# 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.

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.

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.

**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*