Holmen Area Fire Department Board Meeting
Meeting Minutes - September 15th, 2026

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

Present:

- Patrick Barlow (Village of Holmen President)
- Travis Elam (Village of Holmen)
- Rick Hauser (Town of Holland)
- Jeff Herlitzke (Town of Holland)

Also present: Chief Ostreng, Captain Lavery, and C shift personnel.

1. Call to order

President Barlow called the regular board meeting to order at the Town of Holland Town Hall.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Roll call

Board members Barlow, Elam, Hauser, and Herlitzke were present.

4. Consideration of agenda order

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

5. Approval of meeting minutes

Motion by Herlitzke to approve the August 17, 2026, meeting minutes. Second, by Hauser. Motion carried unanimously.

The August 31, 2026, special meeting minutes were deferred because their approval was not listed on the posted agenda.

6. Resident or employee concerns/comments

No resident or employee concerns or comments were raised.

7. Financial Review (Treasurer)

Treasurer Herlitzke reviewed the balance sheet, budget-to-actual report, and check detail. Park Bank checking totaled $626,463.85; savings/LGIP accounts totaled $350,499.70, for combined checking and savings of $976,963.55. Expenditures were at 70.6% of budget and considered on track for the year.

The Board discussed River City invoices related to lawn and sprinkler-system service and potential bulk purchases of EMS supplies. Staff noted the effect of product expiration dates and existing purchasing programs.

Chief Ostreng reported that a recurring Fleis insurance invoice had been paid before its due date between meetings. The Board questioned the need for liquor liability coverage; the Chief will seek clarification before the next renewal.

The proposed 2027 budget was reviewed, including updated health insurance costs, anticipated CPI certification, and a proposed allocation of 2% fire dues of $50,000 toward fire protection equipment and $50,000 toward employee retirement. No budget action was taken.

Donations received were listed in the packet, including contributions associated with Janet Kennedy, Coulee Signs, the Knights of Columbus, Stephan and Jean Curtis, and Kornfest candy.

8. Fire administrator report (Chief Ostreng)

August 2026 activity totaled 132 calls, six more than the prior August, with approximately 75% medical calls. The Board reviewed monthly and municipal incident activity; notable incidents included a small grass fire, cardiac arrests, mutual aid at a Farmington structure fire, and an elevator rescue.

The Chief reported two on-duty employee injuries and two ongoing disciplinary investigations. Engine 1 received routine service and steering-shock work; Engines 1 and 2 passed pump testing and associated ground-ladder testing.

Network equipment was relocated to the utility room. Carpet squares were planned for the Chief's office at an estimated cost under $800, with an existing localized moisture issue to be accommodated.

Department personnel participated in Touch a Truck and the Holmen Cheese employee picnic. Upcoming joint EMS training will evaluate a revised bag-valve-mask (BVM) design and its fit in existing response bags.

9. Update on new fire station project

No substantive open-session update was provided. Funding and financing matters were scheduled for closed-session discussion.

10. Consideration of new fire pumper specifications

Chief Ostreng asked whether planning could advance or should remain on hold. It was noted that the Town of Holland had not reached board consensus. No formal action was recorded.

11. Closed Session

The Board considered closed session under Wis. Stat. § 19.85(1)(c) for the 2026 Fire Chief evaluation process, and § 19.85(1)(e) for financing strategies, funding options, and related financial matters concerning the future fire station.

Herlitzke motioned to go into closed session. Second, by Elam. Motion carried unanimously.

12. Reconvene in Open Session

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

13. Action on Closed Session items

No action on closed-session items was recorded in the provided transcript.

14. Announcements and Future Agenda Items

The Board anticipated further review of the proposed 2027 budget after state CPI and levy-limit information becomes available, with possible action to forward a budget to the participating municipalities. Approval of the August 31 special meeting minutes remains pending.

15. Next Regular Meeting

After discussing scheduling conflicts, the Board tentatively selected October 26, 2026, subject to final confirmation of arrangements.

16. Adjourn

Herlitzke motioned to adjourn. Second, by Barlow. Motion carried unanimously.

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