



# Holmen Area Fire Department

## FIRE BOARD

## AGENDA

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

**Date/Time:** Wednesday June 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 **June 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. 05/21/2026
- 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. May 2026 incident/activity report
  - b. Staffing/personnel updates
  - c. Fleet update
  - d. Facility update
  - e. General
- 9.) Fire commission report
- 10.) Update on fire department collaboration workgroup
- 11.) Update on fire station project
- 12.) Update on fire station mold mitigation activities
- 13.) Consideration of 2025 Annual Report



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

- a. Postponed from May meeting
- 14.) Closed session
  - a. Postponed from May meeting
  - b. Convene in Closed Session:
    - i. The Board shall consider a motion to convene in closed session pursuant to Wis. Stats. §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. To Wit:
      - a. 2026 Fire Chief evaluation process
- 15.) Reconvene in Open Session
- 16.) Reservation of right for action and/or recommendation on Closed Session item(s)
- 17.) Announcement and Future Agenda Items
- 18.) Next Regular Meeting – Tentative 07/21/2026
- 19.) Adjourn

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



www.holmenfire.com

Date Notice Emailed: 05/15/2026

Notices Posted: 05/15/2026

**Notices Emailed To:**

| <b>Holmen Are Fire Assoc. Board</b> | <b>Dept/Town/Village/County</b> | <b>Media</b>          | <b>Posted</b>      |
|-------------------------------------|---------------------------------|-----------------------|--------------------|
| Patrick Barlow – Holmen (President) | HAFD Members/IAFF L127          | Holmen Courier        | Holmen Area FD     |
| Travis Elam - Holmen                | Marilyn Pedretti                | La Crosse Tribune     | Town of Holland    |
| Rick Hauser - Holland               | Angela Hornberg                 | La Crosse Radio Group | Village of Holmen  |
| Jeff Herlitzke - Holland            | Scott Heinig                    | WXOW                  | Holmen USPS        |
| Bob Stupi – Holland (Alternate)     | 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 – May 21<sup>st</sup>, 2026**1. Call to Order**

President Barlow called the Holmen Area Fire District meeting to order at 6:30 p.m. at the Town of Holland Town Hall.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Roll Call**

Present: Rick Hauser, Patrick Barlow, Travis Elam

Absent: Jeff Herlitzke (Excused)

Guests: Chief Ostreng, Fire Department staff

**4. Consideration of Agenda Order**

Hauser requested that the closed session be moved to the next meeting due to all members not being present. Motion by Barlow to amend the agenda and postpone agenda item 13 to the June meeting. Second, by Elam. Motion carried unanimously. Motion by Elam to approve the amended agenda. Second, by Hauser. Motion carried unanimously.

**5. Approval of Meeting Minutes**

Motion by Hauser to approve the minutes. Second, by Elam. Motion carried unanimously.

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

Captain Lavery commented that numerous local communities were building new fire departments that staff had not yet looked at for ideas. He noted that the other municipalities were likely in the same position as HAFD. Captain Lavery also questioned whether there were any possibilities to upgrade the existing station if the budget was going to be tight, and a new station was not going to be possible. Captain Lavery wondered what other options were available to explore and expressed concerns about staffing at the current station.

**7. Financial Review (Treasurer)**

President Barlow presented the Financial Review in Herlitzke's absence.

- a. The board reviewed the balance sheet. There were no questions or concerns raised by the board.
- b. The Board reviewed the Profit and Loss – budget versus actual report. President Barlow noted that the department had used 38.5% of the total budget for the year.

## **DRAFT MINUTES**

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

- c. The Board reviewed the check detail. President Barlow highlighted the check to Lappins for the mold mitigation process. Hauser requested more information on a check for vehicle repairs and checks for uniforms.
- d. No quotes or invoices were presented for review.
- e. No special topics were discussed.
- f. No donations were received.

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

- a. The Board reviewed the April 2026 incident/activity report. Chief Ostreng noted there were 110 calls for the month and that the call volume exceeded last year's call volume again. President Barlow requested more information on the "No Emergency" category. Hauser requested information on the three fire calls to the Town of Onalaska. Chief Ostreng briefed the Board on notable fire calls for the past month.
- b. Chief Ostreng stated there were no staffing or personnel updates.
- c. Chief Ostreng stated that the cabinet for Rescue 1 had not started production due to a payment issue that he resolved. Chief Ostreng noted that he fixed the issue and got them a check to start production. Chief Ostreng also noted that the boat was back in for service.
- d. Chief Ostreng deferred discussion on the facility and mold mitigation to agenda item 11.
- e. Chief Ostreng notified the Board that the department would have the first-ever HAFD award ceremony to recognize the firefighters and their accomplishments. The Board questioned whether they would be allowed to attend the award ceremony. Chief Ostreng noted concerns about a quorum but stated that a document could be posted to notify the public that no official actions would be taken at the ceremony should multiple Board members attend.

The Board reviewed item 8e1. Chief Ostreng notified the Board that the apparatus work group met with a representative from Reliant Fire Apparatus to discuss and review the configuration for the future Engine 2. Chief Ostreng stated that the delay in ordering had caused the price of the truck to increase. Chief Ostreng explained that the way the truck was configured would allow firefighters to go from one call to the next and have everything they needed on a single truck. He emphasized the importance of this due to limited staffing and the frequency of overlapping calls.

Hauser questioned whether the department would be getting rid of anything with the purchase of a new engine. Chief Ostreng stated that it was his intent to get rid of the tender. Chief Ostreng explained that long term, he hopes to reduce the size of the trucks as staffing increases, and more trucks are available to be staffed.

Chief Ostreng briefed the Board on the FEMA Staffing for Adequate Fire and Emergency Response (SAFER) Grant program. He explained that it was his intent to apply for the program and use the grant funds to hire more staff for the department.

## **DRAFT MINUTES**

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

Chief Ostreng explained that the department needed at least three more firefighters, one per shift, so the department would be above minimum staffing. Chief Ostreng noted that staff were getting burned out with all the overtime required to meet minimum staffing levels.

The Board stated that they understood the need but voiced concerns about the reduction in funding in years three and four of the grant. Chief Ostreng explained that he expected the communities would have to go to a referendum at the end of the grant.

Hauser questioned whether the department would have room for additional staffing in the current station. Chief Ostreng noted that this would not be an issue and that they would figure something out.

Elam voiced concerns about paying for staff with a grant and the possibility of a failed referendum causing people to lose their jobs but overall agreed with the idea. He also noted that by hiring more staff, the department would spend less of the budget on overtime, and those funds would instead go to the new staff.

Captain Lavery explained that, with the current staffing levels, it equates to about fourteen 24-hour extra shifts per person per year. He also noted that many staff who participated in overtime last year are less willing this year and reiterated the burnout that Chief Ostreng had mentioned. Captain Lavery noted that staff currently have more overtime days than vacation days.

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

Chief Ostreng stated that the group had its first meeting and that it was mostly comprised of introductions, expectations, and next steps for the collaboration. Chief Ostreng explained that McMahon and Robert Whitaker were working hard to set up future meetings and to produce a document for everyone to review laying out what collaboration might look like.

#### **10. Update on fire station project**

No discussion was held on this item. The Board consensus was to discuss this at next month's meeting when all Board members are present.

#### **11. Consideration of fire station mold mitigation activities**

Chief Ostreng stated that the temporary relocation of staff had occurred and that everyone was settled into their new location. He also noted that his office had been cleaned out and that Lappins intended to start work on June 1. Chief Ostreng stated that the roofers had not yet given him a date to start work, but that it should take roughly two days. He was also working on getting an electrician scheduled to address the roof fan. Chief Ostreng stated that it was his intent to get staff back into the station by July 1.

#### **12. Consideration of 2025 Annual Report**

## **DRAFT MINUTES**

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

Chief Ostreng requested that the agenda item be postponed to the June meeting. Motion by Elam to postpone the agenda item. Second, by Hauser. Motion carried unanimously.

#### **13. Closed Session**

The agenda item was skipped due to being postponed.

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

The agenda item was skipped due to being postponed.

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

The agenda item was skipped due to being postponed.

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

President Barlow requested that the Board handle the fire chief evaluation at the next meeting and hopefully receive another update on the mold mitigation project. Hauser requested proper notice before any special meeting to address the SAFER grant.

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

Tentatively scheduled for June 21<sup>st</sup>, 2026.

#### **18. Adjourn**

Motion by Herlitzke, to adjourn. Second, by Elam. Motion carried unanimously.

Minutes by Travis E. Elam, Secretary

12:09 PM  
06/22/26  
Cash Basis

**HOLMEN AREA FIRE DEPARTMENT**  
**Balance Sheet**  
**As of June 30, 2026**

|                                    | Jun 30, 26        |
|------------------------------------|-------------------|
| <b>ASSETS</b>                      |                   |
| Current Assets                     |                   |
| Checking/Savings                   |                   |
| Park Bank                          |                   |
| Park Bank Checking                 | 623,922.26        |
| Total Park Bank                    | 623,922.26        |
| LGIP-General Capital Savings       |                   |
| LGIP-#1 Capital Savings            | 66,642.27         |
| LGIP-#2 Operational Checking       | 12,587.74         |
| LGIP-#3 2% Dues Savings            | 137,841.84        |
| LGIP-#4 Sick Leave Payout          | 62,970.17         |
| LGIP-#5 Medical Equip Upgrades     | 35,707.62         |
| LGIP-#6 Special Events/Donation    | 26,301.45         |
| LGI-#7 New Fire Station            | 5,077.62          |
| Total LGIP-General Capital Savings | 347,128.71        |
| Total Checking/Savings             | 971,050.97        |
| Accounts Receivable                |                   |
| Accounts Receivable                | -161,547.72       |
| Total Accounts Receivable          | -161,547.72       |
| Other Current Assets               |                   |
| Location Study A/R from Municip    | 6,880.51          |
| Mold & Roof Project                | 46,112.44         |
| Total Other Current Assets         | 52,992.95         |
| Total Current Assets               | 862,496.20        |
| Other Assets                       |                   |
| Equipment Purchased by Grant       | 105,004.35        |
| Total Other Assets                 | 105,004.35        |
| <b>TOTAL ASSETS</b>                | <b>967,500.55</b> |
| <b>LIABILITIES &amp; EQUITY</b>    |                   |
| Liabilities                        |                   |
| Current Liabilities                |                   |
| Other Current Liabilities          |                   |
| Location Study Payable             | 770.51            |
| Health Insurance payable           | 2,962.73          |
| WI State Income tax payable        | 387.79            |
| Life Insurance Payable EE          | 36.82             |
| WI Retirement Payable              | 6,445.94          |
| Union Dues Payable                 | 560.71            |
| Payroll Liabilities                | 474.42            |
| Total Other Current Liabilities    | 11,638.92         |
| Total Current Liabilities          | 11,638.92         |
| Long Term Liabilities              |                   |
| Future Sick Pay Payable            | 61,000.00         |
| Total Long Term Liabilities        | 61,000.00         |
| Total Liabilities                  | 72,638.92         |
| Equity                             |                   |
| Retained Earnings                  | 908,993.64        |
| Net Income                         | -14,132.01        |
| Total Equity                       | 894,861.63        |

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Cash Basis

HOLMEN AREA FIRE DEPARTMENT  
**Balance Sheet**  
As of June 30, 2026

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TOTAL LIABILITIES & EQUITY

Jun 30, 26

967,500.55

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06/22/26  
Cash Basis

**HOLMEN AREA FIRE DEPARTMENT**  
**Profit & Loss**  
**January through June 2026**

|                                | Jan - Jun 26 |
|--------------------------------|--------------|
| Ordinary Income/Expense        |              |
| Income                         |              |
| Income-Budget                  | 985,650.00   |
| Capital /Reserve Income        | 25,000.00    |
| Grants                         | 969.35       |
| Income-Interest                | 749.57       |
| Income-Interest-Special        | 6,374.57     |
| Donations/Grants               | 5,953.16     |
| Total Income                   | 1,024,696.65 |
| Expense                        |              |
| CAPITAL EXPENDITURES           |              |
| Building -Capital Expenditures | 12,577.00    |
| EMS-Capital Expenditures       | 42,536.35    |
| Fire-Capital Expenditures      | 6,135.48     |
| Total CAPITAL EXPENDITURES     | 61,248.83    |
| OPERATIONAL EXPENDITURES       |              |
| Wages                          |              |
| SALARY/WAGES EXPENSE           |              |
| Employee Benefit Health        | 119,766.10   |
| Employee Retirement Career     | 83,964.30    |
| Insurance-Life                 | 832.93       |
| Insurance-Work-Comp            | 11,281.10    |
| Officer Salary                 | 53,044.94    |
| Salary                         | 407,072.99   |
| Salary -OT                     | 78,768.91    |
| Acting Pay                     | 300.00       |
| FLSA                           | 7,118.93     |
| Holiday Pay                    | 24,267.72    |
| Parttime Wages                 | 1,139.69     |
| Payroll-Tax Expense            | 44,204.68    |
| Capital Wage Reimbursement     | 36,000.00    |
| SALARY/WAGES EXPENSE - Other   | -300.00      |
| Total SALARY/WAGES EXPENSE     | 867,462.29   |
| Total Wages                    | 867,462.29   |
| BUILDING                       |              |
| Building Maintenance/Repair    | 519.33       |
| Grounds Maintenance            | 422.84       |
| Supplies                       | 1,099.80     |
| Total BUILDING                 | 2,041.97     |
| EMS                            |              |
| Lease/Air/Oxygen               | 897.60       |
| Replacement-EMS                | 38,291.45    |
| Supplies                       | 870.37       |
| Training                       | 569.60       |
| Total EMS                      | 40,629.02    |
| FIRE                           |              |
| Professional Dues/Licenses     | 1,388.00     |
| Batteries                      | 17.99        |
| Conventions/Conferences        | 106.75       |
| Repairs & Maintenance          | 2,474.88     |
| Replacement -Fire              | 287.61       |
| Supplies                       | 2,957.93     |
| Training                       | 1,156.31     |
| Uniform Clothing               | 6,133.26     |
| Total FIRE                     | 14,522.73    |
| INSURANCE                      |              |

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06/22/26  
Cash Basis

**HOLMEN AREA FIRE DEPARTMENT**  
**Profit & Loss**  
January through June 2026

|                                  | Jan - Jun 26 |
|----------------------------------|--------------|
| Insurance-General                | 2,627.36     |
| Total INSURANCE                  | 2,627.36     |
| OFFICE                           |              |
| Human Resources/Business Support | 3,175.00     |
| Accounting Services              | 4,910.00     |
| Attorney/Support                 | 367.50       |
| Computer Maintenance             | 11,942.31    |
| Office Software                  | 6,007.23     |
| Office Supplies                  | 715.76       |
| Postage                          | 156.00       |
| Telephone/Cell-Phones/Internet   | 3,546.16     |
| Total OFFICE                     | 30,819.96    |
| UTILITIES                        |              |
| Electricity                      | 7,709.25     |
| Water/Sewer/Runoff               | 2,145.79     |
| Total UTILITIES                  | 9,855.04     |
| VEHICLES                         |              |
| Fuel                             | 5,786.65     |
| Repairs & Maintenance            | 3,834.81     |
| Total VEHICLES                   | 9,621.46     |
| Total OPERATIONAL EXPENDITURES   | 977,579.83   |
| Total Expense                    | 1,038,828.66 |
| Net Ordinary Income              | -14,132.01   |
| Net Income                       | -14,132.01   |

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

|                                     | Jan - Dec 26        | Budget              | \$ Over Budget     | % of Budget  |
|-------------------------------------|---------------------|---------------------|--------------------|--------------|
| <b>Ordinary Income/Expense</b>      |                     |                     |                    |              |
| Income                              |                     |                     |                    |              |
| 2% Fire Protection Equipmnet        | 0.00                | 93,739.00           | -93,739.00         | 0.0%         |
| Income-Budget                       | 1,140,947.72        | 1,971,300.00        | -830,352.28        | 57.9%        |
| Capital /Reserve Income             | 31,250.00           | 50,000.00           | -18,750.00         | 62.5%        |
| Grants                              | 969.35              |                     |                    |              |
| Income-Interest                     | 749.57              |                     |                    |              |
| Income-Interest-Special             | 6,374.57            |                     |                    |              |
| Donations/Grants                    | 5,953.16            |                     |                    |              |
| <b>Total Income</b>                 | <b>1,186,244.37</b> | <b>2,115,039.00</b> | <b>-928,794.63</b> | <b>56.1%</b> |
| <b>Expense</b>                      |                     |                     |                    |              |
| <b>CAPITAL EXPENDITURES</b>         |                     |                     |                    |              |
| 2% Fire Protection Equipment Ex     | 0.00                | 78,739.00           | -78,739.00         | 0.0%         |
| Building -Capital Expenditures      | 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           | 6,135.48            | 30,000.00           | -23,864.52         | 20.5%        |
| <b>Total CAPITAL EXPENDITURES</b>   | <b>61,248.83</b>    | <b>128,739.00</b>   | <b>-67,490.17</b>  | <b>47.6%</b> |
| <b>OPERATIONAL EXPENDITURES</b>     |                     |                     |                    |              |
| <b>Wages</b>                        |                     |                     |                    |              |
| <b>SALARY/WAGES EXPENSE</b>         |                     |                     |                    |              |
| Employee Benefit Health             | 119,766.10          | 267,705.76          | -147,939.66        | 44.7%        |
| Employee Retirement Career          | 97,379.93           | 178,107.94          | -80,728.01         | 54.7%        |
| Insurance-DWD Compensation          | 0.00                | 5,750.16            | -5,750.16          | 0.0%         |
| Insurance-Life                      | 832.93              | 2,311.19            | -1,478.26          | 36.0%        |
| Insurance-Work-Comp                 | 11,281.10           | 30,000.00           | -18,718.90         | 37.6%        |
| Officer Salary                      | 53,044.94           | 106,100.80          | -53,055.86         | 50.0%        |
| Salary                              | 407,072.99          | 852,259.70          | -445,186.71        | 47.8%        |
| Salary -OT                          | 78,768.91           | 186,061.78          | -107,292.87        | 42.3%        |
| Acting Pay                          | 300.00              | 1,835.00            | -1,535.00          | 16.3%        |
| FLSA                                | 7,118.93            | 18,262.71           | -11,143.78         | 39.0%        |
| Holiday Pay                         | 24,267.72           | 38,632.65           | -14,364.93         | 62.8%        |
| Parttime Wages                      | 1,139.69            | 5,000.00            | -3,860.31          | 22.8%        |
| Payroll-Tax Expense                 | 44,204.68           | 92,423.68           | -48,219.00         | 47.8%        |
| Capital Wage Reimbursement          | 36,000.00           |                     |                    |              |
| <b>SALARY/WAGES EXPENSE - Other</b> | <b>-300.00</b>      |                     |                    |              |
| <b>Total SALARY/WAGES EXPENSE</b>   | <b>880,877.92</b>   | <b>1,784,451.37</b> | <b>-903,573.45</b> | <b>49.4%</b> |
| <b>Total Wages</b>                  | <b>880,877.92</b>   | <b>1,784,451.37</b> | <b>-903,573.45</b> | <b>49.4%</b> |
| <b>BUILDING</b>                     |                     |                     |                    |              |
| Building Maintenance/Repair         | 519.33              | 3,000.00            | -2,480.67          | 17.3%        |
| Grounds Maintenance                 | 422.84              | 2,500.00            | -2,077.16          | 16.9%        |
| Supplies                            | 1,099.80            | 4,000.00            | -2,900.20          | 27.5%        |

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

|                                  | Jan - Dec 26 | Budget    | \$ Over Budget | % of Budget |
|----------------------------------|--------------|-----------|----------------|-------------|
| <b>Total BUILDING</b>            | 2,041.97     | 9,500.00  | -7,458.03      | 21.5%       |
| <b>EMS</b>                       |              |           |                |             |
| Lease/Air/Oxygen                 | 897.60       | 1,500.00  | -602.40        | 59.8%       |
| Repairs & Maintenance            | 0.00         | 250.00    | -250.00        | 0.0%        |
| Replacement-EMS                  | 38,291.45    | 650.00    | 37,641.45      | 5,891.0%    |
| Supplies                         | 870.37       | 3,173.00  | -2,302.63      | 27.4%       |
| Training                         | 569.60       | 1,000.00  | -430.40        | 57.0%       |
| <b>Total EMS</b>                 | 40,629.02    | 6,573.00  | 34,056.02      | 618.1%      |
| <b>FIRE</b>                      |              |           |                |             |
| Professional Dues/Licenses       | 1,388.00     | 2,000.00  | -612.00        | 69.4%       |
| Fire Prevention/Pub Education    | 0.00         | 500.00    | -500.00        | 0.0%        |
| Batteries                        | 17.99        | 300.00    | -282.01        | 6.0%        |
| Conventions/Conferences          | 106.75       | 4,000.00  | -3,893.25      | 2.7%        |
| Physicals                        | 0.00         | 5,500.00  | -5,500.00      | 0.0%        |
| Repairs & Maintenance            | 2,474.88     | 2,750.00  | -275.12        | 90.0%       |
| Replacement -Fire                | 287.61       | 2,000.00  | -1,712.39      | 14.4%       |
| Supplies                         | 2,957.93     | 5,000.00  | -2,042.07      | 59.2%       |
| Testing/Insp                     | 0.00         | 1,000.00  | -1,000.00      | 0.0%        |
| Training                         | 1,156.31     | 4,000.00  | -2,843.69      | 28.9%       |
| Uniform Clothing                 | 6,133.26     | 13,000.00 | -6,866.74      | 47.2%       |
| <b>Total FIRE</b>                | 14,522.73    | 40,050.00 | -25,527.27     | 36.3%       |
| <b>INSURANCE</b>                 |              |           |                |             |
| Insurance-General                | 2,627.36     | 17,500.00 | -14,872.64     | 15.0%       |
| <b>Total INSURANCE</b>           | 2,627.36     | 17,500.00 | -14,872.64     | 15.0%       |
| <b>OFFICE</b>                    |              |           |                |             |
| Human Resources/Business Support | 3,175.00     | 15,000.00 | -11,825.00     | 21.2%       |
| Accounting Services              | 4,910.00     | 9,000.00  | -4,090.00      | 54.6%       |
| Attorney/Support                 | 367.50       | 3,025.63  | -2,658.13      | 12.1%       |
| Computer Maintenance             | 11,942.31    | 14,700.00 | -2,757.69      | 81.2%       |
| Office Software                  | 6,007.23     | 18,700.00 | -12,692.77     | 32.1%       |
| Office Supplies                  | 715.76       | 2,000.00  | -1,284.24      | 35.8%       |
| Postage                          | 156.00       | 300.00    | -144.00        | 52.0%       |
| Telephone/Cell-Phones/Internet   | 3,546.16     | 9,000.00  | -5,453.84      | 39.4%       |
| <b>Total OFFICE</b>              | 30,819.96    | 71,725.63 | -40,905.67     | 43.0%       |
| <b>UTILITIES</b>                 |              |           |                |             |
| Electricity                      | 7,709.25     | 13,000.00 | -5,290.75      | 59.3%       |
| Heating/Cooling                  | 0.00         | 1,000.00  | -1,000.00      | 0.0%        |
| Water/Sewer/Runoff               | 2,145.79     | 4,000.00  | -1,854.21      | 53.6%       |
| <b>Total UTILITIES</b>           | 9,855.04     | 18,000.00 | -8,144.96      | 54.8%       |

12:13 PM

06/22/26

Cash Basis

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

|                                       | Jan - Dec 26        | Budget              | \$ Over Budget       | % of Budget   |
|---------------------------------------|---------------------|---------------------|----------------------|---------------|
| <b>VEHICLES</b>                       |                     |                     |                      |               |
| Fuel                                  | 5,786.65            | 20,000.00           | -14,213.35           | 28.9%         |
| Repairs & Maintenance                 | 3,834.81            | 14,000.00           | -10,165.19           | 27.4%         |
| Testing/Inspection                    | 0.00                | 1,000.00            | -1,000.00            | 0.0%          |
| Tire Replacement                      | 0.00                | 3,500.00            | -3,500.00            | 0.0%          |
| <b>Total VEHICLES</b>                 | <b>9,621.46</b>     | <b>38,500.00</b>    | <b>-28,878.54</b>    | <b>25.0%</b>  |
| <b>Total OPERATIONAL EXPENDITURES</b> | <b>990,995.46</b>   | <b>1,986,300.00</b> | <b>-995,304.54</b>   | <b>49.9%</b>  |
| <b>Total Expense</b>                  | <b>1,052,244.29</b> | <b>2,115,039.00</b> | <b>-1,062,794.71</b> | <b>49.8%</b>  |
| <b>Net Ordinary Income</b>            | <b>134,000.08</b>   | <b>0.00</b>         | <b>134,000.08</b>    | <b>100.0%</b> |
| <b>Net Income</b>                     | <b>134,000.08</b>   | <b>0.00</b>         | <b>134,000.08</b>    | <b>100.0%</b> |

2:43 PM

06/01/26

**HOLMEN AREA FIRE DEPARTMENT**  
**Check Detail**  
June 1, 2026

| Type  | Num   | Date       | Name                 | Item                  | Account            | Paid Amount | Original Amount |
|-------|-------|------------|----------------------|-----------------------|--------------------|-------------|-----------------|
| Check | 17924 | 06/01/2026 | ADVERTISING SOL...   |                       | Park Bank Checking |             | -72.00          |
|       |       |            |                      | Uniform Clothing      |                    | -72.00      | 72.00           |
| TOTAL |       |            |                      |                       |                    | -72.00      | 72.00           |
| Check | 17925 | 06/01/2026 | Chippewa Valley T... |                       | Park Bank Checking |             | -1,500.00       |
|       |       |            |                      | Human Resources/...   |                    | -1,500.00   | 1,500.00        |
| TOTAL |       |            |                      |                       |                    | -1,500.00   | 1,500.00        |
| Check | 17926 | 06/01/2026 | GALLS                |                       | Park Bank Checking |             | -248.99         |
|       |       |            |                      | Uniform Clothing      |                    | -248.99     | 248.99          |
| TOTAL |       |            |                      |                       |                    | -248.99     | 248.99          |
| Check | 17927 | 06/01/2026 | MCS NETWORKS         |                       | Park Bank Checking |             | -315.95         |
|       |       |            |                      | Mold & Roof Project   |                    | -315.95     | 315.95          |
| TOTAL |       |            |                      |                       |                    | -315.95     | 315.95          |
| Check | 17928 | 06/01/2026 | CITY OF ONALASKA     |                       | Park Bank Checking |             | -1,627.50       |
|       |       |            |                      | Office Software       |                    | -1,627.50   | 1,627.50        |
| TOTAL |       |            |                      |                       |                    | -1,627.50   | 1,627.50        |
| Check | 17929 | 06/01/2026 | O'REILLY AUTO P...   |                       | Park Bank Checking |             | -28.99          |
|       |       |            |                      | Repairs & Maintena... |                    | -28.99      | 28.99           |
| TOTAL |       |            |                      |                       |                    | -28.99      | 28.99           |
| Check | 17931 | 06/01/2026 | VISA                 |                       | Park Bank Checking |             | -1,039.21       |
|       |       |            |                      | Training              |                    | -238.80     | 238.80          |
|       |       |            |                      | Supplies              |                    | -253.73     | 253.73          |
|       |       |            |                      | Supplies              |                    | -156.58     | 156.58          |
|       |       |            |                      | Postage               |                    | -156.00     | 156.00          |
|       |       |            |                      | Telephone/Cell-Pho... |                    | -234.10     | 234.10          |

2:43 PM

06/01/26

# HOLMEN AREA FIRE DEPARTMENT

## Check Detail

June 1, 2026

| Type  | Num   | Date       | Name     | Item | Account             | Paid Amount | Original Amount |
|-------|-------|------------|----------|------|---------------------|-------------|-----------------|
| TOTAL |       |            |          |      |                     | -1,039.21   | 1,039.21        |
| Check | 17932 | 06/01/2026 | 3 Amigos |      | Park Bank Checking  |             | -3,050.00       |
|       |       |            |          |      | Mold & Roof Project | -3,050.00   | 3,050.00        |
| TOTAL |       |            |          |      |                     | -3,050.00   | 3,050.00        |

3:23 PM

06/15/26

## HOLMEN AREA FIRE DEPARTMENT

## Check Detail

June 15, 2026

| Type  | Num   | Date       | Name                                    | Item     | Account               | Paid Amount |
|-------|-------|------------|-----------------------------------------|----------|-----------------------|-------------|
| Check | 17933 | 06/15/2026 | AIRGAS USA, LLC                         |          | Park Bank Checking    |             |
|       |       |            |                                         |          | Lease/Air/Oxygen      | -111.92     |
| TOTAL |       |            |                                         |          |                       | -111.92     |
| Check | 17934 | 06/15/2026 | ENGELSON & ASS...                       |          | Park Bank Checking    |             |
|       |       |            |                                         |          | Accounting Services   | -815.00     |
| TOTAL |       |            |                                         |          |                       | -815.00     |
| Check | 17935 | 06/15/2026 | HOLMEN ACE HAR...                       |          | Park Bank Checking    |             |
|       |       |            | Changed to<br>mold/roof<br>6/15/26 T.V. | Supplies |                       | -55.56      |
| TOTAL |       |            |                                         |          |                       | -55.56      |
| Check | 17936 | 06/15/2026 | KWIK TRIP                               |          | Park Bank Checking    |             |
|       |       |            |                                         |          | Fuel                  | -1,432.07   |
| TOTAL |       |            |                                         |          |                       | -1,432.07   |
| Check | 17937 | 06/15/2026 | MCS NETWORKS                            |          | Park Bank Checking    |             |
|       |       |            |                                         |          | Computer Maintena...  | -11,692.41  |
| TOTAL |       |            |                                         |          |                       | -11,692.41  |
| Check | 17938 | 06/15/2026 | McMahon Associat...                     |          | Park Bank Checking    |             |
|       |       |            |                                         |          | Human Resources/...   | -306.00     |
| TOTAL |       |            |                                         |          |                       | -306.00     |
| Check | 17939 | 06/15/2026 | O'REILLY AUTO P...                      |          | Park Bank Checking    |             |
|       |       |            |                                         |          | Repairs & Maintena... | -5.94       |
| TOTAL |       |            |                                         |          |                       | -5.94       |
| Check | 17940 | 06/15/2026 | RIVER CITY LAWN...                      |          | Park Bank Checking    |             |
|       |       |            |                                         |          | Grounds Maintenance   | -167.11     |
| TOTAL |       |            |                                         |          |                       | -167.11     |
| Check | 17941 | 06/15/2026 | VISION DESIGN G...                      |          | Park Bank Checking    |             |
|       |       |            |                                         |          | Office Software       | -60.00      |
| TOTAL |       |            |                                         |          |                       | -60.00      |
| Check | 17942 | 06/15/2026 | TROY BRINDLE                            |          | Park Bank Checking    |             |
|       |       |            |                                         |          | Conventions/Confer... | -106.75     |
| TOTAL |       |            |                                         |          |                       | -106.75     |

11:24 AM

06/22/26

**HOLMEN AREA FIRE DEPARTMENT**  
**Check Detail**  
June 22, 2026

| Type  | Num   | Date       | Name                 | Item | Account              | Paid Amount | Original Amount |
|-------|-------|------------|----------------------|------|----------------------|-------------|-----------------|
| Check | wd    | 06/22/2026 | EMC INSURANCE ...    |      | Park Bank Checking   |             | -1,422.10       |
|       |       |            |                      |      | Insurance-Work-Co... | -1,422.10   | 1,422.10        |
| TOTAL |       |            |                      |      |                      | -1,422.10   | 1,422.10        |
| Check | 17946 | 06/22/2026 | ZOLL Medical Corp... |      | Park Bank Checking   |             | -37,669.88      |
|       |       |            |                      |      | Replacement-EMS      | -37,669.88  | 37,669.88       |
| TOTAL |       |            |                      |      |                      | -37,669.88  | 37,669.88       |
| Check | 17947 | 06/22/2026 | FIRST AMERICAN ...   |      | Park Bank Checking   |             | -25,496.95      |
|       |       |            |                      |      | Mold & Roof Project  | -25,496.95  | 25,496.95       |
| TOTAL |       |            |                      |      |                      | -25,496.95  | 25,496.95       |



**Holmen Area Fire Department**  
710 Main Street South  
Holmen, WI 54636  
608-526-9363

Invoice #: 38867

06/01/2026

38867

**Quick Notes:** 2026 - Managed Services Invoice

Comments / Work Notes

Total: 11,692.41

**Amount Due:** \$ 11,692.41

**Contract Identifier:** I.T. Support Contract - 2026

| Yearly                 |                     |
|------------------------|---------------------|
| Contract Total:        | \$ 11,947.20        |
| Available to Discount: | \$ 5,095.80         |
| Pre-Pay Discount:      | 5%                  |
| Discount:              | \$ 254.79           |
| <b>Yearly Total:</b>   | <b>\$ 11,692.41</b> |

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## *Managed Services – Frequently Asked Questions*

This document outlines questions that are common amongst new managed services clients and our responses. If you have additional questions or need further explanation, give our offices a call to speak to us directly.

- **What are the primary differences between your Silver, Gold, and Platinum Support Contracts as well as some of the add-on services?**

Here is an overview of our support packages:

- **Silver Support**
  - Automatic System Optimization scripting
  - Real-time asset tracking for computers, network devices, and printers
  - Event log monitoring
  - Disk space and fault state status monitoring
  - Microsoft patch management (operating system, office applications etc.)
  - Response times for support requests are queued below Gold Support requests, typically less than 48 hours.
  - Pricing:
    - Workstations / Laptops: \$36.75 per month
    - Servers: \$122.50 per month
- **Gold Support** – All the benefits of **Silver** including:
  - Unlimited Remote Support, including after-hours support (24/7/365)
  - Unlimited in-lab diagnostics and repair. (8:30AM – 5:00PM)
  - PC migrations (replacing an existing PC with a new one as an example)
  - Software troubleshooting for application installs and updates.
  - Spyware and Virus removal (remote or in-lab)
  - Software deployment assistance
  - Response times typically within hours of initial request, queued below Platinum Support requests. Weekend requests are treated as needed. Priority requests will get weekend response, normal or low priority requests will be put in queue for normal weekdays.
  - Pricing:
    - Workstations / Laptops: \$49.95 per month
    - Servers: \$185.65 per month

- **Platinum Support** – All the benefits of **Silver** and **Gold** including:
  - Unlimited On-Site Support (24/7/365) - recommended for critical servers and workstations. Anytime spent on-site by our technicians is not billed out beyond the monthly support contract.  
\*\*\*Does not include travel expenses beyond 50 miles\*\*\*
  - Response times typically within hours, weekend response within hours especially if a call is placed or voicemail is created.
  - Weekend and After hours and Holidays also have a 4 hour expected response time.
  - Pricing:
    - Workstations / Laptops: \$74.25 per month
    - Servers: \$245.00 per month

Here is an overview of some of our addon services:

- **Network Management**
  - Quarterly firmware updates to network devices (or as needed)
  - Configuration backups of firewall, access point, switches etc.
  - Configuration changes or user assistance with network related issues.
  - Assistance with PCI, CJIS or other network security compliancy audits
  - Management of user VPN abilities (GVC or SSL-VPN)
  - Annual security review of firewall rules and operations
  - Wifi Access Points management and deployment services
  - Pricing: \$75.00 per month
- **Network Management + Syslog Auditing**
  - Same coverage as Network Management but we also include:
  - Syslog monitoring and log archiving for Auditing purposes
  - Pricing: \$175.00 per month
- **NAS DC Hosting / Management**
  - Storage of company owned NAS device in our Datacenter
  - Provide Cooling & Power Usage for device
  - Secure, 24/7/365 monitored facility with access control systems
  - Pricing: \$60.75 per month
- **Firewall Port Lease**
  - Usage of a Secure firewall port behind one of our managed firewalls
  - Provides secure encrypted connection for NAS Hosting/Server Hosting
  - Also covers bandwidth usage for devices connected to port
  - Pricing: \$32.50 per month

- **Cloud Services Management**
  - Creation/Management of Office 365 tenant
  - Licensing Management on devices and within portal
  - Software deployment assistance
  - 2FA assistance and management on mobile devices
  - Pricing:
    - Email Only: \$3.50 per user
    - Full Entra: \$15.75 per user:
- **Data Backup Management & Monitoring**
  - Creation/Management of Data Backup Jobs within Veeam
  - Weekly verification of On-Site/Off-Site backups
  - Quarterly software updates to Veeam software (or as needed)
  - Management of secure data links between replication devices
  - Pricing: \$15.00 per month per backup job.
- **Bronze Agent** (remote support assistance tool)
  - Simplifies the ability to provide remote assistance
  - Required for non-supported but Huntress EDR deployments
  - No pre-paid support is included with this line item.
  - Pricing: \$11.69 per month.
- **Security Suite** (Server/PC)
  - This is our Huntress EDR product, including licensing and support
  - Also includes management of Windows Defender linkage and configuration customization such as exclusion etc.
  - Pricing:
    - Workstations / Laptops: \$5.75 per device
    - Servers: \$11.50 per device
- **Managed Duo** (essentials/advantage/premier)
  - This is our Cisco Duo 2FA product line
  - Includes support for users utilizing this product on items:
    - PC's
    - Phones
    - Email
  - If a user calls in for assistance with setting this up on a personal or company owned device, this line item covers the labor for completing this task.
  - Pricing varies based on subscription level and feature requirements.

- **Veeam** (various different licensing items)
  - This is our Veeam Backup solution, this is a simple licensing line item
  - Pricing varies based on license and type of backup being performed.
- **Can you explain in detail what you mean by “Microsoft Patch Management”?**

Microsoft releases security updates, service packs, feature packs and/or update rollups for many of its products throughout the month. These updates are critical in keeping your computers and/or servers running at peak performance as well as protecting them against the latest security threats. These patches are deployed to our testing environment shortly after Microsoft releases them; we verify that they do not cause any immediate issues and schedule them to be deployed to our managed services machines within an acceptable timeframe (generally within 30 calendar days).

Windows Update, normally, installs only recommended updates and not service packs, feature updates, rollups for server products, or larger updates to the operating system. This is due to licensing restrictions/anti-trust regulations that Microsoft is under and therefore we test and handle the deployment ourselves; eliminating the possibility of a computer missing a necessary update.

- **What exactly does “Software Rollout Assistance” include?**

When businesses acquire new software it is typical for their I.T. management company to perform installation and deployment. We are no different. Our **Gold** and **Platinum** support contract includes deployment of applications such as Quickbooks, Timeslips, Microsoft Office, Adobe Acrobat, and more. However, this does not include employee training for the new software. Instead, many providers have support contracts available that may provide training and/or updates. For critical applications, we recommend having these contracts in place.

- **Unlimited in-lab diagnostics & repair, what exactly is this?**

At times, a computer may be incapable of diagnosis or repair remotely. In these situations, the machine would be brought to our facility for an in-depth analysis. While most computer repair centers charge hourly for this service, we provide this at no additional cost to our **Gold** and **Platinum** customers. As an example, if a computer's hard drive fails and needs a replacement we handle getting the part and reinstalling applications (if necessary); all time spent is covered under the support contract and incurs no additional cost to the client. Hardware parts, if not under manufacturer warranty, are a separate charge.

- **How do we place a support ticket and how do we track the status of issues?**

All of our managed services customers will receive ticket updates from our I.T. Service Desk portal. This application is used to track the status of support requests that may come from our clients or automatically created by managed computers when issues arise. Customers will receive progress updates via email as work is being performed within your organization.

- **How do I benefit from all the “Event log, disk space, fault state monitoring” etc.?**

In most cases when issues arise the computer knows before the user does. In response, it will generate “events” or logs that I.T. companies use for diagnosis. Unfortunately they are extremely technical which makes it challenging for the average user to understand. To remedy this, our system automatically monitors and generates support tickets for issues such as Windows crashes, disk space usage, RAID health status, security alerts, and more. This saves our customers hours of research and ensures problems are dealt with in a timely manner.

- **Can you explain what “Automatic System Optimization” is?**

MCS Networks deploys many different automatic scripts that work to optimize computer performance at various times throughout the day. Our management system can automatically schedule system defragmentation, junk file cleanups, registry fixes, and much more: all without interrupting the customer. Additionally, it is highly configurable: many of our clients have custom scripts to handle specific application needs and/or changes.

- **How do I benefit from “Online Asset Tracking”?**

Each computer included in a managed services contract has an agent that we use to monitor the system. This application performs complete audits of the computer to include hardware (hard drive space, CPU speed, RAM) and software (Adobe Reader, Microsoft Office, etc.) with detailed information such as manufacturer and version numbers. Additionally it acts as a heart-beat monitor; if important machines suddenly go offline we are alerted almost immediately; sometimes before our customers realize themselves. Lastly, we track the age of all equipment and provide real-time inventory asset evaluations for our clients for budgetary forecasts.

- **Your support packages include “Virus and spyware removal”, how is this performed?**

Our **Gold** and **Platinum** support packages include virus and spyware removal. Typically this process involves, depending on the situation, having the computer in our diagnostic lab for removing the infection and repairing any damage caused. Virus removal and computer repair can take a couple of hours or days (depending on the extent of the damage). Each situation is different; sometimes the infection is small enough where remote support is enough to fix it and we can mitigate the downtime as much as possible.

- **If my company purchases new computers, do both computers (old / new) need to be on the support contract?**

If a computer that is under a support contract is being replaced by a new computer and the previous computer is scheduled for decommissioning, there is no need for both computers to be on the same contract. If the computer in question is covered by a **Gold** or **Platinum** contract, the costs (labor) associated with moving the client to the new PC are free of charge.

- **Is there a minimum term for each computer we put under contract?**

Each computer included in a **Gold** or **Platinum** support contract requires a 12-month commitment. Our **Silver** support contract requires a 6-month commitment.

# Memo



**To:** Holmen Area Fire Department Board Directors

**From:** Ryan Ostreng

**cc:**

**Date:** June 22, 2026

**Re:** One-Month Lease Extension – Halfway Creek Apartments

---

## RECOMMENDATION

Approve a one-month lease extension for two apartments at Halfway Creek Apartments through July 31, 2026, to support ongoing station remediation.

## BACKGROUND

The department entered into a three-month lease agreement for temporary housing at Halfway Creek Apartments due to station mold remediation and roofing replacement projects. This lease is scheduled to expire on June 30, 2026.

Based on current project timeline, the remaining remediation work is anticipated to be completed during the third week of July. Continued access to temporary housing is necessary to maintain operational readiness and staffing continuity until the station is fully habitable.

## DISCUSSION

Extending the lease for one additional month ensures:

- Continuity of operations without disruption to staffing or response capability
- Safe and suitable housing for personnel during ongoing facility repairs
- Alignment with the projected completion timeline of station mold remediation project

The proposed extension is limited in duration and directly tied to completion of the remediation and roofing project.

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

Cost Summary (July 2026):

- Apartment #201: \$1,770 rent + \$50 utilities = \$1,790
- Apartment #103: \$1,770 rent + \$50 utilities = \$1,790
- Total Estimated Cost: \$3,580

**ACTION REQUESTED**

Approve a one-month lease renewal for two apartments at Halfway Creek Apartments through July 31, 2026, at a total cost not to exceed \$4,000.00

Suggested Motion:

Move to approve a one-month lease extension for two apartments at Halfway Creek Apartments through July 31, 2026, at a cost not to exceed \$4,000.00.

## 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  | 135  | 32  |
| APRIL     | 90   | 23  | 87   | -3  | 97   | 10  | 85   | -12 | 104  | 19  | 122  | 18  | 130  | 8   | 83   | -47  | 85   | 2   | 110  | 25  |
| MAY       | 85   | 22  | 92   | 7   | 82   | -10 | 70   | -12 | 101  | 31  | 131  | 30  | 114  | -17 | 83   | -31  | 113  | 30  | 108  | -5  |
| 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 | 605  | 107 |

## CALL TYPES RESPONDED TO FOR MAY

| <u>INCIDENT TYPE</u>      | <u>TOTAL</u> |
|---------------------------|--------------|
| Fire                      | 7            |
| Medical                   | 81           |
| Hazardous Situation       | 3            |
| Rescue                    | 0            |
| Public Service            | 4            |
| No Emergency              | 13           |
| Assisting Law Enforcement | 0            |
|                           | 108          |



# Holmen Area Fire Department

710 S Main St, Holmen, WI 54636

608-526-9363

www.holmenfire.com



ITEM 8a2

**DRAFT MAY 2026**

## 2026 HAFD Incidents By Municipality

Report Pulled On: 06/23/2026

| Incident Type Primary Category 1 (filIncident.03)                           | Incident Type Primary Category 2 (filIncident.03) | Total             |
|-----------------------------------------------------------------------------|---------------------------------------------------|-------------------|
| <b>Incident Location Zone Number (itfilIncident.008): City of Onalaska</b>  |                                                   |                   |
| Fire                                                                        | Outside Fire                                      | 1                 |
| Fire                                                                        | Structure Fire                                    | 1                 |
| No Emergency                                                                |                                                   | 4                 |
|                                                                             |                                                   | <b>Total: 6</b>   |
| <b>Incident Location Zone Number (itfilIncident.008): Shelby</b>            |                                                   |                   |
| Fire                                                                        | Structure Fire                                    | 1                 |
|                                                                             |                                                   | <b>Total: 1</b>   |
| <b>Incident Location Zone Number (itfilIncident.008): Town of Holland</b>   |                                                   |                   |
| Fire                                                                        | Transportation Fire                               | 1                 |
| Medical                                                                     | Illness                                           | 5                 |
| Medical                                                                     | Injury/Trauma                                     | 1                 |
|                                                                             |                                                   | <b>Total: 7</b>   |
| <b>Incident Location Zone Number (itfilIncident.008): Town of Onalaska</b>  |                                                   |                   |
| Hazardous Situation                                                         | Hazard Non-Chemical                               | 1                 |
| Medical                                                                     | Illness                                           | 2                 |
|                                                                             |                                                   | <b>Total: 3</b>   |
| <b>Incident Location Zone Number (itfilIncident.008): Village of Holmen</b> |                                                   |                   |
| Fire                                                                        | Outside Fire                                      | 2                 |
| Fire                                                                        | Structure Fire                                    | 1                 |
| Hazardous Situation                                                         | Hazard Non-Chemical                               | 1                 |
| Hazardous Situation                                                         | Investigation                                     | 1                 |
| Medical                                                                     | Illness                                           | 51                |
| Medical                                                                     | Injury/Trauma                                     | 17                |
| Medical                                                                     | Other                                             | 4                 |
| No Emergency                                                                |                                                   | 2                 |
| No Emergency                                                                | False Alarm                                       | 4                 |
| No Emergency                                                                | Good Intent                                       | 3                 |
| Public Service                                                              | Citizen Assist                                    | 4                 |
|                                                                             |                                                   | <b>Total: 90</b>  |
|                                                                             |                                                   | <b>Total: 107</b> |

### 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.

# HAFD Cardiac Save Ribbon

The following four members of the Holmen Area Fire Department are hereby recognized and awarded the HAFD Cardiac Save Ribbon for their actions involving life-saving efforts that saved a life in July of 2025.



Captain Michael Lavery

Engineer Travis Wills

Firefighter Zach Schneeberger

Firefighter Caden Douglas

These HAFD staff members were also recognized by the 7 Rivers Cardiac Arrest Preparedness and Education (7R-CAPE) Heroes & Survivors Banquet on Thursday, February 12, 2026.

# HAFD Stork Ribbon

The following four members of the Holmen Area Fire Department are hereby recognized and awarded the HAFD Stork Ribbon for their actions assisting the birth of a new baby girl.



Captain Michael Lavery

Engineer Troy Brindle

Firefighter Zach Schneeberger

Firefighter Caden Douglas

# Years of Service Ribbon

A Fire Department Years of Service Ribbon is used to recognize a member's longevity, commitment, and continuous service within the department.

## 5 YEARS

Captain Michael Lavery - 03/07/2021 (5yrs)

Engineer Troy Brindle - 03/14/2018 (8yrs)

Engineer Tony Kropelin - 11/02/2017 (9yrs)

## 10 YEARS

Captain Jeremy Cook - 11/03/2014 (12yrs)

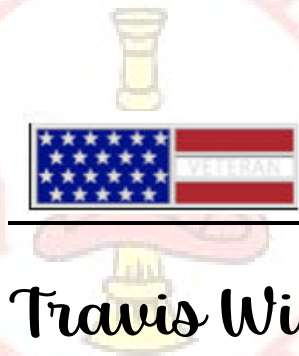
Firefighter Phil Davies - 11/15/2015 (11yrs)

## 15 YEARS

Captain Frank Garrow - 01/04/2011 (15yrs)

# Military Service Recognition Ribbon

The Fire Department Military Service Recognition Ribbon is awarded to personnel who have honorably served in the United States Armed Forces prior to or concurrent with their fire service career. It acknowledges military experience, commitment to national defense, and the skills brought into the fire service.



Engineer Travis Wills - Navy

Firefighter Caden Douglas – Army

**RELIANT FIRE APPARATUS, INC.**

P.O. BOX 470 • SLINGER, WISCONSIN 53086 • PHONE (262) 297-5020



June 8, 2026

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

Proposal Detail: Reliant Fire Apparatus Proposal #808 dated June 8, 2026 for one Pierce Velocity PUC Pumper.

Dear Chief Ostreng,

Thank you for the opportunity to present this Proposal Detail to the Holmen Area Fire Department. Attached you will find the completed proposal for the apparatus to be furnished. This pricing is based on the apparatus purchased through HGAC, all discounts have been applied for a Consortium purchase. The pricing information for the Proposal Detail is as follows:

**Pricing Summary:**

Base Unit Price Prior to Payment Discount Options Detailed Below: \$1,306,625.00

**Other Payment Option:**

Custom prepayment options are available on any funds prepaid prior to their due dates. Should the opportunity exist to have prepayment amounts or intervals, please provide and a custom prepayment option quote can be calculated for your review.

**100% Performance Bond:**

Should you elect to have Performance Bond provided one will be calculated and will need to be added to the above pricing detail.

**Terms and Conditions:**

Pricing Validity – Proposal pricing is valid for 60 calendar days.

Delivery – Unit to be completed and prepared for final inspection within approximately 48-51 months from receipt and acceptance of contract or purchase order. Delivery lead time is based on current lead time at time of proposal. Lead time will be determined at time of contract/purchase order award.

**Product Specification and Availability:**

The product quoted is specified according to the fire departments requirements communicated. Reliant offers a range of alternative options for this product, which are subject to variations in both lead time and complexity. These alternatives include but are not limited to 1. Instantly Available Stock Unit Programs: Products available for the shortest lead times. 2. Dealer Allocated Stock (DAS) and Build My Pierce (BMP) Build Slots: Products with intermediate lead times. 3. Complex Build-to-Order Configurations: Products with the longest lead times and highest complexity. The final decision on the specific build configuration and associated lead time rests solely with the Fire Department.

**Basis of Quoted Pricing:**

The price quoted is based strictly on the current component pricing, EPA compliance pricing, and NFPA standards compliance pricing effective at the date of this quotation letter. This quoted price is unique to this transaction and shall not be compared to any previous price levels, historical purchase records, or pricing data from prior transactions or factors of similar nature. Such historical data is considered irrelevant for comparative purposes, as changes in material costs, regulatory mandates (EPA and NFPA), supply chain dynamics, and component technology render past pricing factors non-analogous to the current basis of calculation. The quoted price reflects the cost to fulfill the order under the prevailing economic and regulatory conditions at the time of quotation.

Taxes – Any State, Federal, or local taxes are not included. If subject to taxes the amount will be added to the final invoice amount. For a tax-exempt purchase, the purchasing entity tax exempt form is required.

Freight – Delivery shall be F.O.B. Holmen Area Fire Department, 710 South Main Street, Holmen WI, 54636.

Payment Form – Payment to be made in the form of cash or check.

**Payment Terms:****Base Option:**

Payment due in full to Reliant Fire Apparatus, Inc. N10 days prior to final inspection at the Pierce Manufacturing, Inc. build location.

**100% Prepayment Option:**

Payment due in full at time of receipt and acceptance of contract or purchase order.

Said apparatus and equipment are to be built and shipped in accordance with the proposal hereto attached. Delays due to strikes, war, conflicts, pandemics, supply chain issues, or other causes beyond our control, could alter the delivery schedule.

The proposal herein contained shall form part of the final contract and are subject to changes as desired by the purchaser, provided such changes are acknowledged and agreed to in writing by the purchaser.

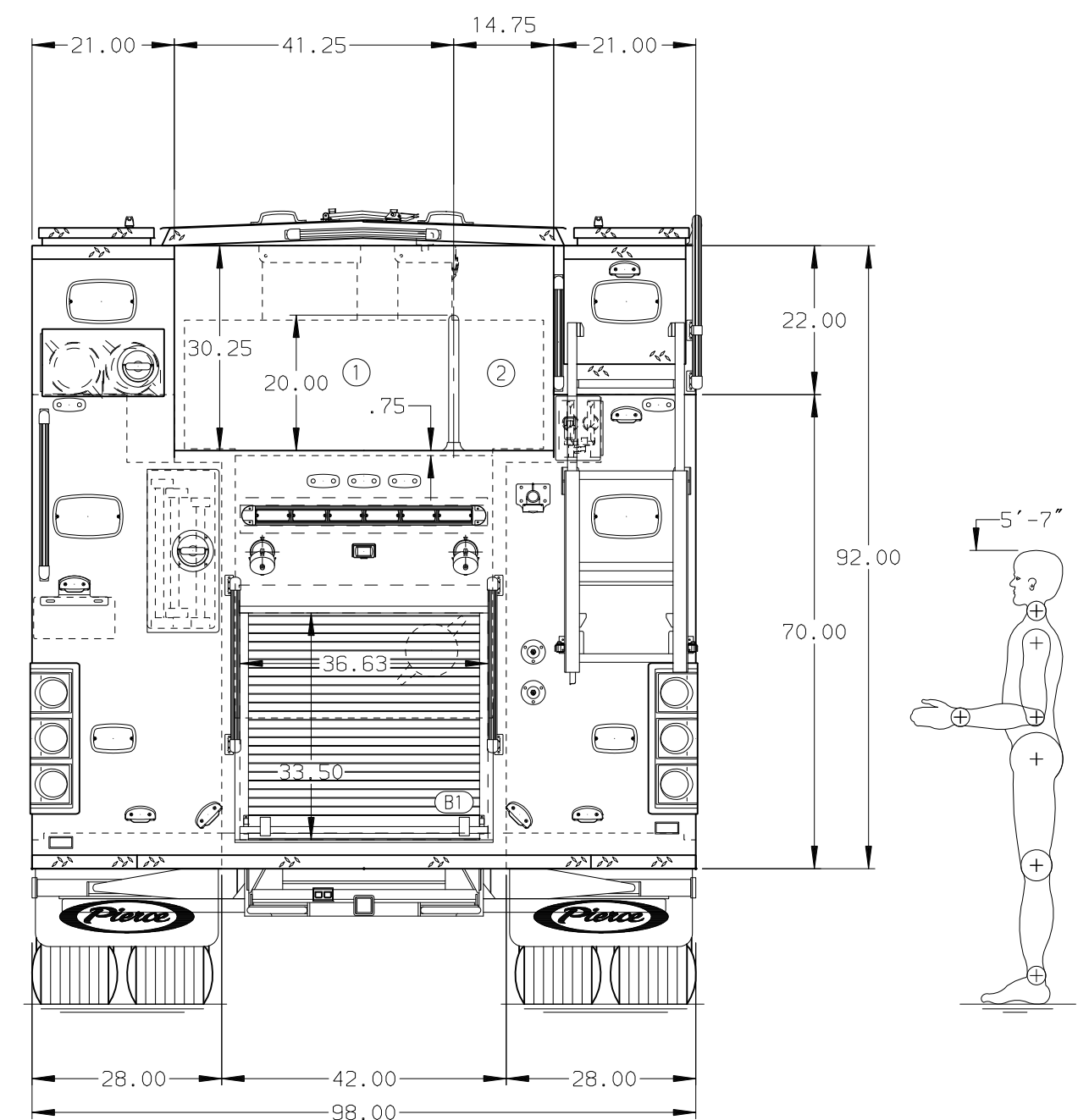
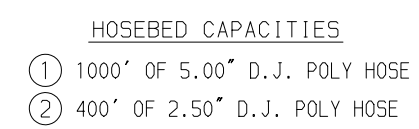
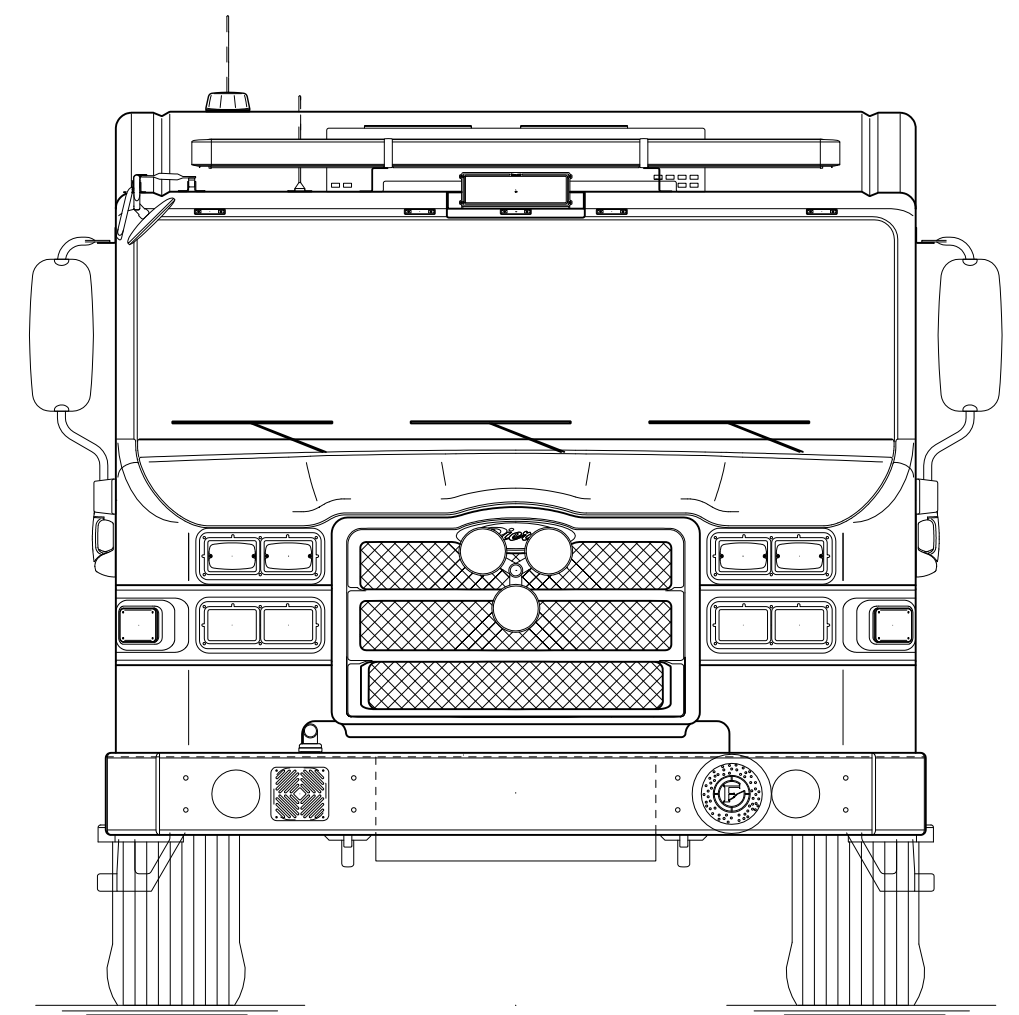
This proposal for fire apparatus conforms with all National Fire Protection Association (NFPA) Guidelines for Automotive Fire Apparatus as published at the time of proposal, except for any items deemed to be “non-compliant” by the purchaser. All “non-compliant” items are detailed on the NFPA Statement of Exceptions included with the proposal.

We thank you for the opportunity to submit Reliant Fire Apparatus proposal #808 to you. Should you have any questions or require any additional information, please do not hesitate contacting me directly, or contacting Reliant Fire Apparatus directly at (262) 297-5020.

Respectfully,

*Eric Fibikar*

Eric Fibikar  
RELIANT FIRE APPARATUS, INC.  
319-939-1905  
Ericf@reliantfire.com



|                                                                                       |         |     |     |              |                                                                                                                 |                                                                   |  |  |  |               |                          |                     |         |
|---------------------------------------------------------------------------------------|---------|-----|-----|--------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--|--|--|---------------|--------------------------|---------------------|---------|
| <b>CUSTOMER APPROVAL</b>                                                              |         |     |     |              |  <b>MANUFACTURING INC.</b> |                                                                   |  |  |  | JOB NO.       | PRELIM                   |                     |         |
| APPROVED BY: _____                                                                    |         |     |     |              |                                                                                                                 |                                                                   |  |  |  | SCALE<br>1:24 |                          |                     |         |
| DATE: _____                                                                           |         |     |     |              |                                                                                                                 |                                                                   |  |  |  |               |                          |                     |         |
|                                                                                       |         |     |     | CHASSIS DATA | TITLE                                                                                                           | 1500 GPM, 1270 GAL, 1250 WATER - 20 FOAM<br>214", PUC RESCUE, MUX |  |  |  |               | DRAWN BY<br>JWR          | 11DEC25             |         |
|                                                                                       |         |     |     | MAKE         | FOR                                                                                                             | HOLMEN AREA FIRE DEPARTMENT<br>RELIANT FIRE APPARATUS, INC        |  |  |  |               | BID #808<br>ERIC FIBIKAR | CHECKED BY<br>JWO   | 11DEC25 |
|  | 05JUN26 | JWR | JWO | PIERCE       |                                                                                                                 |                                                                   |  |  |  |               |                          |                     |         |
|  | 24MAR26 | JWR | JWO | MODEL        | DWG NO.                                                                                                         | 73268                                                             |  |  |  |               | SHEET SIZE<br>D          | SHEET NO.<br>1 OF 1 |         |
| REV                                                                                   | DATE    | BY  | CH  | ENFORCER     |                                                                                                                 |                                                                   |  |  |  |               |                          |                     |         |

# *Distinguished Civilian Service Award*

*Proudly Presented To*

**Jamie Schloegel**

*In grateful recognition of your exceptional initiative and dedication in securing vital grants and community donations. Your outstanding efforts have directly enhanced our EMS capabilities, ensuring our first responders have the lifesaving equipment needed to protect and serve the citizens of the Holmen Area Fire District.*



*Presented on June 4, 2026*

---

*Fire Chief Ryan R. Ostreng*

# *Distinguished Civilian Service Award*

*Proudly Presented To*

**Maria Shilha**

*In grateful recognition of your exceptional initiative and dedication in securing vital grants and community donations. Your outstanding efforts have directly enhanced our EMS capabilities, ensuring our first responders have the lifesaving equipment needed to protect and serve the citizens of the Holmen Area Fire District.*



*Presented on June 4, 2026*

---

*Fire Chief Ryan R. Ostreng*

**DRAFT MINUTES****Subject To Change Before Approval By The Holmen Area Fire Commission****Holmen Area Fire Commission Meeting Minutes: May 26, 2026****Meeting Location: Town of Holland Town Hall - Holmen, WI 54636****CALL TO ORDER:**

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

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

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

Also Present: Ryan Ostreng, Fire Chief.

Absent: Troy Miller, Town of Holland.

**APPROVAL OF AGENDA:**

Motion by Commissioner John Miller, with 2<sup>nd</sup> by Commissioner Brockman to approve the meeting agenda as posted, with one minor exception of pulling Item 7b ahead of 7a. Unanimously approved.

**APPROVAL OF MINUTES:**

The minutes of the March 2, 2026 meeting were reviewed by the commissioners. A motion was made by Commissioner Brockman with 2<sup>nd</sup> by Commissioner Bushman to approve the minutes. This motion was unanimously approved.

**RESIDENT OR EMPLOYEE CONCERNS/COMMENTS:**

No concerns from residents were presented.

**FIRE ADMINISTRATION REPORT:**

- A- Chief Ostreng reported the response level as of the end of April was 497, 112 ahead of last year. The month of May has been a bit slower, and Chief is estimating that nearly 75% of the calls are of a medical nature.
- B- Staffing/Personnel: A badge pinning ceremony was held to recognize the completion of the probationary period for Emmaline Zabel. Firefighter Zabel was joined at the ceremony by friends, family, and fellow HAFD personnel. Words of commendation, encouragement, and support were expressed by Chief Ostreng. The exchange and pinning of badges was carefully executed by Cam (her fiancé). Congratulations Firefighter Zabel!!!

**COMMISSION CHAIR REPORT:**

Nothing reported.

**UNFINISHED BUSINESS:**

Nothing at this time.

However, our newest member of the Commission, Troy Miller, was not in attendance. Consequently, his formal introduction to the rest of the commission will be handled at our next meeting.

## **DRAFT MINUTES**

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

#### **Holmen Area Fire Commission Meeting Minutes: May 26, 2026**

##### **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

##### **Election of Fire Commission Officers:**

- a. Election of Commission Chair. Nomination by Comm. John Miller with 2<sup>nd</sup> by Comm. Bushman for Barry Ploessl to continue in his role as Chairman. Unanimously approved.
- b. Election of Commission Vice Chair. Nomination by Comm. Ploessl with 2<sup>nd</sup> by Comm. John Miller for Patrick Brockman to continue in his role as Vice Chairman. Unanimously approved.
- c. Election of Commission Secretary. Nomination by Comm. John Miller with 2<sup>nd</sup> by Comm. Brockman for James Bushman in the role of Secretary. Unanimously approved.

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

No future meeting date was scheduled at this time but will be called as needed.  
All meeting dates will be confirmed and posted by Chief Ostreng.

##### **ADJOURN:**

A motion was made by Commissioner Bushman, with a second from Commissioner Brockman to adjourn the meeting. This motion passed with unanimous approval. The meeting adjourned at 7:05 pm.

Minutes respectfully recorded and published by John Miller, Commission Secretary.  
May 27, 2026

# Memo



**To:** Holmen Area Fire Department Board of Directors

**From:** Fire Chief Ryan Ostreng

**cc:**

**Date:** June 15, 2026

**Re:** McMahon Cooperative Fire Services Feasibility Study Status Update

---

## PURPOSE:

The purpose of this memorandum is to provide a brief update on the McMahon Cooperative Fire Services Feasibility Study, including project initiation, team formation, and next steps.

## BACKGROUND:

This study was initiated as a proactive, structured evaluation of opportunities for enhanced collaboration between the Holmen Area Fire Department (HAFD) and the Onalaska Fire Department (OFD), with the goal of improving service delivery, operational efficiency, and long-term sustainability, and providing data-driven recommendations to inform future decision-making.

## CURRENT STATUS:

### Project Initiation

- HAFD and OFD have coordinated with McMahon Associates to initiate the feasibility study.
- Department documents have been compiled and submitted to McMahon Associates for analysis.

### Project Team Formation

- A joint project team has been established to coordinate the study, serve as the primary point of contact, and review findings.
- The team includes department leadership and labor representation from both organizations.

## **Consultant Team**

- McMahon has assigned a project team of public safety and municipal consultants, led by Robert Whitaker.

## **Interview Phase**

- Initial in-person interviews with department staff, leadership, and municipal representatives were completed on June 1, 2026.
- McMahon is currently reviewing information obtained through interviews and submitted documentation.

## **PROJECT PROGRESSION & NEXT STEPS:**

### **Upcoming Activities**

- A virtual findings meeting is scheduled for July 21, 2026.
  - This meeting will include:
    - A summary of McMahon's review of submitted documentation
    - An overview of key themes from stakeholder interviews
    - Identification and discussion of any outstanding questions from the consultant team

## **SUMMARY:**

The McMahon Cooperative Fire Services Feasibility Study has progressed through initial document collection and stakeholder interviews and is currently in the analysis phase. A findings meeting has been scheduled to review preliminary observations and identify any remaining information needs prior to the development of formal recommendations.

# Memo



**To:** Holmen Area Fire Department Board of Directors

**From:** Fire Chief Ryan Ostreng

**cc:**

**Date:** June 23, 2026

**Re:** Fire Station Mold Remediation Project Update

---

## PURPOSE:

The purpose of this memorandum is to provide the Board of Directors with a status update on the fire station mold remediation and leaking roof repair project, including temporary relocation, project coordination, and anticipated timelines.

## BACKGROUND:

The fire station mold remediation and leaking roof repair project requires temporary relocation of staff and staged preparation activities to support contractor access and required facility repairs.

## CURRENT STATUS:

- **Temporary Relocation:**
  - Staff in temporary apartment housing as of May 19 through June 30
  - Requesting to extend lease through July 31
- **Completed Work:**
  - Electrical work related to the meeting room fan removal is complete – Stetter Electric
  - Drop ceiling removed – Lappins
  - Meeting room fan removed - Lappins
  - Wet blown in ceiling insulation removed - Lappins
  - Southern wall day room drywall and bat insulation removed - Lappins
  - Partial southern wall drywall in administrative office removed – Lappins
  - Mold removal complete - Lappins
  - Caulking of wall seams, wall bottoms, window frames complete – Lappins
  - Metal fashioned cap over window tops complete - Lappins
  - Opening in roof for meeting room fan sealed – First American Roofing and Siding
  - Roof covering installed – First American Roofing and Siding

- **Contractor Tentative Work Schedule:**

- Melde Plumbing will plug drain in dorm room by July 17
- Lappins will insulate south wall in meeting, blow insulation into ceiling area, sheetrock, tape, and paint replace walls by July 17
- Midwest Ceiling Systems install drop ceiling by July 24
- Lappins finish work with drop ceiling by July 31

**OPERATIONAL IMPACT:**

Operations remain fully in service during relocation and construction.

Administrative functions will temporarily operate from apparatus bay office setup. Off-site meeting locations will be scheduled as needed.

**FISCAL IMPACT:**

Project costs are tracked under *Other Current Assets – Mold & Roof Project* within the Balance Sheet. A detailed expenditure spreadsheet is included in the financial documents packet.

**SUMMARY:**

The project is progressing but has experienced delay from roofing contractor due to wet weather and emergency repair work from areawide severe weather. The department is targeting a return to the station by August 1, 2026.

| 2026 Station Mold Costs (From LGIP #1 - Capital Savings) |              |                |                                       |            |              |                |                                                  |                                             |
|----------------------------------------------------------|--------------|----------------|---------------------------------------|------------|--------------|----------------|--------------------------------------------------|---------------------------------------------|
| Station Mold/Roof Project Budget                         |              | \$ 70,000.00   | (Taken From LGIP#1 - Capital Savings) |            |              |                |                                                  |                                             |
| Trans Date                                               | Trans Number | Invoice Number | Supplier/Vendor Name                  | Check Date | Check Number | Credit/Debit   | Description                                      | Note                                        |
| 4/1/26                                                   | 1            |                | Three Amigos - Halfway Creek Apts     |            |              | \$ (3,050.00)  | Three Amigos Apartment April Rent                |                                             |
| 4/6/26                                                   | 2            |                | VISA                                  |            |              | \$ (1,570.59)  | Three Amigos Apartments May Rent                 | Apartment Rent Conf # 1262-BB10             |
| 4/6/26                                                   | 3            |                | VISA                                  |            |              | \$ (1,570.59)  | Three Amigos Apartments May Rent                 | Apartment Rent Conf # 74F1-0A40             |
| 4/7/26                                                   | 4            |                | VISA                                  |            |              | \$ (60.42)     | Menards - Apartment Supplies                     | Shower Curtains, Entrance Mats, Shower Rugs |
| 4/7/26                                                   | 5            |                | Holmen Ace Hardware                   |            |              | \$ (5.38)      | Rental Apartment Supplies                        |                                             |
| 5/2/26                                                   | 6            | 38848          | MCS Networks                          |            |              | \$ (315.95)    | Temporary Routing of Fire Station Network Cables |                                             |
| 5/6/26                                                   |              |                | Lappins                               |            |              | \$ (13,987.00) | Lappins Down Payment                             |                                             |
| 5/20/26                                                  | 7            |                | Holmen Ace Hardware                   |            |              | \$ (55.56)     | Apartment Supplies                               | Dishwand, Dawn, Plastic Hooks, Spray Mop    |
| 6/1/26                                                   | 8            |                | VISA                                  |            |              | \$ (1,603.25)  | Three Amigos Apartments June Rent                | Apartment Rent Conf # 8002-BF90             |
| 6/1/26                                                   | 9            |                | VISA                                  |            |              | \$ (1,617.10)  | Three Amigos Apartments June Rent                | Apartment Rent Conf # 3C60-DDB0             |
|                                                          | 10           | 2026-5316-1    | First American Roofing & Siding, Inc  |            |              | \$ (25,496.95) |                                                  |                                             |
|                                                          |              |                |                                       |            |              |                |                                                  |                                             |
|                                                          |              |                |                                       |            |              |                |                                                  |                                             |
|                                                          |              |                |                                       |            |              |                |                                                  |                                             |
|                                                          |              |                |                                       |            |              |                |                                                  |                                             |
| TOTAL REMAINING STATION MOLD/ROOF BUDGET                 |              |                |                                       |            |              | \$ 20,667.21   |                                                  |                                             |

\$ (49,332.79)

# Memo



**To:** Holmen Area Fire Department Board Directors

**From:** Ryan Ostreng

**cc:**

**Date:** June 22, 2026

**Re:** 2025 Fire Department Annual Report

---

## RECOMMENDATION

Receive and review the 2025 Fire Department Annual Report as presented.

## BACKGROUND

The 2025 Fire Department Annual Report is provided for review. The report summarizes department activities, including incident response, staffing, training, and fire prevention efforts.

## DISCUSSION

The annual report is intended to provide transparency and a year-end summary of department operations. It is not a policy document but serves as a reference for ongoing planning, budgeting, and service evaluation.

The report also supports the initiation of strategic planning efforts by establishing baseline operational data and identifying trends relevant to future service delivery, staffing, and capital planning considerations.

## FISCAL IMPACT

There is no direct fiscal impact associated with this report. Information contained within the report may inform future budget development and capital planning discussions.

## ACTION REQUESTED

This item is presented for informational purposes only. No formal action is required.

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



# HOLMEN AREA FIRE DEPARTMENT

## 2025 Annual Report



# TABLE OF CONTENTS

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# LETTER FROM THE CHIEF

**To the Holmen Area Fire Department Board of Directors,  
Holmen Area Fire Commission, and the Boards,  
Administration, and Citizens of the Village of Holmen  
and Town of Holland:**

I am pleased to present the Holmen Area Fire Department's 2025 Annual Report, which summarizes our service delivery, and key accomplishments over the past year.

Throughout 2025, our personnel remained committed to protecting life, property, and the environment through fire suppression, emergency medical services, fire prevention, public education, and training. Specifically, we strengthened our training program by implementing a department-wide plan focused on improving consistency, enhancing operational readiness, and aligning training with evolving service demands.

This report highlights our performance in incident response, training, fire inspections, and community outreach; while also reflecting the strong partnerships we maintain with our municipalities, automatic aid partners, and allied agencies.

As our communities continue to grow, the department remains focused on meeting current service demands while proactively planning for the future to ensure sustained operational readiness and long-term success.

I appreciate the continued support of our Board, Commission, municipal leadership, and the citizens we proudly serve. I am proud to lead this organization. I am confident in its direction.

Respectfully,  
Ryan Ostreng  
Fire Chief, Holmen Area Fire Department



# ABOUT HAFD

Located in northern La Crosse County, Wisconsin, the Holmen Volunteer Fire Department was established on April 22, 1921, under the leadership of August Anderson, the department's first elected Fire Chief.

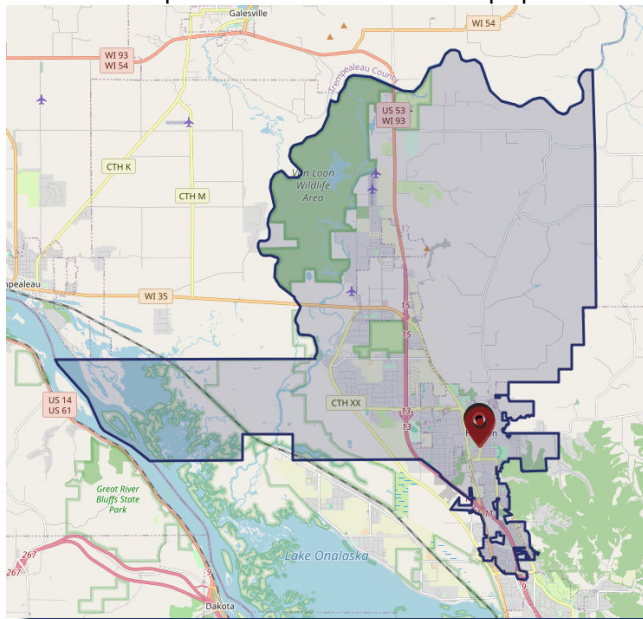
In 1954, the Village of Holmen sought financial assistance from the Town of Holland and the Town of Onalaska to purchase a new pumper. This partnership marked the introduction of the "AREA" concept and led to the renaming of the organization as the Holmen Area Fire Department (HAFD).



HAFD further expanded its services in 1979 with the establishment of a medical First Responder program, becoming one of the early fire departments in Wisconsin to provide both fire suppression and medical response services.

The department responded to 668 calls for service in 2014, the same year it started a transition toward a career staffing model. On March 7, 2014, HAFD hired its first full-time employee with the appointment of Fire Chief John Gaarder.

Today, HAFD operates as an association between the Village of Holmen and the Town of Holland. HAFD is an all-risk, all-hazards organization providing fire suppression, emergency medical services, and rescue operations to an estimated population of 17,000 residents across approximately 55 square miles.

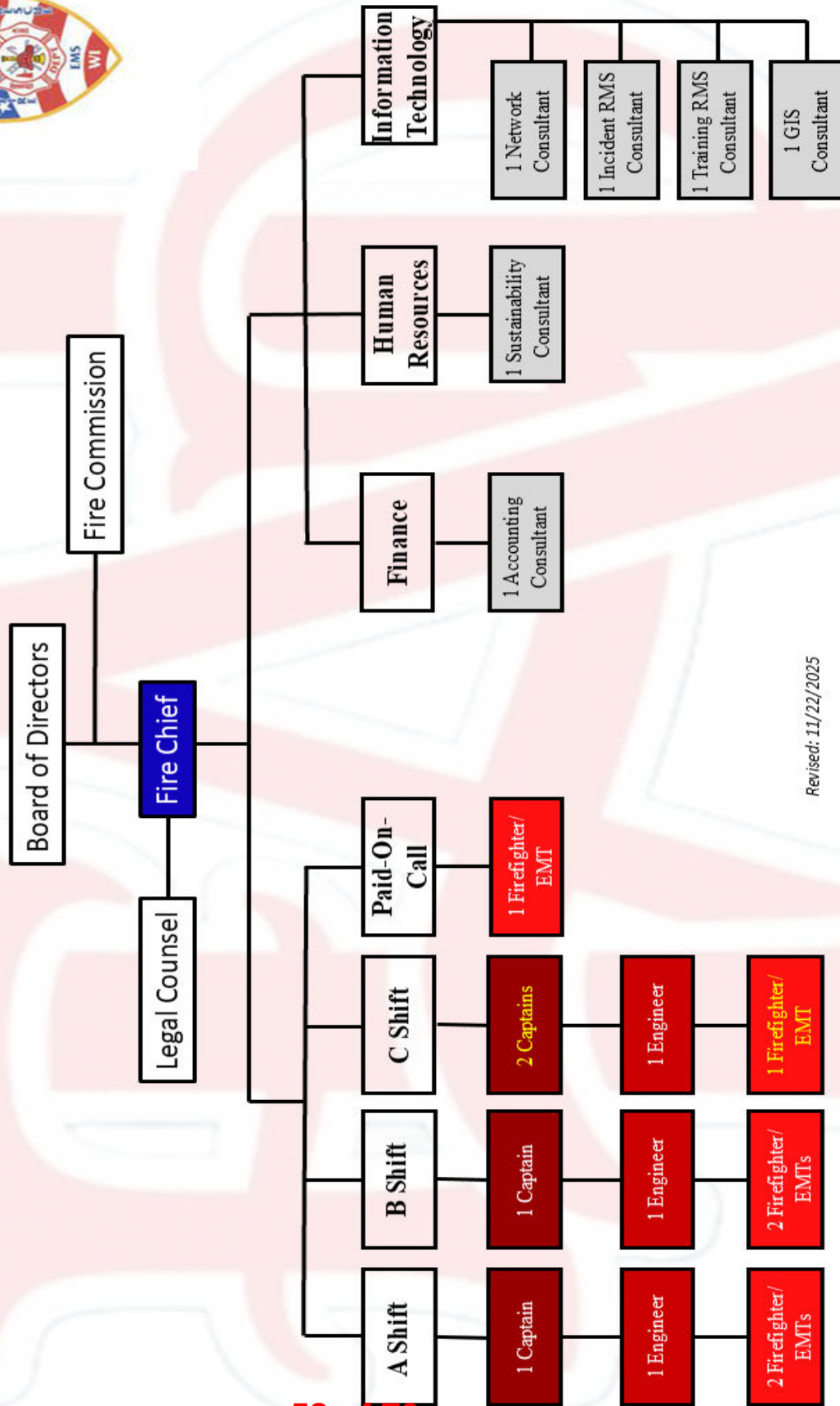


The department responds from a single fire station located in the Village of Holmen and staffs 24-hour operations with 12 career firefighter/EMTs (four personnel per shift), a full-time Fire Chief and one paid-on-call member.

In 2025, the Holmen Area Fire Department responded to 1,370 requests for service, marking a record number of emergency responses in one year and reflecting the continued growth in service demand within the district.

# ORGANIZATION CHART

## Holmen Area Fire Department Organizational Chart



Revised: 11/22/2025

# GOVERNING AUTHORITY

## Board of Directors

The Holmen Area Fire Department is governed by a four-member Board of Directors consisting of elected officials from the Village of Holmen and the Town of Holland. The Board serves as the Department's primary policy-making body and is responsible for financial oversight, control of property, contract negotiations, and providing strategic policy direction.

### 2025 Board of Directors

**Patrick Barlow**

Director & President  
Village of Holmen

**Travis Elam**

Director & Secretary  
Village of Holmen

**Jeff Herlitzke**

Director & Treasurer  
Town of Holland

**Rick Hauser**

Director  
Town of Holland

**Doug Jorstad**

Alternate Director  
Village of Holmen

**Bob Stuppi**

Alternate Director  
Town of Holland

The Holmen Area Fire Board meets on a monthly bases, with additional special meetings scheduled as needed. In 2025, the Board met 12 times with no additional special meetings called.

# GOVERNING AUTHORITY

## Fire Commission

The Holmen Area Fire Department Fire Commission is composed of five members appointed by the Village of Holmen Board President and the Town of Holland Board Chair. The Fire Commission's role is specific to staffing matters and includes responsibility for recruitment, hiring, promotion, and discipline of the Fire Chief and sworn firefighters.

### 2025 Fire Commissioners

**James Bushman**

Commissioner #1  
Village of Holmen

**Neal Forde**

Commissioner #2  
Village of Holmen

**John Miller**

Commissioner #3 & Secretary  
Town of Holland

**Barry Ploessl**

Commissioner #4 & Chair  
Village of Holmen

**Patrick Brockman**

Commissioner #5 & Vice Chair  
Town of Holland

The Holmen Area Fire Commission is required to meet once per year after May 1, with additional meetings scheduled as needed in accordance with Wisconsin State Statutes. In 2025, the Board met four times.

# DEPARTMENT STAFF

## Career Staff

### Chief

- **Ryan Ostreng** — Appointed April 2, 2023 (*Total Service: 2.8 years*)

### Captains

- **Frank Garrow** — Appointed January 4, 2011 (*Total Service: 15.0 years*)
- **Jeremy Cook** — Appointed November 3, 2014 (*Total Service: 11.2 years*)
- **Mike Lavery** — Appointed March 7, 2021 (*Paid-on-Call Appointed April 24, 2019 | Total Service: 6.7 years*)
- **Nicholas Meinertz** — Appointed April 9, 2024 (*Total Service: 1.7 years*)

### Engineers

- **Tony Kropelin** — Appointed November 2, 2017 (*Paid-on-Call Appointed January 1, 2017 | Total Service: 9.0 years*)
- **Troy Brindle** — Appointed March 14, 2018 (*Paid-on-Call Appointed March 14, 2018 | Total Service: 7.8 years*)
- **Travis Wills** — Appointed May 3, 2023 (*Total Service: 2.7 years*)

### Firefighter / EMTs

- **Myranda Antony** — Appointed June 12, 2023 (*Paid-on-Call since May 15, 2018 | Total Service: 7.6 years*)
- **Zachary Schneeberger** — Appointed February 16, 2023 (*Paid-on-Call since February 16, 2023 | Total Service: 2.9 years*)
- **Davis Wilson** — Appointed August 9, 2023 (*Total Service: 2.4 years*)
- **Caden Douglas** — Appointed March 18, 2024 (*Total Service: 1.8 years*)
- **Emmaline Zabel** — Appointed May 22, 2025 (*Total Service: 0.6 years*)

## Paid-On-Call Staff

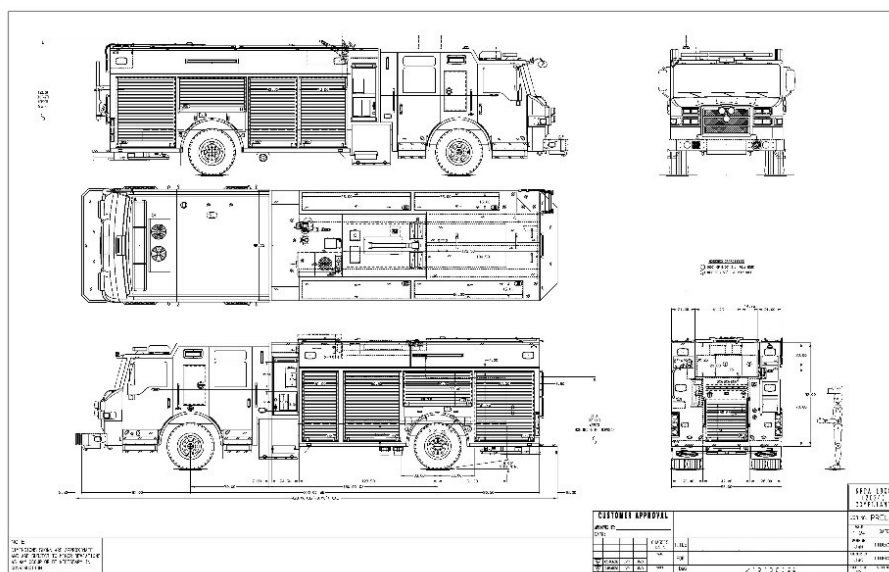
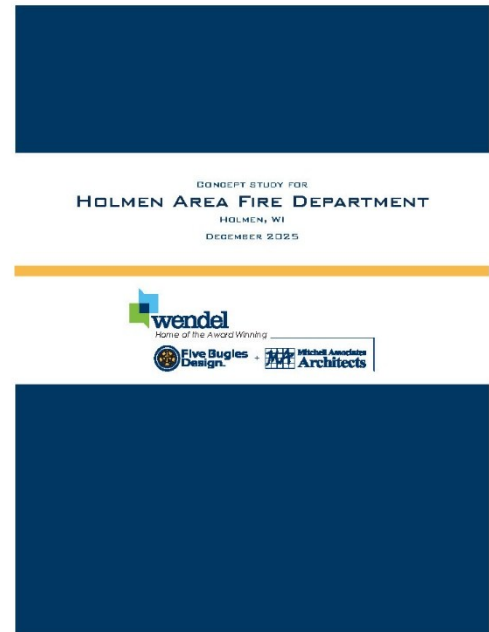
- **Phillip Davies**, Paid-On-Call Firefighter/EMT — Appointed November 15, 2015 (*Total Service: 10.1 years*)

# ADMINISTRATION

The Fire Chief is the Administrative Division for the Holmen Area Fire Department. This division is responsible for managing the core organizational functions that support the department's overall mission, ensuring efficient, accountable, and compliant operations. This includes policy development, strategic planning, and coordination with the Fire Board and Fire Commission, along with comprehensive record keeping and regulatory compliance reporting. The division also leads the preparation of annual reports and maintains documentation necessary to support transparency and informed decision-making.

In addition, the Administrative Division oversees financial management, human resources, and internal systems that sustain daily operations and long-term planning. This includes budget development, cost tracking, purchasing, and long-range capital planning such as rotational vehicle replacement. The division also manages personnel processes, information technology systems, training and safety oversight, and administrative support for fire prevention activities, ensuring the department remains operationally ready, properly resourced, and aligned with applicable standards and expectations.

Major Administrative Division projects for 2025 included the completion of a facility needs assessment and station location analysis, and starting specifications for HAFDs next fire pumper



# OPERATIONS

The Operations Division is the front-line component of the Holmen Area Fire Department, responsible for all emergency response services and maintaining constant readiness. It manages incidents including fires, medical emergencies, rescues, hazardous materials events, and other calls for service, coordinating operations under the Incident Command System to ensure safe and effective outcomes.

This division also oversees daily staffing, apparatus and equipment readiness, and company-level training to maintain operational proficiency. Led by the Fire Chief, it prioritizes response performance, firefighter safety, and service reliability while supporting and coordinating with training, prevention, and administrative functions.

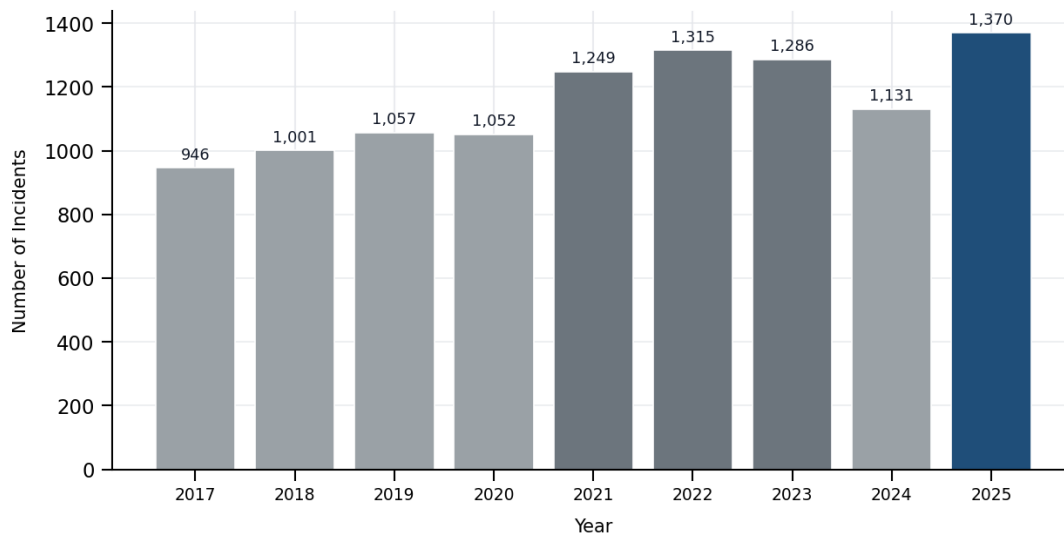
HAFD's 12 career firefighter/EMTs are organized into three shifts operating on a 48 on-shift/96 off-shift schedule. Each shift is composed of one fire company that includes one Captain, one Engineer, and two firefighters. To enhance medical response coverage, the four-person company is split into a two-person engine and a two-person light rescue.



# INCIDENT STATISTICS

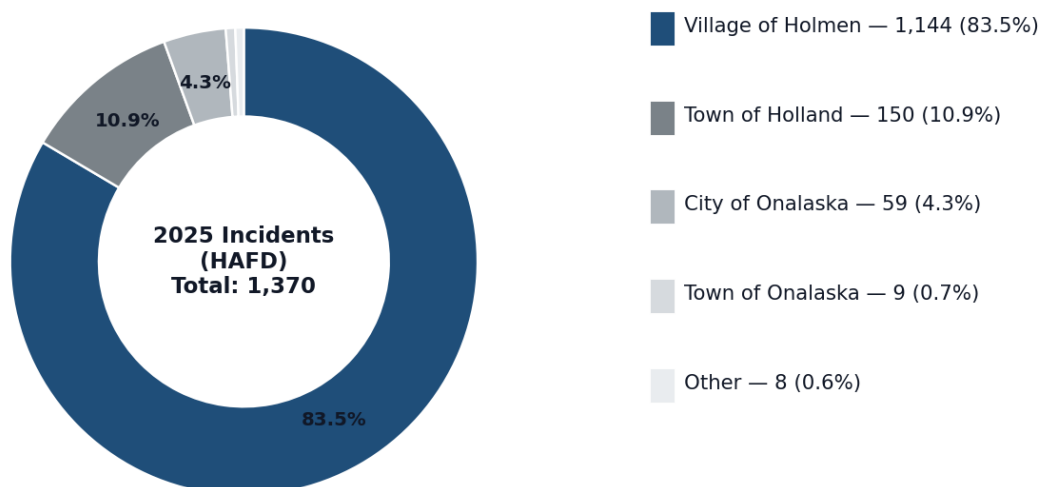
The Holmen Area Fire Department responded to a total of 1,370 incidents in 2025, which is an all-time high for the department. HAFD has experienced a 4.7% average annual growth rate in the number of incidents since 2017 as it keeps pace with the needs of our growing communities we serve.

**HAFD Call Volume by Year (2017-2025)**



Approximately 84% of all 2025 emergency incidents occurred within the Village of Holmen, with an additional 11% within the Town of Holland. Combined, these two jurisdictions within the HAFD fire district accounted for over 94% of total incident activity. Remaining incidents consisted of automatic-aid and mutual-aid response into neighboring jurisdictions.

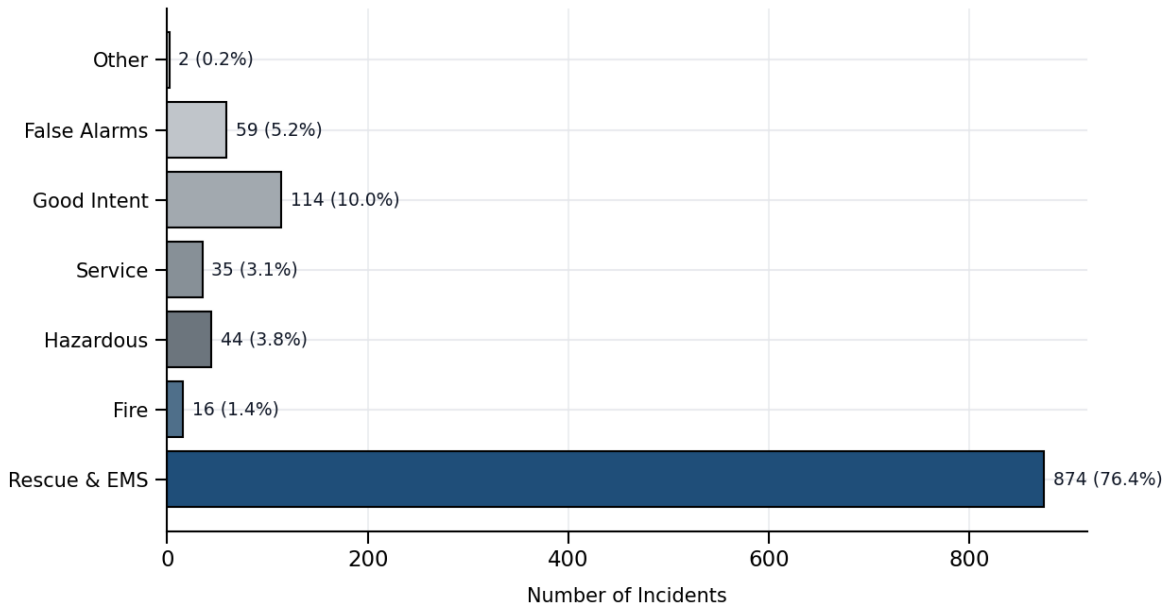
**Incident Distribution by Municipality**



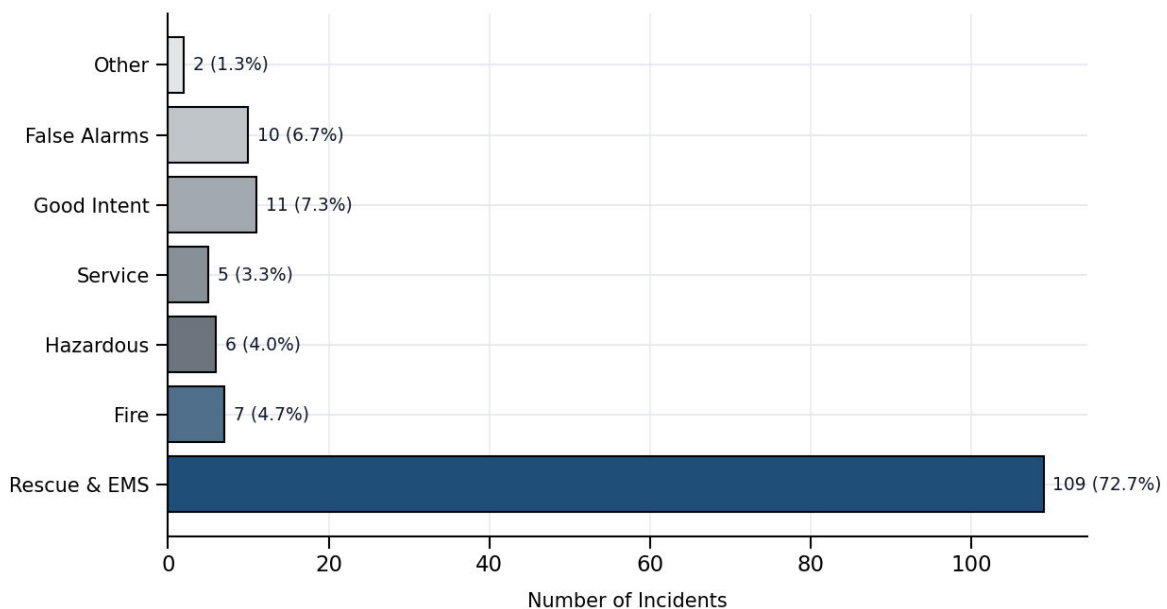
# INCIDENT STATISTICS

Incident activity reflected a combination of emergency medical responses, fire incidents, service calls, and other response types, consistent with the department's role as the primary emergency service provider for the Village of Holmen and Town of Holland. The majority of 2025 emergency incident volume related to EMS and rescue services, followed by good-intent calls, and the false alarms.

**Village of Holmen - 2025 Incident Type Breakdown**



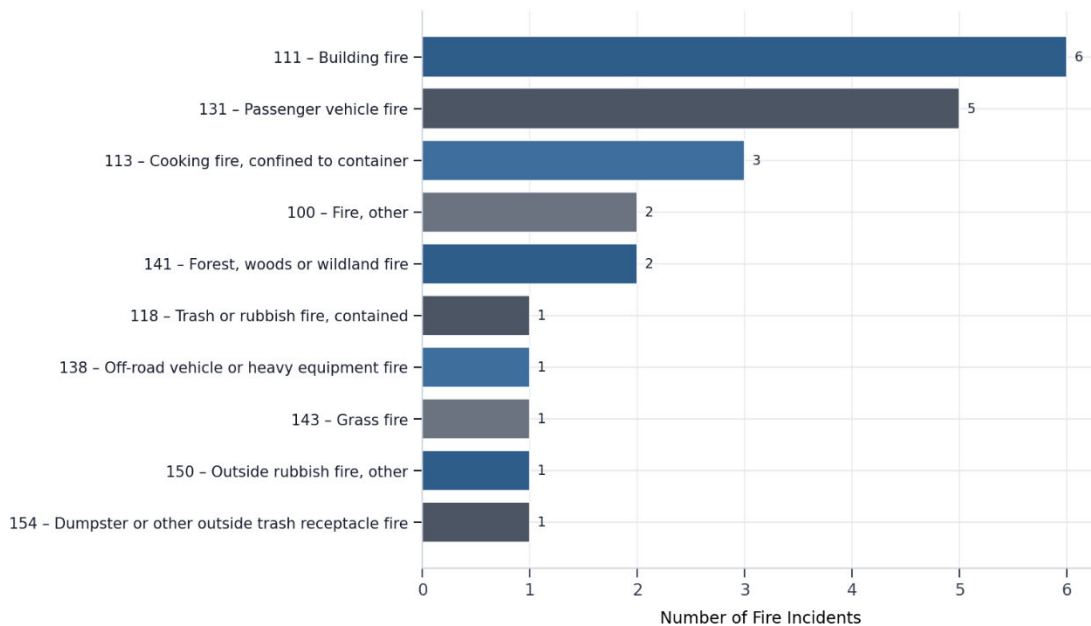
**Town of Holland - 2025 Incident Type Breakdown**



# INCIDENT STATISTICS

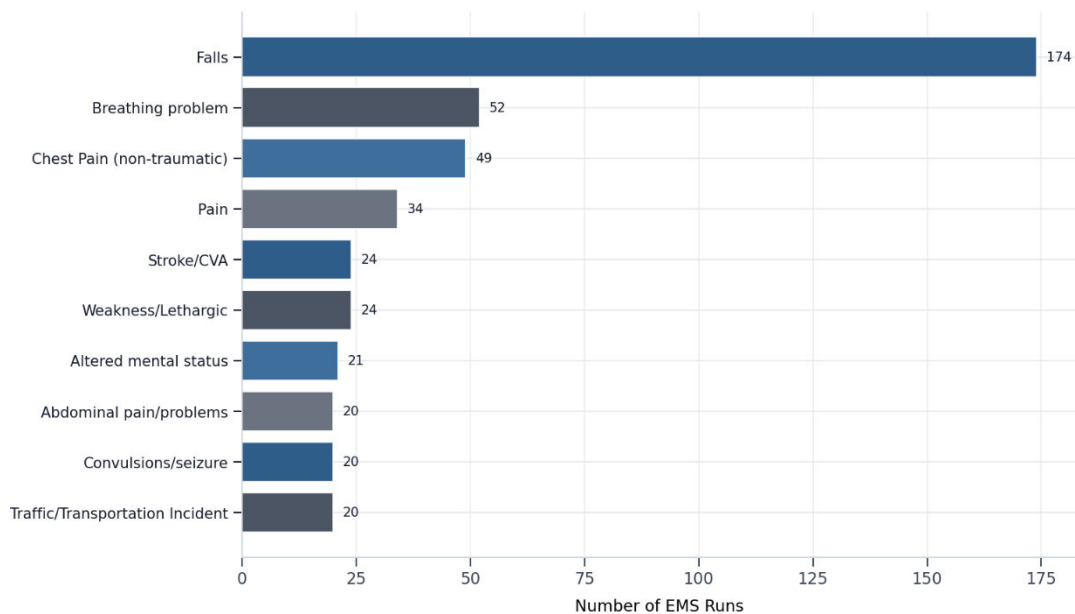
The distribution of fire incidents by type highlights the primary drivers for Holmen Area Fire Department 2025 response activity. This distribution underscores the importance of prevention efforts, code compliance, and public education in reducing the most frequent incident types while maintaining readiness for less common events.

**HAFD 2025 - Fire Incidents by Type (Village of Holmen & Town of Holland)**

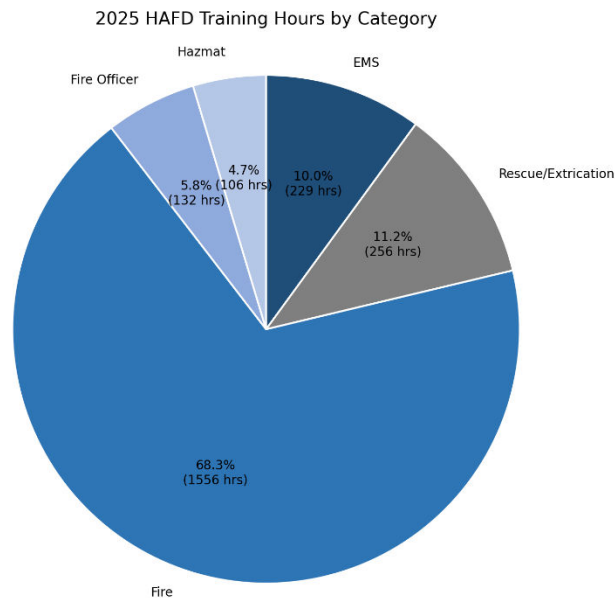


The top 10 EMS dispatch reasons for 2025 reflect the community's most common medical service needs and guide operational priorities. Understanding these trends supports targeted training, and resource deployment aimed at improving patient outcomes and managing system demand.

**HAFD 2025 - Top 10 EMS Dispatch Reasons**



# TRAINING



Training remained a major focus of departmental operations in 2025. Holmen Area Fire Department staff members conducted more than 2,270 hours of training across fire suppression, EMS, rescue/extrication, fire officer development, and hazardous materials response. Training emphasized both core operational readiness and specialized technical skills.

## Training Highlights

The Regional Emergency All Climate Training Center (REACT) delivered a 2-day hazardous materials response course, including hazard recognition through gas monitoring. The Holmen Area Fire Department hosted the training with the Onalaska Fire Department attending the training. Additional training highlights included:

- Two members received State Fire Inspector Certification.
- Extrication Training at Runde Metal Recycling
- Car Fire Training at Runde Metal Recycling
- Water Rescue and patient stabilization training at Holmen Municipal Pool
- Boat Training on the Black River
- Slope Evacuation / Rope Rescue at Deerwood Park
- Fire Investigator Training in collaboration with Onalaska
- PIT Crew EMS Training with the Holmen Police Department
- Two members participated in a Rural Disaster Drill with neighboring fire departments and Emplify Health by Gundersen
- Sports Injuries Training with Emplify Health by Gundersen Athletic Training
- Dual Sequential Defibrillator Training with Tri State Ambulance



# COLLABORATION



In 2025, the Holmen Area Fire Department (HAFD) and the Onalaska Fire Department (OFD) identified opportunities to strengthen collaboration. As automatic aid partners, joint training was a logical and effective priority. Combined training improves how both agencies operate together by building familiarity with equipment, procedures, command structures, and communication practices. This results in faster, more coordinated incident management and a consistent approach to tactics, terminology, and expectations.

HAFD will continue to pursue joint training opportunities with OFD to further strengthen interoperability, enhance operational readiness, and support a seamless regional response system.



# FIRE PREVENTION

Fire prevention is a core function of the fire service focused on reducing the likelihood and impact of fires before emergencies occur. It combines fire inspections, code enforcement, and public education to identify hazards, ensure compliance with fire and life safety codes, and promote safer behaviors within the community. Fire inspections address risks within buildings by identifying and correcting unsafe conditions, while public education helps residents and businesses understand how fires start and how to prevent them through everyday actions.

The Fire Prevention Division is overseen by the Fire Chief and represents a proactive, integrated effort to reduce community risk before incidents occur. By ensuring buildings meet safety requirements and equipping the public with knowledge to prevent fires, these activities work together to reduce the frequency and severity of emergencies while improving overall life safety within the community.

## Fire Inspections

During calendar year 2025, the Holmen Area Fire Department completed a comprehensive fire inspection program covering 204 distinct occupancies, resulting in 828 total inspections.

Inspection activities included:

- Routine fire safety inspections
- Re-inspections and follow-up visits
- Consultation inspections
- Fire protection system acceptance inspections (alarm and sprinkler systems)
- Fire prevention reviews



Inspections were conducted across a broad range of occupancy types, including educational facilities, multi-family residential buildings, assisted living facilities, commercial and industrial occupancies, childcare centers, places of assembly, and municipal buildings.

Captain Frank Garrow coordinated the fire company-based inspection program. Company Officers were assigned inspection districts, and inspections were performed by trained shift personnel throughout the year. Inspection time was tracked to document workload and resource impact. Inspection duration varied from brief routine visits to multi-hour system evaluations depending on

# FIRE PREVENTION

occupancy size and complexity. Common deficiencies identified included electrical clearance issues, storage hazards, exit signage outages, blocked egress, outdated fire extinguisher inspections, outdated fire system inspections. Re-inspections were conducted as needed to verify corrective action and ensure compliance.

## Fire Protection System Compliance Tracking

Since 2021, the Holmen Area Fire Department has utilized Brycer's Compliance Engine, a web-based platform that centralizes fire protection system inspection, testing, and maintenance reporting across the district. The system provides electronic report submission and validation, automated compliance tracking, and structured notifications, supported by a complete digital audit trail. Tracked systems include sprinkler and alarm systems, hood suppression systems, standpipes, smoke control systems, private hydrants, fire pumps, spray booths, emergency generators, special suppression systems, fire assemblies, and emergency responder radio coverage systems.

The platform has reduced administrative workload by eliminating manual tracking and improving efficiency in managing reports and deficiencies. It enhances consistency through standardized NFPA-aligned reporting, provides real-time visibility into compliance status, and automates notifications to contractors and property owners. This supports consistent enforcement, risk-based prioritization, and a comprehensive view of community compliance. The system is funded through contractor filing fees and is provided at no direct cost to the department.



## Public Education

The Holmen Area Fire Department (HAFD) completed 44 public education and community risk reduction activities in 2025, with a total investment of 91 personnel hours. These efforts support the department's mission of reducing preventable emergencies through proactive education, outreach, and community engagement.

HAFD maintained a broad and consistent outreach approach, including school and daycare programs, community events, fire station tours, senior outreach, Fire Prevention Week activities, and ongoing social media messaging. Digital outreach, primarily through Facebook enabled timely

# FIRE PREVENTION

communication on key safety topics such as smoke/CO alarm awareness, severe weather, fire danger conditions, and seasonal risks, helping reinforce safe behaviors year-round.

A major focus was youth and school-based education, where firefighters delivered age-appropriate fire safety instruction and hands-on engagement across multiple educational settings. Fire Prevention Week served as the department's most concentrated effort, featuring multiple school visits and a renewed fire station public open house, resulting in community participation.



HAFD

also strengthened community relationships through public events, parades, National Night Out, and local gatherings, increasing visibility and trust. Targeted outreach to senior and vulnerable populations ensured that critical safety information was tailored to higher-risk groups.

Partnerships with organizations such as the American Red Cross, schools, and local agencies expanded program reach and effectiveness, particularly through initiatives like smoke and CO alarm installations.



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**We'll be in your neighborhood April 12th, 2025**



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**Call 888-376-4056**

**Scan**  


\*Up to 3 smoke alarms per home and 1 CO detector per home with fuel burning appliance or attached garage

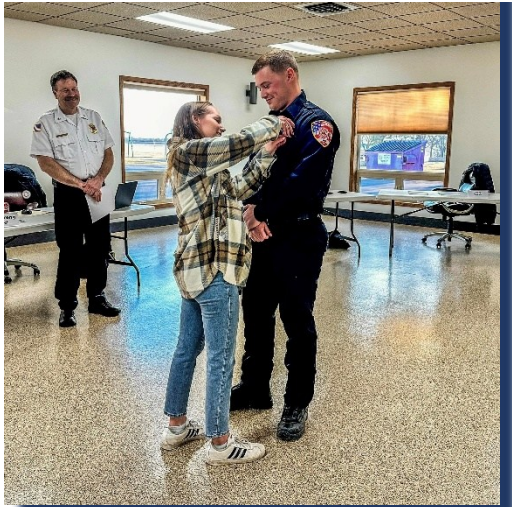
# HIGHLIGHTS

## Personnel Highlights

The Holmen Area Fire Department experienced several notable personnel milestones and recognitions during 2025, reflecting ongoing workforce development and professional performance.

### Appointments & Status Changes

**March 18, 2025 – Caden Douglas** successfully completed probationary firefighter status.



**April 10, 2025 – Nicholas Meinertz** successfully completed probationary firefighter status.



**April 22, 2025 – Emma Zabel** began employment as a probationary Firefighter/EMT.

# HIGHLIGHTS

## Personnel Recognition

**August 29, 2025 – Travis Wills, Michael Lavery, Caden Douglas, and Zach Schneeberger** received formal recognition from Tri-State Ambulance / Gundersen Health System for outstanding teamwork and on-scene support during a successful cardiac event save.



## Community Support, Partnerships & Donations – 2025

The Holmen Area Fire Department benefited from significant community support and external partnerships during 2025. These contributions enhanced the department's ability to provide compassionate emergency response and improve patient care outcomes.

### Community Donations & Program Support

- **March 21, 2025 – The La Crosse Area Community Foundation and Reach A Child** donated "Reach Bags" to the Holmen Area Fire Department. These backpacks, filled with new children's books, are intended to help comfort children during crisis situations by providing a positive distraction during emergency response incidents.



# HIGHLIGHTS

## Community-Supported Medical Equipment Fundraising

- **August 11, 2025** – The department officially recognized and thanked many organizations for successfully giving \$30,197.40 in community donations to support the purchase of a cardiac monitor, enhancing emergency medical response capabilities.

The following organizations and community partners contributed to this fundraising effort:

- Emplify Health by Gundersen
- Christen Farm Nursery
- Holmen Youth Volleyball
- HD Tavern
- WI Terrazzo
- Kwik Trip
- Holmen Area Foundation
- Mayo Clinic Health System
- Altra Federal Credit Union
- Holmen Knights of Columbus
- Sandy Haag – Green Bay Packer Quilt Raffel

These partnerships and donations reflect strong community engagement and support for the department's mission, and directly contributed to improved patient care, responder effectiveness, and service deliver





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