



HOLMEN AREA FIRE DEPARTMENT

FIRE BOARD

AGENDA

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

Date/Time: Tuesday September 15, 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 **September 15, 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. 08/17/2026
- 6.) Resident or employee concerns/comments

The Board may receive information from the public and department employees, but the Board 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. August 2026 incident/activity report
 - b. Staffing/personnel updates
 - c. Fleet update
 - d. Facility update
 - e. General
- 9.) Update on new fire station project
- 10.) Consideration of new fire pumper specifications



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- 11.) Closed session
 - a. The Board shall consider motion to convene in Closed Session:
 - i. 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
 - ii. Pursuant to Wis. Stats. §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to wit:
 - a. Discussion regarding financing strategies, funding options, and related financial matters associated with the future fire station project.
- 12.) Reconvene in Open Session
- 13.) Reservation of right for action and/or recommendation on Closed Session items
- 14.) Announcement and Future Agenda Items
- 15.) Next Regular Meeting – Tentative 10/20/2026
- 16.) Adjourn

PERSONS WITH DISABILITIES: If you need accommodation to attend this meeting, call the Holmen Area Fire Department at 608-399-8226 as soon as possible.

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



www.holmenfire.com

Date Notice Emailed: 09/11/2026

Notices Posted: 09/11/2026

Notices Emailed To:

Holmen Are Fire Assoc. Board	Dept/Town/Village/County	Media	Posted
Patrick Barlow – Holmen (President)	HAFD Members/IAFF L127	Holmen Courier	Holmen Area FD
Travis Elam - Holmen	Marilyn Pedretti	La Crosse Tribune	Town of Holland
Rick Hauser - Holland	Angela Hornberg	La Crosse Radio Group	Village of Holmen
Jeff Herlitzke - Holland	Scott Heinig	WXOW	Holmen USPS
Bob Stupi – Holland (Alternate)	Lindsay Brown	WKBT	www.holmenfire.com
Doug Jorstad - Holmen (Alternate)	Joe Kovacevich	WIZM	
	Kristie Tweed	FOX2548	

Subject To Change Before Approval By The Holmen Area Fire Department Board**Holmen Area Fire Department Board****Meeting Minutes - August 17th, 2026**

Town of Holland Town Hall | 6:30 p.m.

1. Call to Order

President Barlow called the Holmen Area Fire Department Board 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: Travis Elam, Patrick Barlow, Jeff Herlitzke

Absent: None

Guests: Chief Ostreng, Fire Department staff

4. Consideration of Agenda Order

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

5. Approval of Meeting Minutes

Motion by Hauser. Second by Herlitzke. Motion carried unanimously.

6. Resident or Employee Concerns/Comments

No resident or employee concerns or comments.

7. Financial Review (Treasurer)**a. Current balance sheet**

The Board reviewed the current balance sheet. Treasurer Herlitzke corrected the packet to reference the current balance sheet after noting an older version had remained in the materials.

b. Current profit and loss - budget versus actual

The Board reviewed the Profit and Loss - budget versus actual report. Herlitzke noted total expenses were approximately 62.5% of the annual budget and stated the department appeared to be on track.

c. Check detail

The Board reviewed check detail. Members questioned a check related to a garage door issue and the payment to Lappins. Chief Ostreng deferred discussion of the Lappins cost to the mold mitigation agenda item.

d. Approval of quotes and invoices

Chief Ostreng stated that he had applied for the 2027 FAP grant and requested authorization to use any award for eligible equipment. Board members questioned whether a local match was required and how the award amount was determined. Chief Ostreng stated that no match was required, and that the award was based in part on the population served by the district. The Board consensus was for Chief Ostreng to return after the award is received with the amount awarded and a high-level description of the proposed purchases before proceeding.

DRAFT MINUTES

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

Population figures discussed for the application were 12,358 for the Village of Holmen and 4,658 for the Town of Holland.

e. Special topics

The Board reviewed the 2027 "sneak peek" draft budget. Chief Ostreng highlighted anticipated increases and decreases compared with prior years and noted that the draft remained subject to additional state information.

f. Donations

No donations.

8. Fire Administration Report (Chief Ostreng)

a. July 2026 incident/activity report

The Board reviewed the July incident/activity report. Chief Ostreng stated that the department responded to 138 calls during July, two more than in July of the prior year, and noted that medical calls continued to make up the majority of incidents. He briefed the Board on notable calls for the month. The Board also discussed that 2026 monthly call volumes have generally been among the highest recorded since 2017.

b. Staffing/personnel updates

No updates.

c. Fleet update

No updates.

d. Facility update

No Updates.

e. General

No Updates.

9. Update on New Fire Station Project

Chief Ostreng reviewed his memo regarding the new fire station project and recommended moving toward shovel-ready plans. He stated that Wendel Five Bugles Design (WFB) had fulfilled the scope of its previous contract and that additional design work, including consideration of a smaller station or a two-station approach, would likely require a new agreement.

Chief Ostreng explained that a design process to reach shovel-ready plans could take approximately nine to ten months. He noted that January or February is generally an advantageous time to bid for construction work, and that an April construction start would be preferable. The Board requested that WFB provide a flow chart or similar outline showing each step required to reach shovel-ready plans, along with a more formal cost proposal.

The Board discussed future staffing needs, station capacity, response times, and one-station versus two-station options. Chief Ostreng stated that approximately 2,500 annual incidents is an operational trigger he uses for adding a second full-time crew and projected that threshold around 2038. He also discussed the need to begin planning and staffing increases before reaching that level.

DRAFT MINUTES

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

Town of Holland members questioned whether utilities were already available at the designated property, and Village of Holmen members discussed the priorities and goals for the station moving forward.

The Board reached consensus for Chief Ostreng to request WFB's best formal price for the next design phase and the requested project flow chart. If the proposal is not satisfactory, the Board may consider a competitive RFP process.

The municipalities also agreed to coordinate a special meeting with municipal leadership and Chief Ostreng to continue discussions regarding the station project, funding, and related issues.

10. Update on Existing Fire Station Mold Mitigation Activities

Chief Ostreng stated that the Lappins cost came in somewhat higher than previously estimated because additional work was needed to finish the ceiling. He reported that the overall mold mitigation project remained \$751.81 below the \$70,000 project budget and that staff had returned to the station.

11. Consideration of New Fire Pumper Specifications

Chief Ostreng stated that the Board had the same pumper information provided at the previous meeting. He reported that Village Administrator Heinig had indicated the Village preferred to pay for the truck upon delivery. Chief Ostreng also discussed conversations with the apparatus and financing representatives and noted concerns about structuring a lien when two municipal parties would be involved in the purchase.

Town of Holland Board members stated that they were not opposed to the fire pumper but wanted to pause the purchase discussion until the municipalities could address the larger questions involving the fire station, the intergovernmental arrangement, and funding of the department. Chief Ostreng noted that paying on delivery rather than prepaying would increase the total truck cost by approximately \$160,000. The Board agreed to defer further discussion until the municipalities could meet on the broader funding issues.

12. Closed Session

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: 2026 Fire Chief evaluation process.

Motion by Herlitzke. Second, by Elam. The board convened into closed session at 7:43 p.m.
Motion carried unanimously.

13. Reconvene in Open Session

Motion to go back into open session by Herlitzke. Second, by Hauser. Motion carried unanimously at 8:00 p.m.

14. Reservation of Right for Action and/or Recommendation on Closed Session Items

No action was taken regarding closed session items.

15. Announcement and Future Agenda Items

There were no announcements or future agenda items.

DRAFT MINUTES

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

16. Next Regular Meeting

Tentatively scheduled for September 15th, 2026.

17. Adjourn

Motion by Herlitzke to adjourn. Second, by Hauser. The Board adjourned at 8:01 p.m.

Minutes by **Travis E. Elam**, Secretary

DRAFT

Holmen Area Fire Department Special Board Meeting**Meeting Minutes - August 31st, 2026**

Town of Holland Town Hall | 5:00 p.m.

Present:

- Travis Elam (Village of Holmen)
- Patrick Barlow (Village of Holmen President)
- Jeff Herlitzke (Town of Holland)
- Rick Hauser (Town of Holland)
- Bob Stupi (Town of Holland Chairperson)
- Scott Heinig (Village of Homen Administrator)

1. Call to order

President Barlow called the special board meeting to order at 5:00 p.m. at the Town of Holland Town Hall.

2. Closed Session

Members of the meeting entered closed session under Wisc. Statutes 19.85(e) for "...deliberating or negotiating the purchasing of public properties, the investing of public funds, or conduct other specified public business..." to wit: discuss negotiations for fire protection services and other related investments.

Motion by Herlitzke. Second, by Elam. Motion carried unanimously at 5:01 p.m.

3. Return to open session

Motion to go back into open session by Herlitzke. Second, by Elam. Motion carried unanimously at 5:59 pm.

4. Any action necessary on items discussed in closed session

No action was taken regarding closed session items.

5. Adjourn

Motion by Hauser to adjourn. Second, by Herlitzke. The Board adjourned at 6:00 p.m.

Minutes by **Travis E. Elam**, Secretary

1:41 PM

HOLMEN AREA FIRE DEPARTMENT

Balance Sheet

09/09/26

Cash Basis

As of September 28, 2026

	Sep 28, 26
ASSETS	
Current Assets	
Checking/Savings	
Park Bank	
Park Bank Checking	626,463.85
Total Park Bank	626,463.85
LGIP-General Capital Savings	
LGIP-#1 Capital Savings	67,319.19
LGIP-#2 Operational Checking	12,704.88
LGIP-#3 2% Dues Savings	139,124.62
LGIP-#4 Sick Leave Payout	63,556.19
LGIP-#5 Medical Equip Upgrades	36,123.74
LGIP-#6 Special Events/Donation	26,546.21
LGI-#7 New Fire Station	5,124.87
Total LGIP-General Capital Savings	350,499.70
Total Checking/Savings	976,963.55
Other Current Assets	
Location Study A/R from Municip	6,880.51
Mold & Roof Project	73,304.77
Total Other Current Assets	80,185.28
Total Current Assets	1,057,148.83
Other Assets	
Equipment Purchased by Grant	105,004.35
Total Other Assets	105,004.35
TOTAL ASSETS	1,162,153.18
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Dental Ins payable	44.48
Vision Payable	34.16
Location Study Payable	770.51
Health Insurance payable	3,043.48
WI State Income tax payable	2,563.53
Life Insurance Payable EE	53.28
Nationwide Retirement Payable	1,146.28
WI Retirement Payable	13,169.25
Union Dues Payable	1,922.23
Payroll Liabilities	474.42
Total Other Current Liabilities	23,221.62
Total Current Liabilities	23,221.62
Long Term Liabilities	
Future Sick Pay Payable	61,000.00
Total Long Term Liabilities	61,000.00
Total Liabilities	84,221.62
Equity	
Retained Earnings	908,993.64
Net Income	168,937.92
Total Equity	1,077,931.56
TOTAL LIABILITIES & EQUITY	1,162,153.18

HOLMEN AREA FIRE DEPARTMENT

Profit & Loss

January 1 through September 18, 2026

	Jan 1 - Sep 18, 26
Ordinary Income/Expense	
Income	
Grants	969.35
2% Fire Protection Equipmnet	101,405.55
Income-Budget	1,478,475.00
Capital /Reserve Income	37,500.00
Income-Interest	1,284.45
Income-Interest-Special	9,745.56
Donations/Grants	6,127.16
Total Income	1,635,507.07
Expense	
CAPITAL EXPENDITURES	
2% Fire Protection Equipment Ex	375.00
Building -Capital Expenditures	14,876.99
EMS-Capital Expenditures	84,110.20
Fire-Capital Expenditures	6,335.48
Total CAPITAL EXPENDITURES	105,697.67
OPERATIONAL EXPENDITURES	
Wages	
SALARY/WAGES EXPENSE	
Employee Benefit Health	171,597.49
Employee Retirement Career	111,176.86
Insurance-Life	875.84
Insurance-Work-Comp	12,703.17
Officer Salary	77,527.22
Salary	601,244.47
Salary -OT	131,795.57
Acting Pay	740.00
FLSA	8,741.73
Holiday Pay	27,771.84
Parttime Wages	2,021.39
Payroll-Tax Expense	65,542.48
Capital Wage Reimbursement	36,000.00
SALARY/WAGES EXPENSE - Other	-300.00
Total SALARY/WAGES EXPENSE	1,247,438.06
Total Wages	1,247,438.06
BUILDING	
Building Maintenance/Repair	2,449.74
Grounds Maintenance	757.46
Supplies	2,073.76
Total BUILDING	5,280.96
EMS	
Lease/Air/Oxygen	1,123.67
Replacement-EMS	621.57
Supplies	1,749.93
Training	569.60
Total EMS	4,064.77
FIRE	
Professional Dues/Licenses	1,586.00
Batteries	44.97
Conventions/Conferences	1,312.95
Repairs & Maintenance	3,294.88
Replacement -Fire	583.50
Supplies	3,639.67
Training	1,491.95
Uniform Clothing	10,621.43

HOLMEN AREA FIRE DEPARTMENT

Profit & Loss

09/09/26

January 1 through September 18, 2026

Cash Basis

	Jan 1 - Sep 18, 26
Total FIRE	22,575.35
INSURANCE	
Insurance-General	18,081.36
Total INSURANCE	18,081.36
OFFICE	
Human Resources/Business Support	3,589.00
Accounting Services	7,565.00
Attorney/Support	367.50
Computer Maintenance	11,942.31
Office Software	6,217.23
Office Supplies	1,676.61
Postage	156.00
Telephone/Cell-Phones/Internet	5,562.29
Total OFFICE	37,075.94
UTILITIES	
Electricity	9,543.70
Water/Sewer/Runoff	3,346.68
Total UTILITIES	12,890.38
VEHICLES	
Fuel	8,320.52
Repairs & Maintenance	5,144.14
Total VEHICLES	13,464.66
Total OPERATIONAL EXPENDITURES	1,360,871.48
Total Expense	1,466,569.15
Net Ordinary Income	168,937.92
Net Income	168,937.92

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09/09/26

Cash Basis

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

	Jan - Dec 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Grants	969.35			
2% Fire Protection Equipmnet	101,405.55	93,739.00	7,666.55	108.2%
Income-Budget	1,478,475.00	1,971,300.00	-492,825.00	75.0%
Capital /Reserve Income	37,500.00	50,000.00	-12,500.00	75.0%
Income-Interest	1,284.45			
Income-Interest-Special	9,745.56			
Donations/Grants	6,127.16			
Total Income	1,635,507.07	2,115,039.00	-479,531.93	77.3%
Expense				
CAPITAL EXPENDITURES				
2% Fire Protection Equipment Ex	375.00	78,739.00	-78,364.00	0.5%
Building -Capital Expenditures	14,876.99	15,000.00	-123.01	99.2%
EMS-Capital Expenditures	84,110.20	5,000.00	79,110.20	1,682.2%
Fire-Capital Expenditures	6,335.48	30,000.00	-23,664.52	21.1%
Total CAPITAL EXPENDITURES	105,697.67	128,739.00	-23,041.33	82.1%
OPERATIONAL EXPENDITURES				
Wages				
SALARY/WAGES EXPENSE				
Employee Benefit Health	171,597.49	267,705.76	-96,108.27	64.1%
Employee Retirement Career	138,412.52	178,107.94	-39,695.42	77.7%
Insurance-DWD Compensation	0.00	5,750.16	-5,750.16	0.0%
Insurance-Life	875.84	2,311.19	-1,435.35	37.9%
Insurance-Work-Comp	12,703.17	30,000.00	-17,296.83	42.3%
Officer Salary	77,527.22	106,100.80	-28,573.58	73.1%
Salary	601,244.47	852,259.70	-251,015.23	70.5%
Salary -OT	131,795.57	186,061.78	-54,266.21	70.8%
Acting Pay	740.00	1,835.00	-1,095.00	40.3%
FLSA	8,741.73	18,262.71	-9,520.98	47.9%
Holiday Pay	27,771.84	38,632.65	-10,860.81	71.9%
Parttime Wages	2,021.39	5,000.00	-2,978.61	40.4%
Payroll-Tax Expense	65,542.48	92,423.68	-26,881.20	70.9%
Capital Wage Reimbursement	36,000.00			
SALARY/WAGES EXPENSE - Other	-300.00			
Total SALARY/WAGES EXPENSE	1,274,673.72	1,784,451.37	-509,777.65	71.4%
Total Wages	1,274,673.72	1,784,451.37	-509,777.65	71.4%
BUILDING				
Building Maintenance/Repair	2,449.74	3,000.00	-550.26	81.7%
Grounds Maintenance	757.46	2,500.00	-1,742.54	30.3%
Supplies	2,073.76	4,000.00	-1,926.24	51.8%

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09/09/26

Cash Basis

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

	Jan - Dec 26	Budget	\$ Over Budget	% of Budget
Total BUILDING	5,280.96	9,500.00	-4,219.04	55.6%
EMS				
Lease/Air/Oxygen	1,123.67	1,500.00	-376.33	74.9%
Repairs & Maintenance	0.00	250.00	-250.00	0.0%
Replacement-EMS	621.57	650.00	-28.43	95.6%
Supplies	1,749.93	3,173.00	-1,423.07	55.2%
Training	569.60	1,000.00	-430.40	57.0%
Total EMS	4,064.77	6,573.00	-2,508.23	61.8%
FIRE				
Professional Dues/Licenses	1,586.00	2,000.00	-414.00	79.3%
Fire Prevention/Pub Education	0.00	500.00	-500.00	0.0%
Batteries	44.97	300.00	-255.03	15.0%
Conventions/Conferences	1,312.95	4,000.00	-2,687.05	32.8%
Physicals	0.00	5,500.00	-5,500.00	0.0%
Repairs & Maintenance	3,294.88	2,750.00	544.88	119.8%
Replacement -Fire	583.50	2,000.00	-1,416.50	29.2%
Supplies	3,639.67	5,000.00	-1,360.33	72.8%
Testing/Insp	0.00	1,000.00	-1,000.00	0.0%
Training	1,491.95	4,000.00	-2,508.05	37.3%
Uniform Clothing	10,621.43	13,000.00	-2,378.57	81.7%
Total FIRE	22,575.35	40,050.00	-17,474.65	56.4%
INSURANCE				
Insurance-General	18,081.36	17,500.00	581.36	103.3%
Total INSURANCE	18,081.36	17,500.00	581.36	103.3%
OFFICE				
Human Resources/Business Suppor	3,589.00	15,000.00	-11,411.00	23.9%
Accounting Services	7,565.00	9,000.00	-1,435.00	84.1%
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	6,217.23	18,700.00	-12,482.77	33.2%
Office Supplies	1,676.61	2,000.00	-323.39	83.8%
Postage	156.00	300.00	-144.00	52.0%
Telephone/Cell-Phones/Internet	5,562.29	9,000.00	-3,437.71	61.8%
Total OFFICE	37,075.94	71,725.63	-34,649.69	51.7%
UTILITIES				
Electricity	9,543.70	13,000.00	-3,456.30	73.4%
Heating/Cooling	0.00	1,000.00	-1,000.00	0.0%
Water/Sewer/Runoff	3,346.68	4,000.00	-653.32	83.7%
Total UTILITIES	12,890.38	18,000.00	-5,109.62	71.6%

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09/09/26

Cash Basis

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

	Jan - Dec 26	Budget	\$ Over Budget	% of Budget
VEHICLES				
Fuel	8,320.52	20,000.00	-11,679.48	41.6%
Repairs & Maintenance	5,144.14	14,000.00	-8,855.86	36.7%
Testing/Inspection	0.00	1,000.00	-1,000.00	0.0%
Tire Replacement	0.00	3,500.00	-3,500.00	0.0%
Total VEHICLES	13,464.66	38,500.00	-25,035.34	35.0%
Total OPERATIONAL EXPENDITURES	1,388,107.14	1,986,300.00	-598,192.86	69.9%
Total Expense	1,493,804.81	2,115,039.00	-621,234.19	70.6%
Net Ordinary Income	141,702.26	0.00	141,702.26	100.0%
Net Income	141,702.26	0.00	141,702.26	100.0%

12:07 PM
08/26/26

HOLMEN AREA FIRE DEPARTMENT
Check Detail
August 26, 2026

ITEM 7c

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17996	08/26/2026	FIRE SAFTEY USA		Park Bank Checking		-168.10
				Supplies		-67.45	67.45
				Repairs & Maintena...		-100.65	100.65
TOTAL						-168.10	168.10

11:39 AM

08/27/26

HOLMEN AREA FIRE DEPARTMENT
Check Detail
 August 28, 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	17997	08/28/2026	Bound Tree Medica...		Park Bank Checking		-214.29
				Supplies		-214.29	214.29
TOTAL						-214.29	214.29
Check	17998	08/28/2026	FLEIS INSURANCE		Park Bank Checking		-15,454.00
				Insurance-General		-15,454.00	15,454.00
TOTAL						-15,454.00	15,454.00
Check	17999	08/28/2026	HENRY SCHEIN INC		Park Bank Checking		-179.53
				Supplies		-179.53	179.53
TOTAL						-179.53	179.53
Check	18000	08/28/2026	RIVER CITY LAWN...		Park Bank Checking		-102.84
				Grounds Maintenance		-102.84	102.84
TOTAL						-102.84	102.84
Check	18001	08/28/2026	STETTER ELECTIRC		Park Bank Checking		-150.00
				Building Maintenanc...		-150.00	150.00
TOTAL						-150.00	150.00
Check	18002	08/28/2026	THE UNIFORM SH...		Park Bank Checking		-115.90
				Uniform Clothing		-115.90	115.90
TOTAL						-115.90	115.90
Check	18003	08/28/2026	VISION DESIGN G...		Park Bank Checking		-30.00
				Office Software		-30.00	30.00
TOTAL						-30.00	30.00
Check	18004	08/28/2026	WSFIA		Park Bank Checking		-375.00

11:39 AM

08/27/26

HOLMEN AREA FIRE DEPARTMENT
Check Detail
August 28, 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					2% Fire Protection E...	-375.00	375.00
TOTAL						-375.00	375.00
Check	18005	08/28/2026	WSFIA		Park Bank Checking		-45.00
					Professional Dues/Li...	-45.00	45.00
TOTAL						-45.00	45.00

11:45 AM

09/09/26

HOLMEN AREA FIRE DEPARTMENT

Check Detail

September 9, 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	18007	09/09/2026	AIRGAS NORTH C...		Park Bank Checking		-90.81
					Lease/Air/Oxygen	-90.81	90.81
TOTAL						-90.81	90.81
Check	18008	09/09/2026	Coaches Corner S...		Park Bank Checking		-168.17
					Uniform Clothing	-168.17	168.17
TOTAL						-168.17	168.17
Check	18009	09/09/2026	ENGELSON & ASS...		Park Bank Checking		-860.00
					Accounting Services	-860.00	860.00
TOTAL						-860.00	860.00
Check	18010	09/09/2026	FIRE SAFTEY USA		Park Bank Checking		-260.70
					Replacement -Fire	-260.70	260.70
TOTAL						-260.70	260.70
Check	18011	09/09/2026	Lighthouse Uniform		Park Bank Checking		-1,532.10
					Uniform Clothing	-1,532.10	1,532.10
TOTAL						-1,532.10	1,532.10
Check	18012	09/09/2026	MACQUEEN		Park Bank Checking		-745.00
					Repairs & Maintena...	-745.00	745.00
TOTAL						-745.00	745.00
Check	18013	09/09/2026	MCS NETWORKS		Park Bank Checking		-2,299.99
					Building -Capital Ex...	-2,299.99	2,299.99
TOTAL						-2,299.99	2,299.99
Check	18014	09/09/2026	MWSCO		Park Bank Checking		-214.74

11:45 AM

09/09/26

HOLMEN AREA FIRE DEPARTMENT

Check Detail

September 9, 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					Building Maintenanc...	-214.74	214.74
TOTAL						-214.74	214.74
Check	18015	09/09/2026	O'REILLY AUTO P...		Park Bank Checking		-126.59
					Repairs & Maintena...	-126.59	126.59
TOTAL						-126.59	126.59
Check	18016	09/09/2026	OVERHEAD DOOR ...		Park Bank Checking		-224.38
					Building Maintenanc...	-224.38	224.38
TOTAL						-224.38	224.38
Check	18017	09/09/2026	Thin Line Outfitters...		Park Bank Checking		-200.00
					Fire-Capital Expendi...	-200.00	200.00
TOTAL						-200.00	200.00
Check	18018	09/09/2026	VISION DESIGN G...		Park Bank Checking		-60.00
					Office Software	-60.00	60.00
TOTAL						-60.00	60.00
Check	18019	09/09/2026	VISA		Park Bank Checking		-2,248.23
					Mold & Roof Project	-234.15	234.15
					Repairs & Maintena...	-32.40	32.40
					Grounds Maintenance	-69.47	69.47
					Supplies	-355.47	355.47
					Telephone/Cell-Pho...	-234.12	234.12
					Supplies	-447.95	447.95
					Office Supplies	-291.67	291.67
					Conventions/Confer...	-583.00	583.00
TOTAL						-2,248.23	2,248.23

Memo



To: Holmen Area Fire Department Board Directors
From: Fire Chief Ryan Ostreng
cc:
Date: August 31, 2026
Re: Fleis Commercial Package Insurance Premium Payment

PURPOSE

To provide the Board of Directors information regarding payment of the annual Fleis Commercial Package Insurance premium in the amount of \$15,454.00 (see attachment). No Board action is requested as the payment has already been completed to ensure uninterrupted insurance coverage.

BACKGROUND

The Fleis Commercial Package Insurance policy provides essential insurance coverage for department operations and is a recurring annual expense. The premium was budgeted within the Board-approved 2026 operating budget and represents a routine expenditure that occurs each year.

The annual premium invoice of \$15,454.00 was due on August 31, 2026, with policy renewal effective September 1, 2026.

DISCUSSION

The annual insurance premium of \$15,454.00 exceeded the \$2,500 Board approval threshold established in SOP #222 Purchasing Policy. The premium is a recurring annual expense that was included in the Board-approved 2026 budget and funds renewal of the department's commercial insurance coverage effective September 1, 2026. Apartment move-out inspections scheduled for August 3, 2026.

Because payment was due on August 31, 2026, prior to the September scheduled Board meeting, the invoice was processed to ensure uninterrupted insurance coverage. The expenditure was anticipated during the budget process and did not represent a new

Proudly Serving the Town of Holland and Village of Holmen

or unplanned commitment of department funds. Consistent with department financial controls, the check was reviewed and signed by the Board President and Board Treasurer prior to issuance.

ACTION REQUESTED

No action requested. This memorandum is submitted for informational purposes to document payment of a budgeted annual expense that required processing prior to the next regularly scheduled Board meeting.



PO Box 537
Onalaska, WI 54650
Phone: (608) 783-5206

AUG 20 REC'D

Invoice # 1549		Page 1 of 1
Account Number		Date
HOLMARE-01		8/20/2026
Balance Due On		
8/31/2026		
Amount Paid		Amount Due
		\$15,454.00

Holmen Area Fire Department
710 S Main St
Holmen, WI 54636-9631

Commercial Package	Policy Number: FDK2345751-44	Effective: 9/1/2026 to 9/1/2027
--------------------	------------------------------	---------------------------------

Item #	Trans Eff Date	Due Date	Trans	Description	Amount
297407	9/1/2026	8/31/2026	RENB	Ridgeview/Schwarz Commercial Property Renewal Eff 9/1/2026	\$3,899.00
297408	9/1/2026	8/31/2026	RENB	Ridgeview/Schwarz General Liability Renewal Eff 9/1/2026	\$2,376.00
297409	9/1/2026	8/31/2026	RENB	Ridgeview/Schwarz Liquor Liability Renewal Eff 9/1/2026	\$162.00
297410	9/1/2026	8/31/2026	RENB	Ridgeview/Schwarz Business Auto Renewal Eff 9/1/2026	\$4,530.00
297411	9/1/2026	8/31/2026	RENB	Ridgeview/Schwarz Equipment Floater Renewal Eff 9/1/2026	\$1,918.00
297412	9/1/2026	8/31/2026	RENB	Ridgeview/Schwarz Commercial Umbrella Renewal Eff 9/1/2026	\$1,703.00
297413	9/1/2026	8/31/2026	RENB	Ridgeview/Schwarz Employee Practices Liability Renewal Eff 9/1/2026	\$866.00

Total Invoice Balance: \$15,454.00

PAID
08/28/2026
Check # 17998
\$15,454.00
Mailed 08/28/2026

Draft 2027 Proposed Budget

ITEM 7e

 HAFD BUDGET	2023 Budget Amended - 4 Person Minimum with CBA Settlement	2024 Adopted Budget	2025 Adopted Budget	2026 Adopted Budget	2027 Draft 1 Budget	Notes
Income						
2% Fire Protection Equipment	\$63,000.00	\$70,000.00	\$85,108.00	\$93,739.00	\$100,000.00	
Income-Budget	\$1,622,683.00	\$1,735,061.20	\$1,885,061.00	\$1,971,300.00	\$2,070,250.00	5.02% Increase
Capital /Reserve Income	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	
Income-Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Income-Interest-Special	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Income-Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Income-Permit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Income-Grants and Donations	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Income	\$1,785,683.00	\$1,855,061.20	\$2,020,169.00	\$2,115,039.00	\$2,220,250.00	4.97% Increase
Expense						
CAPITAL EXPENDITURES						
2% Fire Protection Equipment Ex	\$18,839.39	\$10,000.00	\$80,000.00	\$78,739.00	\$50,000.00	Note 1
Building -Capital Expenditures	\$20,000.00	\$20,000.00	\$15,000.00	\$15,000.00	\$20,000.00	
EMS-Capital Expenditures	\$10,000.00	\$10,000.00	\$20,000.00	\$5,000.00	\$5,000.00	
Fire-Capital Expenditures	\$20,000.00	\$20,000.00	\$15,000.00	\$30,000.00	\$20,000.00	
Total CAPITAL EXPENDITURES	\$68,839.39	\$60,000.00	\$130,000.00	\$128,739.00	\$95,000.00	
OPERATING EXPENDITURES	\$1,716,843.61	\$1,795,061.19	\$1,885,061.00	\$1,986,300.00	\$2,125,250.00	
TOTAL EXPENDITURES	\$1,785,683.00	\$1,855,061.19	\$2,015,061.00	\$2,115,039.00	\$2,220,250.00	
TOTAL REVENUE	\$1,785,683.00	\$1,855,061.20	\$2,020,169.00	\$2,115,039.00	\$2,220,250.00	
NET	\$0.00	\$0.01	\$5,108.00	\$0.00	\$0.00	
SALARY/WAGES EXPENSE						
Employee Benefit Health	\$253,090.02	\$198,658.20	\$234,600.00	\$267,705.76	\$395,700.84	
Employee Retirement Career	\$138,125.86	\$140,292.10	\$150,689.65	\$178,107.94	\$184,672.99	Note 2
Employee Retirement Volunteer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Payroll-Tax Expense	\$61,976.13	\$84,019.60	\$88,653.03	\$92,423.68	\$95,201.55	
Insurance-DWD Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Insurance-Life	\$3,393.60	\$3,592.45	\$3,000.06	\$2,311.19	\$2,387.70	
Insurance - Income Continuation	\$0.00	\$5,203.37	\$5,328.66	\$5,750.16	\$2,965.25	
Insurance-Work-Comp	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$25,000.00	
Officer Salary	\$105,000.00	\$105,000.00	\$103,000.00	\$106,100.80	\$110,345.00	Note 3
Salary	\$774,284.78	\$793,113.48	\$813,994.27	\$852,259.70	\$878,072.08	Note 4
Overtime	\$96,000.00	\$120,159.00	\$163,608.00	\$173,184.23	\$179,831.79	Note 5
Acting Pay	\$840.00	\$1,260.00	\$1,260.00	\$1,835.00	\$1,825.00	
FLSA	\$13,490.22	\$20,827.56	\$21,803.42	\$18,262.71	\$18,817.08	Note 6
Holiday Pay	\$56,793.00	\$35,951.57	\$36,898.09	\$38,632.65	\$39,805.36	
Holiday OT	\$0.00	\$11,983.86	\$12,299.36	\$12,877.55	\$13,268.45	
Part Time Wages	\$10,000.00	\$10,000.00	\$6,000.00	\$5,000.00	\$2,500.00	
Fire Adminstration Contract	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Capital Wage Reimbursement	\$0.00	\$36,000.00	\$0.00	\$0.00	\$0.00	
Total SALARY/WAGES EXPENSE	\$1,542,993.61	\$1,596,061.19	\$1,671,134.55	\$1,784,451.38	\$1,950,393.09	9.3% Increase
BUILDING						
Building Maintenance/Repair	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$2,400.00	
Grounds Maintenance	\$3,000.00	\$3,000.00	\$3,000.00	\$2,500.00	\$2,000.00	

 HAFD BUDGET	2023 Budget Amended - 4 Person Minimum with CBA Settlement	2024 Adopted Budget	2025 Adopted Budget	2026 Adopted Budget	2027 Draft 1 Budget	Notes
Supplies	\$2,000.00	\$2,500.00	\$4,000.00	\$4,000.00	\$2,500.00	
Total BUILDING	\$8,000.00	\$8,500.00	\$10,000.00	\$9,500.00	\$6,900.00	27.4% Decrease
EMS						
Lease/Air/Oxygen	\$650.00	\$650.00	\$1,200.00	\$1,500.00	\$1,500.00	
Repairs & Maintenance	\$500.00	\$250.00	\$250.00	\$250.00	\$200.00	
Replacement-EMS	\$600.00	\$600.00	\$650.00	\$650.00	\$520.00	
Supplies	\$2,000.00	\$4,000.00	\$4,000.00	\$3,173.00	\$2,538.40	
Training	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$800.00	
Total EMS	\$4,750.00	\$6,500.00	\$7,100.00	\$6,573.00	\$5,558.40	15.4% Decrease
FIRE						
Professional Dues/Licenses	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$1,500.00	
Fire Prevention/Pub Education	\$500.00	\$500.00	\$500.00	\$500.00	\$400.00	
Batteries	\$300.00	\$300.00	\$300.00	\$300.00	\$240.00	
Conventions/Conferences	\$2,500.00	\$2,500.00	\$4,000.00	\$4,000.00	\$2,939.49	
Physicals	\$5,000.00	\$5,000.00	\$5,500.00	\$5,500.00	\$5,500.00	
Repairs & Maintenance	\$3,500.00	\$3,000.00	\$3,000.00	\$2,750.00	\$2,000.00	
Replacement -Fire	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$1,000.00	
Supplies	\$1,500.00	\$4,000.00	\$5,000.00	\$5,000.00	\$3,800.00	
Testing/Insp	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$700.00	
Training	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00	\$3,000.00	
Uniform Clothing	\$8,000.00	\$15,000.00	\$14,000.00	\$13,000.00	\$11,000.00	
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total FIRE	\$31,300.00	\$40,300.00	\$41,300.00	\$40,050.00	\$32,079.49	19.9% Decrease
INSURANCE						
Insurance-General	\$14,000.00	\$14,000.00	\$16,000.00	\$17,500.00	\$17,500.00	
Total INSURANCE	\$14,000.00	\$14,000.00	\$16,000.00	\$17,500.00	\$17,500.00	0% Increase
OFFICE						
Consulting	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
Human Resources/Business Support	\$5,000.00	\$15,000.00	\$17,500.00	\$15,000.00	\$11,000.00	
Accounting Services	\$8,500.00	\$9,000.00	\$9,000.00	\$9,000.00	\$11,000.00	
Attorney/Support	\$2,000.00	\$3,000.00	\$4,426.45	\$3,025.62	\$2,420.50	
Computer Maintenance	\$11,000.00	\$10,000.00	\$14,700.00	\$14,700.00	\$13,898.52	
Office Software	\$15,000.00	\$18,000.00	\$18,700.00	\$18,700.00	\$17,000.00	
Office Supplies	\$1,000.00	\$1,000.00	\$1,500.00	\$2,000.00	\$1,600.00	
Postage	\$200.00	\$200.00	\$200.00	\$300.00	\$300.00	
Telephone/Cell-Phones/Internet	\$4,500.00	\$9,000.00	\$9,000.00	\$9,000.00	\$8,000.00	
Total OFFICE	\$62,200.00	\$65,200.00	\$75,026.45	\$71,725.62	\$65,219.02	9.1% Decrease
UTILITIES						
Electricity	\$9,000.00	\$14,000.00	\$14,000.00	\$13,000.00	\$13,000.00	
Heating/Cooling	\$1,500.00	\$1,500.00	\$1,500.00	\$1,000.00	\$0.00	
Water/Sewer/Runoff	\$3,100.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	
Total UTILITIES	\$13,600.00	\$19,500.00	\$19,500.00	\$18,000.00	\$17,000.00	5.6% Decrease

 HAFD BUDGET	2023 Budget Amended - 4 Person Minimum with CBA Settlement	2024 Adopted Budget	2025 Adopted Budget	2026 Adopted Budget	2027 Draft 1 Budget	Notes
VEHICLES						
Fuel	\$20,000.00	\$25,000.00	\$25,000.00	\$20,000.00	\$15,000.00	
Repairs & Maintenance	\$15,000.00	\$15,000.00	\$15,000.00	\$14,000.00	\$12,000.00	
Testing/Inspection	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$800.00	
Tire Replacement	\$4,000.00	\$4,000.00	\$4,000.00	\$3,500.00	\$2,800.00	
Total VEHICLES	\$40,000.00	\$45,000.00	\$45,000.00	\$38,500.00	\$30,600.00	20.5% Decrease
Total Operating Expenses	\$1,716,843.61	\$1,795,061.19	\$1,885,061.00	\$1,986,300.00	\$2,125,250.00	

Notes

Note 1: \$50,000 of 2027 2% Dues for future new vehicle costs.

Note 2: \$50,000 from 2% Dues to pay for part of Employee Retirement.

Note 3: Includes 4% wage increase for Fire Chief as approved by the Fire Board.

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

Note 5: Includes 4,392 hrs to cover staff leave, 96 hrs of staff off-duty training, 224 hrs of emergency callback/backfill, and 108 hrs for Training Captain preparation and instruction.

Note 6: Funded at 80% of calculated cost.



WITH GRATITUDE

Recognizing those who support the Holmen Area Fire Department

We sincerely thank the individuals, businesses, and organizations whose donations, service, and support strengthen our department and the community we serve.

COMMUNITY RECOGNITION

NAME / ORGANIZATION	DONATION, SERVICE, OR SUPPORT	DATE
Janet Kennedy	Call of thanks for the nice firefighters that assisted her late one evening.	03/08/2026
Ryan and Candee Ostreng	Donation of candy for the Kornfest parade.	08/09/2026
Coulee Signs	Sprucing up the HAFD lettering above front apparatus bay doors in time for Kornfest.	08/14/2026
K of C Father John Rossiter Council 9385	Monetary donation for HAFD providing an EMS unit to patrol Kornfest Fun Run.	09/03/2026
Stephen and Jeanne Curtis	Thank you and monetary donation.	09/03/2026

Your generosity, service, and support make a meaningful difference. Thank you for standing with HAFD.

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	110	-1
JULY	79	0	98	19	80	-18	92	12	109	17	104	-5	101	-3	98	-3	136	38	138	2
AUGUST	82	-14	87	5	84	-3	97	13	125	28	104	-21	113	9	110	-3	126	16	132	6
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	985	114

CALL TYPES RESPONDED TO FOR AUGUST

<u>INCIDENT TYPE</u>	<u>TOTAL</u>
Fire	2
Medical	102
Hazardous Situation	6
Rescue	1
Public Service	9
No Emergency	11
Assisting Law Enforcement	1
	132



HOLMEN AREA

FIRE DEPARTMENT

710 SOUTH MAIN ST, HOLMEN, WI 54636
608-526-9363
www.holmenfire.com

ITEM 8a2

August 2026

2026 HAFD Incidents By Municipality

Report Pulled On: 09/03/2026

Incident Type Primary Category 1 (filIncident.03)	Incident Type Primary Category 2 (filIncident.03)	Total
Incident Location Zone Number (itfilIncident.008): City of Onalaska		
Hazardous Situation	Investigation	1
No Emergency		4
Public Service	Citizen Assist	1
		Total: 6
Incident Location Zone Number (itfilIncident.008): Farmington		
Fire	Structure Fire	1
		Total: 1
Incident Location Zone Number (itfilIncident.008): Town of Holland		
Fire	Outside Fire	1
Hazardous Situation	Hazardous Materials	1
Medical	Illness	6
Medical	Injury/Trauma	2
No Emergency	False Alarm	1
		Total: 11
Incident Location Zone Number (itfilIncident.008): Town of Onalaska		
Medical	Injury/Trauma	1
No Emergency	False Alarm	1
		Total: 2
Incident Location Zone Number (itfilIncident.008): Village of Holmen		
Law Enforcement Support		1
Hazardous Situation	Hazardous Materials	2
Hazardous Situation	Investigation	2
Medical	Illness	57
Medical	Other	2
Medical	Injury/Trauma	34
No Emergency		1
No Emergency	Good Intent	2
No Emergency	False Alarm	2
Public Service	Citizen Assist	7
Public Service	Alarms (Non Medical)	1
Rescue	Structure	1
		Total: 112
		Total: 132

Report Criteria

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