Holmen Area Fire Department Board

Meeting Minutes – June 24th, 2026

1. Call to Order

President Barlow called the Holmen Area Fire Department Board meeting to order at 6:35 p.m. at the Town of Holland Town Hall.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Roll Call

Present: Jeff Herlitzke, Patrick Barlow, Travis Elam
Absent: Rick Hauser (Excused), Bob Stupi (Excused)
Guests: Chief Ostreng, Fire Department staff

4. Consideration of Agenda Order

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

5. Approval of Meeting Minutes

Elam motioned to approve the minutes of May 21st, 2026. Second, by Herlitzke. Motion carried unanimously.

6. Resident or Employee Concerns/Comments

There were no resident or employee concerns.

7. Financial Review (Treasurer)

a. The Board reviewed the balance sheet. There were no questions or concerns raised.
b. The Board reviewed the Profit and Loss – budget versus actual report. Herlitzke noted that the department had used 49.8% of the total budget for the year and stated the department was on track.
c. The Board reviewed check detail. Herlitzke questioned payment to MCS Networks. Chief Ostreng deferred discussion to the next agenda item. Barlow asked about a new defibrillator and payment for roof repair. Chief Ostreng deferred discussion to the next agenda item.
d. The Board reviewed quotes and invoices.
    a. Chief Ostreng presented **Item 7d1,** I.T. Support Contract – 2026 from MCS Networks to the Board. Herlitzke questioned where the increase in the contract came from with regard to the prior year and stated that's why he asked for the detailed breakdown of the contract. The Board reviewed **Item 7d1** thoroughly. Chief Ostreng attempted to make a comparison to the previous year's quote but didn't have the same detailed breakdown in the previous invoice. He stated it wasn't common to receive such a breakdown from MCS Networks. Patrick Barlow noted that the Village of Holmen used

MCS Networks and that the Village was happy with them. Elam motioned to approve the I.T. Support Contract – 2026 with MCS Networks for a total of $11,692.41. Second, by Herlitzke. Motion carried unanimously.

  b. Chief Ostreng requested approval for a one-month lease extension for temporary housing at Halfway Creek Apartments through July 31, 2026, so mold remediation at the station could be finished. Chief Ostreng also noted there was a mix-up with the utilities at the apartment, and that the request would cover the rent for the extra month and all the utilities for both agreements. Herlitzke motioned to approve the one-month lease extension for two apartments at Halfway Creek Apartments not to exceed $4,000. Second, by Elam. Motion carried unanimously.

e. The Board discussed special topics presented by Chief Ostreng.
  a. Chief Ostreng noted the check for $37,669.88 to Zoll Medical Corp. and explained that the funds were coming out of the 2025 Wisconsin FAP Grant and that it had previously been approved.
  b. Chief Ostreng noted the check for $25,496.95 to First American Roofing & Siding for repairs to the leaking Fire Department roof and that it had previously been approved.

f. Chief Ostreng stated the department had received a $20 donation from Duane and Arlene Dreeves in memory of Kathy Stone.

8. Fire Administration Report (Chief Ostreng)

a. The Board reviewed the May 2026 incident/activity report. Chief Ostreng stated there were 108 calls for the month and that it was less than the previous year. Chief Ostreng noted that the call volume was mostly medical calls. Barlow questioned if the department was still having an issue with people calling the station directly. Chief Ostreng and department staff noted that this was still an issue. It was stated that the station's voicemail and the Fire Department website both tell people to contact 911 in case of an emergency, as well as the sign in front of the station. Staff noted this was a major problem in the event that everyone at the station is dispatched to calls and there is nobody there to answer the phone. Chief Ostreng stated the department would have to do another education campaign to educate people.

b. Chief Ostreng gave the Board updates on special achievements of staff as well as years of service achievements that were presented to staff at the recent awards banquet.

c. Chief Ostreng updated the Board on the current state of the fleet. Chief Ostreng noted that the custom cabinet fabrication for Rescue 1 was completed, and that Engine 1 had a minor electrical issue that was resolved by a Reliant Fire Apparatus Representative. Lastly, Chief Ostreng stated that the final spec for the new proposed fire engine was completed, the work group was happy with it, and a price estimate from Reliant Fire Apparatus was $1,306,625 in total if purchased through HGAC. Chief Ostreng requested that both municipalities go back to their full boards and discuss their share of the purchase and how to proceed. He noted that he could get additional information from Reliant Fire Apparatus on payment options. The

Board thoroughly discussed the water capacity of the engine, what equipment it would be carrying, intake locations, response times, and staffing. Fire department staff provided supplemental information about the problems the new truck would solve with limited staffing.

d. Chief Ostreng stated that he had no station updates and deferred discussion on the mold issue until later in the agenda.
e. Chief Ostreng stated that the department awarded two Distinguished Civilian Service Awards to members of the public for their help in securing funding for the new cardiac monitors.

G. Fire commission report

Barlow questioned if the department had any Fire Department staff on probation. Chief Ostreng stated no staff were currently on probation. No further discussion occurred.

10. Update on Fire Department collaboration workgroup

Chief Ostreng stated that McMahon came to town to do interviews with Fire Chiefs, union representatives, elected representatives, and administrators. Chief Ostreng stated that a follow-up meeting was scheduled on July 21st with the workgroup to discuss their findings.

11. Update on fire station project

Chief Ostreng stated that he had no updates for the Board. Herlitzke stated that the Town of Holland had sent out a flyer to residents and had a poor turnout for the open house they hosted to answer questions from the public. Herlitzke stated that the town would be sending out additional flyers and holding two more sessions on June 29th to gather additional feedback from their residents. Herlitzke noted they only received two pieces of feedback from the previous flyer.

12. Update on fire station mold mitigation activities

The Board reviewed all the work that was listed as finished in **Item 12** from the agenda. Chief Ostreng stated that cleanup was mostly finished and that he was hoping Lappins could begin reconstructing the walls by the end of the week and start blowing in insulation early next week. Chief Ostreng also noted that the roof was also sealed and finished. Chief Ostreng updated the Board on the total cost of the project and stated that he expected the budget to be tight by the end of the project with the possibility of going over slightly.

13. Consideration of 2025 Annual Report

Chief Ostreng presented the Board with the 2025 Annual Report. The Board reviewed it thoroughly and thanked the Chief for the information provided in the report. Elam questioned the high call volume due to resident falls. Chief Ostreng and department staff provided additional information on what those calls consisted of and noted that the fire district had multiple memory care centers that require aid frequently.

14. Closed Session

Herlitzke motioned to convene into 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: 2026 Fire Chief evaluation process. Second, by Elam. Motion carried unanimously.

15. Reconvene in Open Session

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

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

No action was taken coming out of closed session.

17. Announcement and Future Agenda Items

There were no announcement or future agenda items.

18. Next Regular Meeting

To be determined. Tentatively scheduled for last week of July 2026.

1G. Adjourn

Herlitzke motioned to adjourn. Second, by Elam. Motion carried unanimously. Adjourned at 8:13 pm.

Minutes by Travis E. Elam, Secretary