fire department staff voiced concerns about the results of the mold assessment due to the use of an air scrubber and ozone machine prior to the assessment.

Chief Ostreng and department staff voiced support for building a temporary living space in the bay while the mold is addressed. The board discussed multiple options for temporary living quarters for the staff. Some board members voiced concerns about building temporary living quarters in the bay in the event the mitigation takes longer than expected.

The board requested quotes on temporary living solutions, demolition, and the repair of leaks when found.

14. Review of Board related draft policies

Chief Ostreng gave a summary of the new draft policies for Temporary Minimum Staffing Level Increase and Exempt Command/Executive-Level Employee Compensation Adjustment. The board reviewed the policies in depth. Some board members questioned if the union had any issues with the policies.

The board voiced general approval of the Temporary Minimum Staffing Level Increase policy.

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Some members of the board voiced concerns about the Exempt Command/Executive-Level Employee Compensation Adjustment policy. Issue was taken with the COLA adjustment being attached to the union agreement COLA and not the federal COLA. Chief Ostreng voiced concerns about wage compression between command/executive-level employees and other department staff.

The board discussed the concept of motioning to approve the policies and future policies. Chief Ostreng noted it was not his intent to have every policy require a vote by the board for approval.

Hauser motioned to approve the Temporary Minimum Staffing Level Increase policy. Second, by Elam. Motion carried unanimously.

No action was taken on the Exempt Command/Executive-Level Employee Compensation Adjustment policy.

15. Consideration for financial review or audit of HAFD financial records

Chief Ostreng gave a summary of the different audit options from Engelson and Associates, Ltd. The board discussed the scope of a full audit versus a review. The board voiced support for an audit or a review but questioned the need for it as an unbudgeted expense. Herlitzke motioned to refer the Consideration for financial review or audit of HAFD financial records to the April board meeting. Second, by Barlow. Motion carried unanimously.

16. Announcements and Future Agenda Items

The board noted the possibility of a special meeting to address the mold issue once options were available for action.

17. Next Regular Meeting

Tentatively scheduled for March 17th, 2026.

18. Adjourn

Motion to adjourn by Elam, Second by Hauser. Motion carried unanimously. Meeting adjourned at 8:47 p.m.

Minutes by Travis E. Elam, Secretary

DRAFT MINUTES**Subject To Change Before Approval By The Holmen Area Fire Department Board****Holmen Area Fire Department Board**Special Meeting Minutes – March 3rd, 2026**1. Call to Order**

Chair Barlow called the Holmen Area Fire District special meeting to order at 6:30 p.m. on March 3rd, 2026, at the Town of Holland Town Hall.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Roll Call

Present: Jeff Herlitzke, Patrick Barlow, Travis Elam

Absent: Rick Hauser (Excused)

Guests: Chief Ostreng, Fire Department Staff

4. Consideration of fire station mold mitigation activities

Chief Ostreng gave a summary of the 5 proposed temporary housing solutions described in the memo. The board reviewed the memo thoroughly.

Chief Ostreng informed the board that, prior to the memo, he learned that an additional monthly fee of \$200 would be applied to the Halfway Creek Apartment Rental. He stated the additional fee was due to the short 3-month term lease. He noted that even with the fee, the Halfway Creek Apartment Rental was the cheapest option. Chief Ostreng stated that the department's preference was the Halfway Creek Apartment Rental.

Department staff provided a list of pros and cons for the two Kunes RV options. The primary advantage of the RV options was the ability for the crew to stay on-site, and there was no change in response time.

Primary concerns with the RV options were utility hookups such as electrical, gas, water, and sewage. Department staff noted the building's lack of hookups for the utilities and the expensive cost associated with modifying the building to accommodate any temporary on-site solution. It was noted that the breaker in the building was full, and that an additional one would have to be installed for any additional hookups. The estimated cost for a new breaker was \$5,000.

Department bay limitations were also cited for temporary on-site living solutions, such as ventilation issues, climate issues, noise, and limited available space by sharing it with the department's apparatuses.

The board consensus was that modifying the building for a temporary housing solution was not a good idea.

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The board discussed the apartment solution in depth. Herlitzke raised concerns about male and female department staff sharing a single apartment together without other staff present. Herlitzke noted safety concerns and asked the Chief to confirm with the department's female staff that option was okay with them. Chief Ostreng noted the apartment solution would be an improvement for all staff compared to the station, and that it was his intent to confirm the solution with female staff.

The board rejected the Temporary Sleeping Room Construction option and the Forts Services Temporary Fire Station Quote #1537 option based on the pricing alone.

Elam noted that it seemed that all on-site options were not feasible due to the logistics of hooking up utilities to the temporary housing. The rest of the board agreed.

Concerns were raised by the board regarding response time with an off-site solution. Chief Ostreng stated that the estimated impact on response time could be up to 3 minutes for the apartment solution. Department staff noted that the 3-minute delay would only be when they were sleeping, and that they would be spending the majority of their shifts on-site in the bay. Department staff noted the bay might not be viable for day-to-day operations in the summer if the mold issue wasn't resolved by then.

The board questioned where the Chief would be working while the mold mitigation took place. Chief Ostreng stated it was his intention to work in the bay but that he would reserve some work for his home office.

Herlitzke motioned to approve the rental of 2 apartments from 3 Amigos Apartments, starting April 1st, 2026, for \$1,625 per apartment, for a total cost of \$3,250 per month. Second, by Elam. Motion carried unanimously.

5. Adjourn

Motion by Elam to adjourn. Second, by Herlitzke. Motion carried unanimously. Meeting adjourned at 7:11 p.m.

Minutes by Travis E. Elam, Secretary

9:27 AM
03/10/26
Cash Basis

HOLMEN AREA FIRE DEPARTMENT
Balance Sheet
As of March 20, 2026

	<u>Mar 20, 26</u>
ASSETS	
Current Assets	
Checking/Savings	
Park Bank	
Park Bank Checking	471,815.37
Total Park Bank	<u>471,815.37</u>
LGIP-General Capital Savings	
LGIP-#1 Capital Savings	91,292.88
LGIP-#2 Operational Checking	12,472.12
LGIP-#3 2% Dues Savings	136,575.68
LGIP-#4 Sick Leave Payout	62,391.75
LGIP-#5 Medical Equip Upgrades	72,703.48
LGIP-#6 Special Events/Donation	26,059.86
LGI-#7 New Fire Station	5,030.98
Total LGIP-General Capital Savings	<u>406,526.75</u>
Total Checking/Savings	878,342.12
Other Current Assets	
Location Study A/R from Municip	6,880.51
Total Other Current Assets	<u>6,880.51</u>
Total Current Assets	885,222.63
Other Assets	
Equipment Purchased by Grant	105,004.35
Total Other Assets	<u>105,004.35</u>
TOTAL ASSETS	<u>990,226.98</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Dental Ins payable	44.48
Location Study Payable	770.51
Health Insurance payable	2,660.82
WI State Income tax payable	1,988.83
Life Insurance Payable EE	31.86
WI Retirement Payable	12,037.51
Union Dues Payable	1,922.23
Total Other Current Liabilities	<u>19,456.24</u>
Total Current Liabilities	19,456.24
Long Term Liabilities	
Future Sick Pay Payable	61,000.00
Total Long Term Liabilities	<u>61,000.00</u>
Total Liabilities	80,456.24
Equity	
Retained Earnings	908,993.64
Net Income	777.10
Total Equity	<u>909,770.74</u>
TOTAL LIABILITIES & EQUITY	<u>990,226.98</u>

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

	Jan 1 - Mar 20, 26
Ordinary Income/Expense	
Income	
Income-Budget	492,825.00
Capital /Reserve Income	12,500.00
Income-Interest	287.45
Income-Interest-Special	2,605.78
Donations/Grants	5,100.00
	513,318.23
Total Income	
Expense	
CAPITAL EXPENDITURES	
Building -Capital Expenditures	12,577.00
EMS-Capital Expenditures	42,536.35
Fire-Capital Expenditures	1,973.06
	57,086.41
Total CAPITAL EXPENDITURES	
OPERATIONAL EXPENDITURES	
Wages	
SALARY/WAGES EXPENSE	
Employee Benefit Health	74,520.48
Employee Retirement Career	27,668.73
Insurance-Life	413.26
Insurance-Work-Comp	2,193.72
Officer Salary	24,482.28
Salary	185,233.76
Salary -OT	40,817.98
Acting Pay	255.00
FLSA	2,539.58
Holiday Pay	13,755.36
Parttime Wages	408.34
Payroll-Tax Expense	20,463.17
Capital Wage Reimbursement	36,000.00
SALARY/WAGES EXPENSE - Other	0.00
	428,751.66
Total SALARY/WAGES EXPENSE	
Total Wages	428,751.66
BUILDING	
Building Maintenance/Repair	121.71
Supplies	620.29
	742.00
Total BUILDING	
EMS	
Lease/Air/Oxygen	345.51
Replacement-EMS	621.57
Supplies	371.19
Training	222.82
	1,561.09
Total EMS	
FIRE	
Professional Dues/Licenses	320.00
Batteries	17.99
Repairs & Maintenance	665.65
Supplies	1,286.00
Training	1,024.43
Uniform Clothing	2,576.79
	5,890.86
Total FIRE	
OFFICE	
Human Resources/Business Support	360.00
Accounting Services	2,555.00
Attorney/Support	297.50
Computer Maintenance	249.90

9:26 AM
03/10/26
Cash Basis

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

	<u>Jan 1 - Mar 20, 26</u>
Office Software	4,088.25
Office Supplies	145.04
Telephone/Cell-Phones/Internet	<u>1,320.11</u>
Total OFFICE	9,015.80
UTILITIES	
Electricity	3,016.83
Water/Sewer/Runoff	<u>1,057.56</u>
Total UTILITIES	4,074.39
VEHICLES	
Fuel	2,165.22
Repairs & Maintenance	<u>3,253.70</u>
Total VEHICLES	5,418.92
Total OPERATIONAL EXPENDITURES	455,454.72
Total Expense	512,541.13
Net Ordinary Income	777.10
Net Income	<u>777.10</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	287.45			
Income-Interest-Special	2,605.78			
Donations/Grants	5,100.00			
Total Income	513,318.23	2,115,039.00	-1,601,720.77	24.3%
Expense				
CAPITAL EXPENDITURES				
2% Fire Protection Equipment Ex	0.00	78,739.00	-78,739.00	0.0%
Building -Capital Expenditures	12,577.00	15,000.00	-2,423.00	83.8%
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	57,086.41	128,739.00	-71,652.59	44.3%
OPERATIONAL EXPENDITURES				
Wages				
SALARY/WAGES EXPENSE				
Employee Benefit Health	98,473.70	267,705.76	-169,232.06	36.8%
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	413.26	2,311.19	-1,897.93	17.9%
Insurance-Work-Comp	2,193.72	30,000.00	-27,806.28	7.3%
Officer Salary	24,482.28	106,100.80	-81,618.52	23.1%
Salary	185,233.76	852,259.70	-667,025.94	21.7%
Salary -OT	40,817.98	186,061.78	-145,243.80	21.9%
Acting Pay	255.00	1,835.00	-1,580.00	13.9%
FLSA	2,539.58	18,262.71	-15,723.13	13.9%
Holiday Pay	13,755.36	38,632.65	-24,877.29	35.6%
Parttime Wages	408.34	5,000.00	-4,591.66	8.2%
Payroll-Tax Expense	20,463.17	92,423.68	-71,960.51	22.1%
Capital Wage Reimbursement	36,000.00			
SALARY/WAGES EXPENSE - Oth...	0.00			
Total SALARY/WAGES EXPENSE	465,377.82	1,784,451.37	-1,319,073.55	26.1%
Total Wages	465,377.82	1,784,451.37	-1,319,073.55	26.1%
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	620.29	4,000.00	-3,379.71	15.5%

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

	Jan - Dec 26	Budget	\$ Over Budget	% of Budget
Total BUILDING	742.00	9,500.00	-8,758.00	7.8%
EMS				
Lease/Air/Oxygen	345.51	1,500.00	-1,154.49	23.0%
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	222.82	1,000.00	-777.18	22.3%
Total EMS	1,561.09	6,573.00	-5,011.91	23.8%
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	17.99	300.00	-282.01	6.0%
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	665.65	2,750.00	-2,084.35	24.2%
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	1,024.43	4,000.00	-2,975.57	25.6%
Uniform Clothing	2,576.79	13,000.00	-10,423.21	19.8%
Total FIRE	5,890.86	40,050.00	-34,159.14	14.7%
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	360.00	15,000.00	-14,640.00	2.4%
Accounting Services	2,555.00	9,000.00	-6,445.00	28.4%
Attorney/Support	297.50	3,025.63	-2,728.13	9.8%
Computer Maintenance	249.90	14,700.00	-14,450.10	1.7%
Office Software	4,088.25	18,700.00	-14,611.75	21.9%
Office Supplies	145.04	2,000.00	-1,854.96	7.3%
Postage	0.00	300.00	-300.00	0.0%
Telephone/Cell-Phones/Internet	1,320.11	9,000.00	-7,679.89	14.7%
Total OFFICE	9,015.80	71,725.63	-62,709.83	12.6%
UTILITIES				
Electricity	3,016.83	13,000.00	-9,983.17	23.2%
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	4,074.39	18,000.00	-13,925.61	22.6%

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

	Jan - Dec 26	Budget	\$ Over Budget	% of Budget
VEHICLES				
Fuel	2,165.22	20,000.00	-17,834.78	10.8%
Repairs & Maintenance	3,253.70	14,000.00	-10,746.30	23.2%
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>5,418.92</u>	<u>38,500.00</u>	<u>-33,081.08</u>	<u>14.1%</u>
Total OPERATIONAL EXPENDITURES	<u>492,080.88</u>	<u>1,986,300.00</u>	<u>-1,494,219.12</u>	<u>24.8%</u>
Total Expense	<u>549,167.29</u>	<u>2,115,039.00</u>	<u>-1,565,871.71</u>	<u>26.0%</u>
Net Ordinary Income	<u>-35,849.06</u>	<u>0.00</u>	<u>-35,849.06</u>	<u>100.0%</u>
Net Income	<u><u>-35,849.06</u></u>	<u><u>0.00</u></u>	<u><u>-35,849.06</u></u>	<u><u>100.0%</u></u>

11:35 AM

02/27/26

HOLMEN AREA FIRE DEPARTMENT

Check Detail

February 27, 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Liability Check	wd	02/27/2026	WI Retirement Syst...		Park Bank Checking		-21,731.00
					Employee Retireme...	-14,619.05	14,619.05
					WI Retirement Paya...	-7,111.95	7,111.95
TOTAL						-21,731.00	21,731.00
Check	17840	02/27/2026	AIRGAS USA, LLC		Park Bank Checking		-64.75
					Lease/Air/Oxygen	-64.75	64.75
TOTAL						-64.75	64.75
Check	17841	02/27/2026	Bound Tree Medica...		Park Bank Checking		-969.99
					Equipment Purchas...	-969.99	969.99
TOTAL						-969.99	969.99
Check	17842	02/27/2026	DeBAUCHE TRUCK...		Park Bank Checking		-1,145.57
					Repairs & Maintena...	-1,145.57	1,145.57
TOTAL						-1,145.57	1,145.57
Check	17843	02/27/2026	EMC INSURANCE ...		Park Bank Checking		-2,193.72
					Insurance-Work-Co...	-2,193.72	2,193.72
TOTAL						-2,193.72	2,193.72
Check	17844	02/27/2026	ENGELSON & ASS...		Park Bank Checking		-1,180.00
					Accounting Services	-1,180.00	1,180.00
TOTAL						-1,180.00	1,180.00
Check	17845	02/27/2026	McMahon Associat...		Park Bank Checking		-360.00
					Human Resources/...	-360.00	360.00
TOTAL						-360.00	360.00

HOLMEN AREA FIRE DEPARTMENT

Check Detail

February 27, 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17846	02/27/2026	MOEN SHEEHAN ...		Park Bank Checking		-140.00
					Attorney/Support	-140.00	140.00
TOTAL						-140.00	140.00
Check	17847	02/27/2026	O'REILLY AUTO P...		Park Bank Checking		-29.98
					Repairs & Maintena...	-29.98	29.98
TOTAL						-29.98	29.98
Check	17848	02/27/2026	VISA		Park Bank Checking		-1,510.63
					Training	-147.82	147.82
					Office Supplies	-47.58	47.58
					Training	-495.84	495.84
					Supplies	-57.82	57.82
					Repairs & Maintena...	-40.00	40.00
					Uniform Clothing	-425.90	425.90
					Supplies	-12.99	12.99
					Office Software	-116.04	116.04
					Repairs & Maintena...	-166.64	166.64
TOTAL						-1,510.63	1,510.63

HOLMEN AREA FIRE DEPARTMENT
Check Detail
 March 10, 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17849	03/10/2026	ANDY'S MAIN STR...		Park Bank Checking		-110.19
					Repairs & Maintena...	-110.19	110.19
TOTAL						-110.19	110.19
Check	17850	03/10/2026	DeBAUCHE TRUCK...		Park Bank Checking		-497.48
					Repairs & Maintena...	-497.48	497.48
TOTAL						-497.48	497.48
Check	17851	03/10/2026	ELEVATE MEDA G...		Park Bank Checking		-1,800.00
					Uniform Clothing	-1,800.00	1,800.00
TOTAL						-1,800.00	1,800.00
Check	17852	03/10/2026	ENVIRONMENTAL ...		Park Bank Checking		-1,745.00
					Building -Capital Ex...	-1,745.00	1,745.00
TOTAL						-1,745.00	1,745.00
Check	17853	03/10/2026	GALLS		Park Bank Checking		-135.99
					Uniform Clothing	-135.99	135.99
TOTAL						-135.99	135.99
Check	17854	03/10/2026	HOLMEN ACE HAR...		Park Bank Checking		-21.64
					Repairs & Maintena...	-3.65	3.65
					Batteries	-17.99	17.99
TOTAL						-21.64	21.64
Check	17855	03/10/2026	KWIK TRIP		Park Bank Checking		-762.65
					Fuel	-762.65	762.65
TOTAL						-762.65	762.65

HOLMEN AREA FIRE DEPARTMENT
Check Detail
 March 10, 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17856	03/10/2026	SUMMIT COMERCI...		Park Bank Checking		-622.00
					Repairs & Maintena...	-622.00	622.00
TOTAL						-622.00	622.00
Check	17857	03/10/2026	WENDEL		Park Bank Checking		-869.15
					Location Study Pay...	-869.15	869.15
TOTAL						-869.15	869.15
Check	17858	03/10/2026	WESTERN TECHNI...		Park Bank Checking		-160.00
					Training	-160.00	160.00
TOTAL						-160.00	160.00

Memo



To: Fire Board

From: Ryan Ostreng

cc:

Date: March 2, 2026

Re: UPDATE: 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 remains the best solution that will be specifically designed to maximize available space without the need to relocate existing vehicle communication equipment.

FISCAL IMPACT:

The current highest estimated off the shelf solution is estimated at \$4,206.00 (see attached cost information). We attempted to obtain quotes from three vendors, but only two were responded. No competitive bids are required for costs of \$5,000 or below per the purchasing policy established on 03/23/2023.

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.



a brand of aebe schmidt

1601 E 29th Street
 Marshfield, WI 54449
 Sales Rep: Wade Neville
 Ph: (715) 305-0979
 www.MonroeTruck.com

J.O. #

Quotation ID: 1JAK006446

Date: 2/20/2026

Valid thru: 3/22/2026

Terms: C.O.D.

Quoted by: Julie Katzner

Ph/Fax: 715-502-9076 / 715-387-3952

Quoted to:

HOLMEN AREA FIRE (ATTN:)

710 S MAIN STREET

HOLMEN, WI 54636

Ph: / Fax:

Email:

Chassis Information

Year: 2018	Make: FORD	Model: F-550	Chassis Color:	Cab Type: CREW
Single/Dual:	CA:	CT:	Wheelbase:	Engine: GAS
			F.O. Number #:	Vin:

Notes:

Monroe Truck Equipment, Inc. is pleased to offer the following quote for your review:

Description	Amount
TRUCK OFFICE CARGO CREW:	
- CARGO CREW FOR FORD CREW CABS	
- 2/3 REAR CAB STORAGE ON DRIVER'S SIDE	
- TOP TRAY 35" SIDE TO SIDE AND 32" FRONT TO BACK	
- BOTTOM TRAY 35" SIDE TO SIDE AND 40" FRONT TO BACK	
- 21" BETWEEN SHELVES	
- DRAWER 34" X 9.75"W X 6.24" D	
- INSTALLED	
Quote Total:	\$4,206.00

****NOTICE:** We are closely monitoring the tariff situation very carefully. Aebi Schmidt North America and its Monroe brand manufacture products in the United States, so the direct impact of current tariffs will be moderate. Although we make significant efforts to source components domestically, this is not always feasible. At this time, we cannot predict the potential cost increases that may arise through our supply chain or from further tariffs. We understand that this may raise concerns, and we want to assure you that we are working hard to minimize any impact on our customers and if cost increases need to be applied to existing or future orders, we will discuss these changes with our customers upfront.

*****Due to current market conditions, pricing is subject to change at time of upfit.**

Additional Options:

Description	Amount	Add to quote? Yes / No
-------------	--------	---------------------------

Terms & Conditions

- Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.
- State and Federal taxes will be added where applicable. **Out-of-state municipal entities may be subject to Wisconsin sales tax.**
- Restocking fees may be applicable for cancelled orders.
- MTE is not responsible or liable for equipment that does not meet local/state regulations if those laws are not made known at time of order.

By signing and accepting this quote, the customer agrees to the terms listed above and has confirmed that all chassis information listed above is accurate to chassis specs.

Re-Assign (Required for all pool units):	<input type="checkbox"/> Fleet	<input type="checkbox"/> Retail	Customer P.O. Number:	Dealer Code:	Sourcewell Member Number:
MSO/MCO (ONLY check if legally required):	<input type="checkbox"/> MCO	<input type="checkbox"/> MSO			
Customer Signature:				Date of Acceptance:	

**General Terms and Conditions for the Sale of Goods
 by Subsidiaries of ASH North America, Inc.**

Ryan Ostreng

From: Charles Jorenby <chuck@thinlinewi.com>
Sent: Friday, February 6, 2026 1:56 PM
To: Ryan Ostreng; Jeremy Cook
Cc: Ricky; Bill Acor; Shelley Lynne
Subject: Ford F-550 Rescue Squad Initial Estimate
Attachments: processed-B7EDAFE0-0065-412F-8B3B-46F5689516BE.jpeg

Good afternoon, Chief Ostreng,

Here is a preliminary estimate from Ricky. Attached is a drawing of the storage cabinet.

We are currently looking at the following:

Labor: \$1,500.00 (12 hours at \$125.00 per hour)

Material: \$1,625.83 for 10ga aluminum

Total: \$3,125.83

Installation is included.

The storage box will be two separate boxes, bolted one on top of the other, and to the seat rails. This will allow for easier installation rather than one whole box. As you can see from the drawing, there will be a 4 inch "fence" around the top of it so that the top surface can also be used for storage.

If you could send me the VIN of the vehicle, I can put together a more formal estimate.

Respectfully,
Chuck Jorenby
Thin Line Outfitters Of Wisconsin

Get [Outlook for iOS](#)

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	122	26
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	252	55

CALL TYPES RESPONDED TO FOR FEBRUARY

<u>INCIDENT TYPE</u>	<u>TOTAL</u>
Fire	0
Medical	102
Hazardous Situation	3
Rescue	1
Public Service	8
No Emergency	8
Assisting Law Enforcement	0
	122



Holmen Area Fire Department

710 S Main St, Holmen, WI 54636

608-526-9363

www.holmenfire.com



ITEM 8a2

February 2026

2026 HAFD Incidents By Municipality

Report Pulled On: 03/17/2026

Incident Type Primary Category 1 (filIncident.03)	Incident Type Primary Category 2 (filIncident.03)	Total
Incident Location Zone Number (itfilIncident.008): City of Onalaska		
No Emergency	Good Intent	1
		Total: 1
Incident Location Zone Number (itfilIncident.008): Town of Holland		
Hazardous Situation	Hazardous Materials	2
Medical	Illness	8
Medical	Injury / Trauma	2
Medical	Other	1
		Total: 13
Incident Location Zone Number (itfilIncident.008): Town of Onalaska		
No Emergency	False Alarm	1
		Total: 1
Incident Location Zone Number (itfilIncident.008): Village of Holmen		
Hazardous Situation	Hazardous Materials	1
Medical	Illness	65
Medical	Injury / Trauma	20
Medical	Other	6
No Emergency		2
No Emergency	False Alarm	2
No Emergency	Good Intent	2
Public Service	Alarms (Non Medical)	3
Public Service	Citizen Assist	5
Rescue	Structure	1
		Total: 107
		Total: 122

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.

DRAFT MINUTES**Subject To Change Before Approval By The Holmen Area Fire Commission****Holmen Area Fire Commission Meeting Minutes: March 2,2026****Meeting Location: Town of Holland Town Hall - Holmen, WI 54636****CALL TO ORDER:**

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

THE PLEDGE OF ALLEGIANCE WAS RECITED.**ROLL CALL:**

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

Also Present: Ryan Ostreng, Fire Chief.

Absent: James Bushman, Village of Holmen

APPROVAL OF AGENDA:

Motion by Commissioner Forde, with 2nd by Commissioner Brockman to approve the meeting agenda as posted. Unanimously approved.

APPROVAL OF MINUTES:

The minutes of the February 5, 2026 meeting were reviewed by the commissioners. A motion was made by Commissioner Brockman with second by Commissioner Forde to approve the minutes. This motion was unanimously approved.

RESIDENT OR EMPLOYEE CONCERNS/COMMENTS:

No concerns from residents were presented.

However, Mr. Patrick Barlow, Holmen Village President was in attendance and asked to be heard. He presented Commissioner Neal Forde with a token of appreciation for his active involvement in helping establish the Holmen Area Fire Commission and for his term of service on the Commission which will be ending soon. Thank you, Mr. Barlow, for your attendance and for your kind words for Commissioner Forde.

FIRE ADMINISTRATION REPORT:

- A- Chief Ostreng reported the response level for January 2026 was 130 calls, compared to 101 last January. Some credit for that increase would be due to influenza hitting the community. February calls were 122 vs. 96 last February.
- B- Staffing/Personnel: A pinning ceremony was held to recognize the Promotion of Nicholas Meinertz to the position of Captain. Captain Meinertz was joined by friends, family, and fellow HAFD personnel. Oath was administered by Chief Ostreng. Sworn in by Chairman Ploessl. Pinned (carefully) by Hudson. Congratulations Captain Meinertz!!!

COMMISSION CHAIR REPORT:

Nothing reported.

UNFINISHED BUSINESS:

DRAFT MINUTES

Subject To Change Before Approval By The Holmen Area Fire Commission

Nothing at this time.

CLOSED SESSION:

N/A

RECONVENE IN OPEN SESSION:

N/A

RESERVATION OF RIGHT FOR ACTION and/or RECOMMENDATION ON CLOSED SESSION ITEM(S) FOR CLOSED SESSION ITEM(S):

N/A

NEXT REGULAR MEETING:

The next meeting of the HAFC is scheduled for May 26, 2026.
All meeting dates will be confirmed and posted by Chief Ostreng.

ADJOURN:

A motion was made by Commissioner Miller, with a second from Commissioner Brockman to adjourn the meeting. This motion passed with unanimous approval. The meeting adjourned at 6:50 pm.

Minutes respectfully recorded and published by John Miller, Commission Secretary.
March 4, 2026

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.

Proudly Serving the Town of Holland and Village of Holmen

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.



Memo

To: Fire Board

From: Ryan Ostreng

cc:

Date: March 20, 2026

Re: Authorization to Utilize HGACBuy Cooperative Purchasing Program

RECOMMENDATION:

Approve the use of the HGACBuy cooperative purchasing program as an authorized procurement method for the acquisition of goods and services when determined to be in the best interest of Holmen Area Fire Department (HAFD) and Board of Directors.

BACKGROUND:

HGACBuy is a nationwide cooperative purchasing program available to governmental entities, including fire districts, that provides access to competitively bid contracts for a wide range of equipment, apparatus, and services. All contracts available through HGACBuy are publicly solicited and awarded in accordance with applicable procurement laws and standards.

Participation in HGACBuy allows HAFD to procure needed items without conducting its own formal bid process, as the competitive solicitation requirements have already been satisfied. This can be particularly beneficial for time-sensitive purchases, specialized equipment, and large capital acquisitions.

Additionally, HGACBuy provides access to a broad network of pre-qualified vendors, ensuring quality, reliability, and industry-compliant products and services.

DISCUSSION:

Utilizing HGACBuy supports the HAFD's goals of fiscal responsibility and operational efficiency. The program provides flexibility to compare cooperative contract pricing with other procurement options and determine the most advantageous approach on a case-by-case basis.

This approach reduces procurement timelines, minimizes administrative burden, and ensures compliance with public purchasing requirements.

FISCAL IMPACT:

There is no cost for HAFD to participate in HGACBuy. Use of the program may result in cost

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savings through competitively awarded pricing and reduced administrative expenses associated with preparing, advertising, and evaluating bids.

Actual expenditures will vary depending on specific purchases and will be subject to prior Board approval in accordance with District purchasing policies and budget appropriations.

ACTION REQUESTED:

Following discussion, the HAFD Board of Directors support is requested through motion to approve the use of the HGACBuy cooperative purchasing program as an authorized procurement method for HAFD with purchases to be made in accordance with HAFD policies and subject to Board of Director approval.



**INTERLOCAL CONTRACT
FOR COOPERATIVE PURCHASING**

ILC
No.: _____
Permanent Number assigned by H-GAC

THIS INTERLOCAL CONTRACT ("Contract"), made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the "Act"), by and between the Houston-Galveston Area Council, hereinafter referred to as "H-GAC," having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027, and * _____, a local government, a state agency, or a non-profit corporation created and operated to provide one or more governmental functions and services, hereinafter referred to as "End User," having its principal place of business at * _____

W I T N E S S E T H

WHEREAS, H-GAC is a regional planning commission and political subdivision of the State of Texas operating under Chapter 391, Texas Local Government Code; and

WHEREAS, pursuant to the Act, H-GAC is authorized to contract with eligible entities to perform governmental functions and services, including the purchase of goods and services; and

WHEREAS, in reliance on such authority, H-GAC has instituted a cooperative purchasing program under which it contracts with eligible entities under the Act; and

WHEREAS, End User has represented that it is an eligible entity under the Act, that its governing body has authorized this Contract on * _____, and that it desires to contract with H-GAC on the terms set forth below;

NOW, THEREFORE, H-GAC and the End User do hereby agree as follows:

ARTICLE 1: LEGAL AUTHORITY

The End User represents and warrants to H-GAC that (1) it is eligible to contract with H-GAC under the Act because it is one of the following: a local government, as defined in the Act (a county, a municipality, a special district, or other political subdivision of the State of Texas or any other state), or a combination of two or more of those entities, a state agency (an agency of the State of Texas as defined in Section 771.002 of the Texas Government Code, or a similar agency of another state), or a non-profit corporation created and operated to provide one or more governmental functions and services, and (2) it possesses adequate legal authority to enter into this Contract.

ARTICLE 2: APPLICABLE LAWS

H-GAC and the End User agree to conduct all activities under this Contract in accordance with all applicable rules, regulations, and ordinances and laws in effect or promulgated during the term of this Contract.

ARTICLE 3: WHOLE AGREEMENT

This Contract and any attachments, as provided herein, constitute the complete contract between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein.

ARTICLE 4: PERFORMANCE PERIOD

The period of this Contract shall be for the balance of the fiscal year of the End User, which began * _____ and ends * _____. This Contract shall thereafter automatically be renewed annually for each succeeding fiscal year, provided that such renewal shall not have the effect of extending the period in which the End User may make any payment due an H-GAC contractor beyond the fiscal year in which such obligation was incurred under this Contract.

ARTICLE 5: SCOPE OF SERVICES

The End User appoints H-GAC its true and lawful purchasing agent for the purchase of certain products and services through the H-GAC Cooperative Purchasing Program. End User will access the Program through HGACBuy.com and by submission of any duly executed purchase order, in the form prescribed by H-GAC to a contractor having a valid contract with H-GAC. All purchases hereunder shall be in accordance with specifications and contract terms and pricing established by H-GAC. Ownership (title) to products purchased through H-GAC shall transfer directly from the contractor to the End User.

(over)

ARTICLE 6: PAYMENTS

H-GAC will confirm each order and issue notice to contractor to proceed. Upon delivery of goods or services purchased, and presentation of a properly documented invoice, the End User shall promptly, and in any case within thirty (30) days, pay H-GAC's contractor the full amount of the invoice. All payments for goods or services will be made from current revenues available to the paying party. In no event shall H-GAC have any financial liability to the End User for any goods or services End User procures from an H-GAC contractor.

ARTICLE 7: CHANGES AND AMENDMENTS

This Contract may be amended only by a written amendment executed by both parties, except that any alterations, additions, or deletions to the terms of this Contract which are required by changes in Federal and State law or regulations are automatically incorporated into this Contract without written amendment hereto and shall become effective on the date designated by such law or regulation.

H-GAC reserves the right to make changes in the scope of products and services offered through the H-GAC Cooperative Purchasing Program to be performed hereunder.

ARTICLE 8: TERMINATION PROCEDURES

H-GAC or the End User may cancel this Contract at any time upon thirty (30) days written notice by certified mail to the other party to this Contract. The obligations of the End User, including its obligation to pay H-GAC's contractor for all costs incurred under this Contract prior to such notice shall survive such cancellation, as well as any other obligation incurred under this Contract, until performed or discharged by the End User.

ARTICLE 9: SEVERABILITY

All parties agree that should any provision of this Contract be determined to be invalid or unenforceable, such determination shall not affect any other term of this Contract, which shall continue in full force and effect.

ARTICLE 10: FORCE MAJEURE

To the extent that either party to this Contract shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed; provided, however, force majeure shall not excuse an obligation solely to pay funds. Determination of force majeure shall rest solely with H-GAC.

ARTICLE 11: VENUE

Disputes between procuring party and Vendor are to be resolved in accord with the law and venue rules of the State of purchase.

THIS INSTRUMENT HAS BEEN EXECUTED BY THE PARTIES HERETO AS FOLLOWS:

* _____
Name of End User (local government, agency, or non-profit corporation)

* _____
Mailing Address

* _____
City State ZIP Code

*By: _____
Signature of chief elected or appointed official

* _____
Typed Name & Title of Signatory

* _____
Date

Houston-Galveston Area Council
3555 Timmons Lane, Suite 120, Houston, TX 77027

By: _____
Executive Director

Date: _____

**Denotes required fields*

END USER DATA

Please sign and return the Interlocal Contract, along with this completed form, to H-GAC by emailing it to cpcontractfax@h-gac.com or by faxing it to **713-993-2424**. The contract may also be mailed to:

H-GAC Cooperative Purchasing Program
P.O. Box 22777, Houston, TX 77227-2777

Name of End User Agency: _____ County Name: _____
(Municipality/County/District/etc.)

Mailing Address: _____
(Street Address/P.O. Box) (City) (State) (ZIP Code)

Main Telephone Number: _____ FAX Number: _____

Physical Address: _____
(Street Address, if different from mailing address) (City) (State) (ZIP Code)

Web Site Address: _____

Official Contact: _____ Title: _____
(Point of Contact for HGACBuy Interlocal Contract) Ph No. _____

Mailing Address: _____ Fx No. : _____
(Street Address/P.O. Box) E-Mail Address: _____

(City) (State) (ZIP Code)

Authorized Official: _____ Title: _____
(Mayor/City Manager/Executive Director/etc.) Ph No.: _____

Mailing Address: _____ Fx No. _____
(Street Address/P.O. Box) E-Mail Address: _____

(City) (State) (ZIP Code)

Official Contact: _____ Title: _____
(Purchasing Agent/Auditor etc.) Ph No.: _____

Mailing Address: _____ Fx No. : _____
(Street Address/P.O. Box) E-Mail Address: _____

(City) (State) (ZIP Code)

Official Contact: _____ Title: _____
(Public Works Director/Police Chief etc.) Ph No.: _____

Mailing Address: _____ Fx No. : _____
(Street Address/P.O. Box) E-Mail Address: _____

(City) (State) (ZIP Code)

Official Contact: _____ Title: _____
(EMS Director/Fire Chief etc.) Ph No.: _____

Mailing Address: _____ Fx No. : _____
(Street Address/P.O. Box) E-Mail Address: _____

(City) (State) (ZIP Code)

* denotes required fields

Memo



To: Fire Board
From: Ryan Ostreng
cc:
Date: March 14, 2026
Re: HAFD/OFD Split Administrative Assistant Position

RECOMMENDATION:

Approve moving forward with formal efforts between HAFD and OFD to jointly fund a shared Administrative Assistant position and to apply for State of Wisconsin Innovation Grant funding.

BACKGROUND:

Currently, the Holmen Area Fire Department (HAFD) does not have an administrative assistant to support administrative office tasks. As a result, essential administrative functions such as file maintenance, document preparation, handling correspondence, taking minutes at official meetings, and providing general clerical and operational support is absorbed by the fire chief. This diverts time and attention away from leadership responsibilities and operational priorities.

DISCUSSION:

An opportunity has emerged for HAFD to collaborate with the Onalaska Fire Department (OFD) to share an Administrative Assistant position (see pp. 3-5). A shared-services model would allow both organizations to benefit from dedicated administrative support while distributing associated costs. This approach would help ensure consistent office support functions are maintained, improve organizational efficiency, and allow the Fire Chief to focus on leadership and operational responsibilities.

Additionally, this position may be eligible for State of Wisconsin Innovation Grant funding, which could provide cost savings to both departments. However, the deadline to apply for this grant funding is approaching quickly.

FISCAL IMPACT:

The estimated fiscal impact is approximately \$13,025.85 in additional cost to the 2026 budget if the position is filled by a well-qualified candidate. The estimated fiscal impact for 2027 is approximately \$25,000 in additional cost to the proposed budget (see pp. 6-8).

Proudly Serving the Town of Holland and Village of Holmen

ACTION REQUESTED:

Following discussion, the HAFD Board of Directors is requested to approve, by motion, moving forward with formal efforts between HAFD and OFD to jointly fund a shared Administrative Assistant position and to apply for State of Wisconsin Innovation Grant funding.



March 11, 2026

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

Chief Ostreng,

The purpose of this letter is to follow up on our in-person discussion regarding the possibility of the Holmen Area Fire Department (HAFD) and the Onalaska Fire Department jointly funding a full-time administrative position. As you are aware, the Onalaska Fire Department's part-time (30 hours/week) administrative assistant recently resigned. As we discussed, and in the interest of continued collaboration between our departments, this may be an additional opportunity to strengthen our partnership.

The Onalaska Fire Department is seeking to maintain 30 hours per week of administrative support. Recognizing that HAFD does not currently have dedicated administrative assistance, we would like to explore whether the HAFD Fire Board would be open to participating in an additional 10 hours per week, creating a 40-hour full-time position.

We believe a full-time position would attract a stronger pool of qualified candidates and could further support efficiencies and increased coordination between our departments. In addition, a shared administrative position may be eligible for State of Wisconsin Innovation Grant funding, which could result in cost savings for both departments. Given that the Innovation Grant application deadline is approaching quickly - March 26, 2026 - timely consideration would be appreciated.

We anticipate this position would be a City of Onalaska employee and would be compensated in accordance with the City of Onalaska wage schedule and benefits package. Our initial concept is that the Holmen Area Fire Department would contract for 10 hours per week (25%) of the employee's total wage and fringe benefit costs, with the Onalaska Fire Department funding the remaining 30 hours per week (75%). To meet eligibility and submission requirements, a formal intergovernmental agreement between the municipalities would need to be drafted and executed prior to the State of Wisconsin Innovation Grant deadline of March 26, 2026.



Fire Department

p: (608) 781-9546

415 Main Street | Onalaska, WI 54650 | (608) 781-9530 | onalaskawi.gov

Recognizing that this proposal will need to be presented to and approved by the HAFD Fire Board, I have gathered preliminary cost estimates to support your review. The figures below assume a June 1, 2026 start date and a hire at Step 3 on the applicable wage scale. The actual start date may vary, and depending on candidate qualifications, the selected candidate could be hired at Step 1 or another step on the wage scale.

If this concept is approved by both the City of Onalaska and the Holmen Area Fire Department Board, I can provide more precise cost figures once a hire date and starting wage step are confirmed. In addition, we will need to draft and mutually agree upon the intergovernmental agreement outlining the cost-sharing arrangement, scope of services, scheduling, supervision, and invoicing. In the interest of time, the wage and fringe benefit estimates below are intended to be close to the final costs.

Item	Step 3 – Full Year	Partial Year (6/1/2026 Start)	HAFD Share (25%)	OFD Share (75%)
Hourly Rate	\$25.65			
Annual Salary	\$53,352.00			
Health Insurance	\$26,626.80			
WRS	\$3,841.34			
Dental	\$1,418.52			
Social Security	\$3,307.82			
Medicare	\$773.60			
Total Fringe	\$35,968.09			
Total Salary + Fringe	\$89,320.09	\$52,103.39	\$13,025.85*	\$39,077.54*

*** 2026 costs based on June 1, 2026 start date**

In summary, this proposal would create a shared full-time administrative position to support both departments, with the City of Onalaska serving as the employing agency and HAFD contracting for 10 hours per week (25%) of total wage and fringe benefit costs. Beyond improving recruitment and continuity of administrative support, the arrangement may also provide a foundation for additional interdepartmental efficiencies and potential eligibility for State of Wisconsin Innovation Grant funding—provided the intergovernmental agreement is executed prior to March 26, 2026.


Please let me know if you have any questions. If the HAFD Fire Board is interested in moving forward, I suggest we schedule a brief meeting as soon as possible to confirm the proposed


scope of work, cost-sharing approach, and a timeline for drafting and approving the intergovernmental agreement ahead of the grant deadline.


Respectfully,

A handwritten signature in black ink, appearing to read "Pete Fletty". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Pete Fletty, Fire Chief
Onalaska Fire Department

 HAFD BUDGET	2023 Budget Amended - 4 Person Minimum with CBA Settlement	2024 Adopted Budget	2025 Adopted Budget	2026 Adopted Budget	2027 DRAFT Budget	Notes
Income						
2% Fire Protection Equipment	\$63,000.00	\$70,000.00	\$85,108.00	\$93,739.00	\$95,000.00	
Income-Budget	\$1,622,683.00	\$1,735,061.20	\$1,885,061.00	\$1,971,300.00	\$2,062,096.40	4.6%
Capital /Reserve Income	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	
Income-Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Income-Interest-Special	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Income-Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Income-Permit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Income-Grants and Donations	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Income	\$1,785,683.00	\$1,855,061.20	\$2,020,169.00	\$2,115,039.00	\$2,207,096.40	4.4%
Expense						
CAPITAL EXPENDITURES						
2% Fire Protection Equipment Ex	\$18,839.39	\$10,000.00	\$80,000.00	\$78,739.00	\$85,000.00	Note 1
Building -Capital Expenditures	\$20,000.00	\$20,000.00	\$15,000.00	\$15,000.00	\$15,000.00	
EMS-Capital Expenditures	\$10,000.00	\$10,000.00	\$20,000.00	\$5,000.00	\$5,000.00	
Fire-Capital Expenditures	\$20,000.00	\$20,000.00	\$15,000.00	\$30,000.00	\$30,000.00	
Total CAPITAL EXPENDITURES	\$68,839.39	\$60,000.00	\$130,000.00	\$128,739.00	\$135,000.00	
OPERATING EXPENDITURES	\$1,716,843.61	\$1,795,061.19	\$1,885,061.00	\$1,986,300.00	\$2,072,096.40	
TOTAL EXPENDITURES	\$1,785,683.00	\$1,855,061.19	\$2,015,061.00	\$2,115,039.00	\$2,207,096.40	
TOTAL REVENUE	\$1,785,683.00	\$1,855,061.20	\$2,020,169.00	\$2,115,039.00	\$2,207,096.40	
NET	\$0.00	\$0.01	\$5,108.00	\$0.00	\$0.00	
SALARY/WAGES EXPENSE						
Employee Benefit Health	\$253,090.02	\$198,658.20	\$234,600.00	\$267,705.76	\$292,575.64	
Employee Retirement Career	\$138,125.86	\$140,292.10	\$150,689.65	\$178,107.94	\$173,629.02	Note 2
Employee Retirement Volunteer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Payroll-Tax Expense	\$61,976.13	\$84,019.60	\$88,653.03	\$92,423.68	\$95,277.11	
Insurance-DWD Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Insurance-Life	\$3,393.60	\$3,592.45	\$3,000.06	\$2,311.19	\$2,384.39	
Insurance - Income Continuation	\$0.00	\$5,203.37	\$5,328.66	\$5,750.16	\$5,929.21	
Insurance-Work-Comp	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	
Officer Salary	\$105,000.00	\$105,000.00	\$103,000.00	\$106,100.80	\$109,272.58	Note 3
Salary	\$774,284.78	\$793,113.48	\$813,994.27	\$852,259.70	\$878,928.52	Note 4
Overtime	\$96,000.00	\$120,159.00	\$163,608.00	\$173,184.23	\$178,400.07	Note 5
Acting Pay	\$840.00	\$1,260.00	\$1,260.00	\$1,835.00	\$1,895.00	
FLSA	\$13,490.22	\$20,827.56	\$21,803.42	\$18,262.71	\$18,834.18	
Holiday Pay	\$56,793.00	\$35,951.57	\$36,898.09	\$38,632.65	\$39,841.54	
Holiday OT	\$0.00	\$11,983.86	\$12,299.36	\$12,877.55	\$13,280.51	
Part Time Wages	\$10,000.00	\$10,000.00	\$6,000.00	\$5,000.00	\$5,000.00	
Fire Administration Contract	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Capital Wage Reimbursement		\$36,000.00	\$0.00	\$0.00	\$0.00	
Total SALARY/WAGES EXPENSE	\$1,542,993.61	\$1,596,061.19	\$1,671,134.55	\$1,784,451.38	\$1,845,247.78	
BUILDING						
Building Maintenance/Repair	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	

 HAFD BUDGET	2023 Budget Amended - 4 Person Minimum with CBA Settlement	2024 Adopted Budget	2025 Adopted Budget	2026 Adopted Budget	2027 DRAFT Budget	Notes
Grounds Maintenance	\$3,000.00	\$3,000.00	\$3,000.00	\$2,500.00	\$2,500.00	
Supplies	\$2,000.00	\$2,500.00	\$4,000.00	\$4,000.00	\$4,000.00	
Total BUILDING	\$8,000.00	\$8,500.00	\$10,000.00	\$9,500.00	\$9,500.00	
EMS						
Lease/Air/Oxygen	\$650.00	\$650.00	\$1,200.00	\$1,500.00	\$1,500.00	
Repairs & Maintenance	\$500.00	\$250.00	\$250.00	\$250.00	\$250.00	
Replacement-EMS	\$600.00	\$600.00	\$650.00	\$650.00	\$650.00	
Supplies	\$2,000.00	\$4,000.00	\$4,000.00	\$3,173.00	\$3,173.00	
Training	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
Total EMS	\$4,750.00	\$6,500.00	\$7,100.00	\$6,573.00	\$6,573.00	
FIRE						
Professional Dues/Licenses	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	
Fire Prevention/Pub Education	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	
Batteries	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	
Conventions/Conferences	\$2,500.00	\$2,500.00	\$4,000.00	\$4,000.00	\$4,000.00	
Physicals	\$5,000.00	\$5,000.00	\$5,500.00	\$5,500.00	\$5,500.00	
Repairs & Maintenance	\$3,500.00	\$3,000.00	\$3,000.00	\$2,750.00	\$2,750.00	
Replacement -Fire	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	
Supplies	\$1,500.00	\$4,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
Testing/Insp	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
Training	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00	\$4,000.00	
Uniform Clothing	\$8,000.00	\$15,000.00	\$14,000.00	\$13,000.00	\$13,000.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total FIRE	\$31,300.00	\$40,300.00	\$41,300.00	\$40,050.00	\$40,050.00	
INSURANCE						
Insurance-General	\$14,000.00	\$14,000.00	\$16,000.00	\$17,500.00	\$17,500.00	
Total INSURANCE	\$14,000.00	\$14,000.00	\$16,000.00	\$17,500.00	\$17,500.00	
OFFICE						
Consulting	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
Human Resources/Business Support	\$5,000.00	\$15,000.00	\$17,500.00	\$15,000.00	\$15,000.00	
Administrative Assistance Support					\$25,000.00	
Accounting Services	\$8,500.00	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	
Attorney/Support	\$2,000.00	\$3,000.00	\$4,426.45	\$3,025.62	\$3,025.62	
Computer Maintenance	\$11,000.00	\$10,000.00	\$14,700.00	\$14,700.00	\$14,700.00	
Office Software	\$15,000.00	\$18,000.00	\$18,700.00	\$18,700.00	\$18,700.00	
Office Supplies	\$1,000.00	\$1,000.00	\$1,500.00	\$2,000.00	\$2,000.00	
Postage	\$200.00	\$200.00	\$200.00	\$300.00	\$300.00	
Telephone/Cell-Phones/Internet	\$4,500.00	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00	
Total OFFICE	\$62,200.00	\$65,200.00	\$75,026.45	\$71,725.62	\$96,725.62	
UTILITIES						
Electricity	\$9,000.00	\$14,000.00	\$14,000.00	\$13,000.00	\$13,000.00	

 HAFD BUDGET	2023 Budget Amended - 4 Person Minimum with CBA Settlement	2024 Adopted Budget	2025 Adopted Budget	2026 Adopted Budget	2027 DRAFT Budget	Notes
Heating/Cooling	\$1,500.00	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00	
Water/Sewer/Runoff	\$3,100.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	
Total UTILITIES	\$13,600.00	\$19,500.00	\$19,500.00	\$18,000.00	\$18,000.00	
VEHICLES						
Fuel	\$20,000.00	\$25,000.00	\$25,000.00	\$20,000.00	\$20,000.00	
Repairs & Maintenance	\$15,000.00	\$15,000.00	\$15,000.00	\$14,000.00	\$14,000.00	
Testing/Inspection	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
Tire Replacement	\$4,000.00	\$4,000.00	\$4,000.00	\$3,500.00	\$3,500.00	
Total VEHICLES	\$40,000.00	\$45,000.00	\$45,000.00	\$38,500.00	\$38,500.00	
Total Operating Expenses	\$1,716,843.61	\$1,795,061.19	\$1,885,061.00	\$1,986,300.00	\$2,072,096.40	

Notes

Note 1: \$85,000 of 2027 2% Dues future new vehicle costs.

Note 2: Includes \$10,000 of 2% Fire Protection Equipment used to pay for part of Employee Retirement.

Note 3: Includes 3% wage increase for Fire Chief.

Note 4: Includes 3% staff wage increase per L127 contract.

Note 5: Includes 4,104 hrs to cover staff leave, 96 hrs of staff off-duty training, 384 hrs of emergency callback/backfill, and 156 hrs for Training Captain preparation and instruction.