HOLMEN AREA FIRE DEPARTMENT
FIRE BOARD
AGENDA

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

Date/Time: Tuesday November 17, 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 November 17, 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. 10/26/2026
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. October 2026 incident/activity report
    b. Staffing/personnel updates
    c. Fleet update
    d. Facility update
    e. General
9.) Update on fire department collaboration workgroup
10.) Update on new fire station project/in-person presentation by Five Bugles Design
11.) Consideration of new fire pumper specifications

www.holmenfire.com

12.) Announcement and Future Agenda Items
13.) Next Regular Meeting – 12/15/2026
14.) 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: 11/13/2026

Notices Posted: 11/13/2026

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	

Holmen Area Fire Department Board
Meeting Minutes – October 26th, 2026

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

1. Call to order

President Barlow called the regular 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, Rick Hauser
Absent: No Board members; Chief Ryan Ostreng (staff)
Guests/Staff: Captains Jeremy Cook and Lavery, Engineer Brindle, and on-duty department personnel

4. Consideration of agenda order

Motion by Herlitzke, second by Hauser, to approve the agenda as presented. Motion carried unanimously.

5. Approval of meeting minutes

Motion by Hauser, second by Elam, to approve the August 31, 2026, special meeting minutes and September 15, 2026, regular meeting minutes. Motion carried unanimously.

6. Resident or employee concerns/comments

Jeremy Cook commended the department's progress in recent years but expressed concern about staffing, increasing call volumes, and employee burnout. With minimum daily staffing and more accrued leave, members may be required to work more overtime days than they receive in vacation days, affecting work-life balance.

7. Financial Review (Treasurer)

Treasurer Herlitzke reviewed the balance sheet, profit and loss budget versus actual, and check detail. Total expenses were at 79.3% of the annual budget. A DeBauche Truck C Diesel payment was discussed in connection with Engine 1 transmission service.

Staff requested replacement of aging monitoring equipment: four BW Clip single-gas carbon monoxide monitors, two SENSIT Gold G2 multi-gas monitors, and one IR Link data download device from Fire Safety USA, quoted at $6,087 plus shipping. Staff described the limited lifespan of monitors, sensor exposure and calibration needs. Board members noted that future replacements should be included in recurring equipment budgeting; the purchase would be funded through Fire Capital Expenditures.

Motion by Herlitzke, second by Hauser, to approve the requested gas-monitoring equipment purchase in an amount not to exceed $7,000. Motion carried unanimously.

The department reported a Wisconsin DNR Forest Fire Protection Grant award of $1,599.50 toward a $3,198.99 project for a backpack leaf blower with an integrated water tank and five VHF pagers. No further grant action was requested.

Donations included $400 from HAFD Operations Staff for Fire Prevention Week prizes and $1,520 from Sandra Haag from a handmade quilt drawing. The Board also noted appreciation from Holmen Cheese for the department's picnic participation.

8. Fire administrator report (Chief Ostreng)

The Board reviewed September 2026 incident activity: 116 calls, two fewer than September 2025, and 1,101 calls year-to-date. Calls included 83 medical, 19 no-emergency, 11 public-service, two hazardous-situation, and one fire incident. Staff described a successful cardiac-arrest resuscitation using basic life support measures.

Four department members took and passed the officer examination. No other specific personnel action was reported. Engine 1 received transmission work, with other fleet maintenance described as routine.

Staff reported water intrusion near the gym during a severe rainstorm, with no recurrence since that evening. An asphalt maintenance company had offered to donate end-of-season materials and work to reseal the parking lot if scheduling permitted.

Staff reported that member training hours had doubled or tripled compared with the prior year. Plans include sending members to outside training and having them share what they learn. The Board requested a brief training-hours report. Personnel also noted that family leave and outside training could increase overtime coverage needs.

Staff expressed concern about ambulance response delays and the effect of Onalaska's automatic-aid arrangement with La Crosse on mutual-aid availability. Examples discussed included an approximately 44-minute ambulance wait and a period of roughly 70 minutes of overlapping emergency demands. Personnel raised concerns about some ambulance responses lacking paramedics. Staff also reported that Emplify generally no longer stages ambulances at Station 5 on Circle Drive. The Board discussed the long-term possibility of department-operated ambulance transport, including staffing, vehicle, station, billing, and administrative requirements. No action was taken.

9. Update on fire department collaboration workgroup

The project is slightly behind schedule, with a draft report of approximately 80 pages being reviewed. Final recommendations and financial projections were being prepared for a final presentation anticipated in early to mid-November. No action was taken.

10. Update on new fire station project

No substantive project discussion occurred. President Barlow noted that the participating communities had scheduled a special meeting for October 29, 2026, to continue station planning. No Board action was taken.

11. Consideration of and Possible Action on the Proposed 2027 Budget

The Board reviewed the proposed 2027 budget of $2,233,000, including $2,128,000 in municipal assessed contributions ($2,078,000 operating and $50,000 capital), a 5.28% increase over 2026. Both participating municipalities had approved resolutions related to the state joint fire/EMS levy-limit exception. Health-benefit costs were projected to increase approximately 47.81%, from about $267,706 to $395,701.

Motion by Herlitzke, second by Hauser, to approve and adopt the proposed 2027 budget as presented. Motion carried unanimously.

12. Announcement and Future Agenda Items

Future agenda topics included medical transport and ambulance service coverage, training opportunities, and a summary of department training hours. President Barlow described the county EMS commission's ongoing review of ambulance-service funding and response requirements and offered to share its meeting information.

13. Next Regular Meeting - 11/17/2026

The next regular meeting was scheduled for Tuesday, November 17, 2026, subject to confirmation of a possible Village Planning Commission scheduling conflict. Any change would be communicated to the Board.

14. Adjourn

Motion by Herlitzke, second by Elam, to adjourn. Motion carried unanimously. The meeting adjourned at 7:21 p.m.

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

DRAFT

HOLMEN AREA FIRE DEPARTMENT
Balance Sheet
As of November 17, 2026

	Nov 17, 26
ASSETS	
Current Assets	
Checking/Savings	
Park Bank	
Park Bank Checking	798,394.44
Total Park Bank	798,394.44
LGIP-General Capital Savings	
LGIP-#1 Capital Savings	67,756.46
LGIP -#2 Operational Checking	12,787.41
LGIP- # 3 2% Dues Savings	140,028.30
LGIP-#4 Sick Leave Payout	63,969.02
LGIP- #5 Medical Equip Upgrades	36,358.38
LGIP-#6 Special Events/Donation	26,718.64
LGI- #7 New Fire Station	5,158.15
Total LGIP-General Capital Savings	352,776.36
Total Checking/Savings	1,151,170.80
Other Current Assets	
Location Study A/R from Municip	6,880.51
Mold & Roof Project	74,072.13
Total Other Current Assets	80,952.64
Total Current Assets	1,232,123.44
Other Assets	
Equipment Purchased by Grant	105,004.35
Total Other Assets	105,004.35
TOTAL ASSETS	**1,337,127.79**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Dental Ins payable	22.24
Vision Payable	14.72
Location Study Payable	5.51
Health Insurance payable	1,521.74
WI State Income tax payable	607.18
Life Insurance Payable EE	26.64
WI Retirement Payable	13,790.22
Union Dues Payable	1,241.47
Total Other Current Liabilities	17,229.72
Total Current Liabilities	17,229.72
Long Term Liabilities	
Future Sick Pay Payable	61,000.00
Total Long Term Liabilities	61,000.00
Total Liabilities	78,229.72
Equity	
Retained Earnings	908,993.64
Net Income	349,904.43
Total Equity	1,258,898.07
TOTAL LIABILITIES & EQUITY	**1,337,127.79**

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
January 1 through November 17, 2026

		Jan 1 - Nov 17, 26
Ordinary Income/Expense		
Income		
Grants		969.35
2% Fire Protection Equipmnet		101,405.55
Income-Budget		1,971,300.00
Capital /Reserve Income		50,000.00
Income-Interest		1,879.88
Income-Interest-Special		12,022.22
Donations/Grants		7,997.16
Total Income		2,145,574.16
Expense		
CAPITAL EXPENDITURES		
2% Fire Protection Equipment Ex		1,246.32
Building -Capital Expenditures		14,876.99
EMS-Capital Expenditures		84,110.20
Fire-Capital Expenditures		7,135.97
Total CAPITAL EXPENDITURES		107,369.48
OPERATIONAL EXPENDITURES		
Wages		
SALARY/WAGES EXPENSE		
Employee Benefit Health	227,497.29	
Employee Retirement Career	138,412.52	
Insurance-Life	1,238.44	
Insurance-Work-Comp	24,292.84	
Officer Salary	93,848.74	
Salary	730,368.79	
Salary -OT	174,149.44	
Acting Pay	875.00	
FLSA	9,952.13	
Holiday Pay	31,275.96	
Parttime Wages	3,281.39	
Payroll-Tax Expense	80,332.05	
Capital Wage Reimbursement	36,000.00	
SALARY/WAGES EXPENSE - Other	-729.94	
Total SALARY/WAGES EXPENSE	1,550,794.65	
Total Wages		1,550,794.65
BUILDING		
Building Maintenance/Repair		3,340.59
Grounds Maintenance		1,003.67
Supplies		2,692.13
Total BUILDING		7,036.39
EMS		
Lease/Air/Oxygen		1,403.61
Replacement-EMS		621.57
Supplies		2,269.56
Training		593.60
Total EMS		4,888.34
FIRE		
Professional Dues/Licenses		1,756.61
Fire Prevention/Pub Education		688.75
Batteries		44.97
Conventions/Conferences		1,510.95
Physicals		65.00
Repairs & Maintenance		3,315.87
Replacement -Fire		987.54
Supplies		4,031.26
Testing/Insp		320.00
Training		1,524.37

HOLMEN AREA FIRE DEPARTMENT
Profit & Loss
January 1 through November 17, 2026

	Jan 1 - Nov 17, 26
Uniform Clothing	12,080.71
Total FIRE	26,326.03
INSURANCE	
Insurance-General	20,545.36
Total INSURANCE	20,545.36
OFFICE	
Human Resources/Business Suppor	4,489.00
Accounting Services	9,315.00
Attorney/Support	367.50
Computer Maintenance	11,942.31
Office Software	6,337.23
Office Supplies	1,676.61
Postage	169.65
Telephone/Cell-Phones/Internet	6,995.47
Total OFFICE	41,292.77
UTILITIES	
Electricity	11,009.27
Water/Sewer/Runoff	4,629.64
Total UTILITIES	15,638.91
VEHICLES	
Fuel	12,935.29
Repairs & Maintenance	8,357.53
Testing/Inspection	420.00
Tire Replacement	64.98
Total VEHICLES	21,777.80
Total OPERATIONAL EXPENDITURES	1,688,300.25
Total Expense	1,795,669.73
Net Ordinary Income	349,904.43
Net Income	**349,904.43**

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	1,971,300.00	1,971,300.00	0.00	100.0%
Capital /Reserve Income	50,000.00	50,000.00	0.00	100.0%
Income-Interest	1,879.88			
Income-Interest-Special	12,022.22			
Donations/Grants	7,997.16			
Total Income	2,145,574.16	2,115,039.00	30,535.16	101.4%
Expense				
CAPITAL EXPENDITURES				
2% Fire Protection Equipment Ex	1,246.32	78,739.00	-77,492.68	1.6%
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	7,135.97	30,000.00	-22,864.03	23.8%
Total CAPITAL EXPENDITURES	107,369.48	128,739.00	-21,369.52	83.4%
OPERATIONAL EXPENDITURES				
Wages				
SALARY/WAGES EXPENSE				
Employee Benefit Health	256,435.53	267,705.76	-11,270.23	95.8%
Employee Retirement Career	159,619.49	178,107.94	-18,488.45	89.6%
Insurance-DWD Compensation	0.00	5,750.16	-5,750.16	0.0%
Insurance-Life	1,446.38	2,311.19	-864.81	62.6%
Insurance-Work-Comp	24,292.84	30,000.00	-5,707.16	81.0%
Officer Salary	93,848.74	106,100.80	-12,252.06	88.5%
Salary	730,368.79	852,259.70	-121,890.91	85.7%
Salary -OT	174,149.44	186,061.78	-11,912.34	93.6%
Acting Pay	875.00	1,835.00	-960.00	47.7%
FLSA	9,952.13	18,262.71	-8,310.58	54.5%
Holiday Pay	31,275.96	38,632.65	-7,356.69	81.0%
Parttime Wages	3,281.39	5,000.00	-1,718.61	65.6%
Payroll-Tax Expense	80,332.05	92,423.68	-12,091.63	86.9%
Capital Wage Reimbursement	36,000.00			
SALARY/WAGES EXPENSE - Other	-729.94			
Total SALARY/WAGES EXPENSE	1,601,147.80	1,784,451.37	-183,303.57	89.7%
Total Wages	1,601,147.80	1,784,451.37	-183,303.57	89.7%
BUILDING				
Building Maintenance/Repair	3,340.59	3,000.00	340.59	111.4%
Grounds Maintenance	1,003.67	2,500.00	-1,496.33	40.1%
Supplies	2,692.13	4,000.00	-1,307.87	67.3%

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

	Jan - Dec 26	Budget	$ Over Budget	% of Budget
Total BUILDING	7,036.39	9,500.00	-2,463.61	74.1%
EMS				
Lease/Air/Oxygen	1,403.61	1,500.00	-96.39	93.6%
Repairs & Maintenance	0.00	250.00	-250.00	0.0%
Replacement-EMS	621.57	650.00	-28.43	95.6%
Supplies	2,269.56	3,173.00	-903.44	71.5%
Training	593.60	1,000.00	-406.40	59.4%
Total EMS	4,888.34	6,573.00	-1,684.66	74.4%
FIRE				
Professional Dues/Licenses	1,756.61	2,000.00	-243.39	87.8%
Fire Prevention/Pub Education	688.75	500.00	188.75	137.8%
Batteries	44.97	300.00	-255.03	15.0%
Conventions/Conferences	1,510.95	4,000.00	-2,489.05	37.8%
Physicals	65.00	5,500.00	-5,435.00	1.2%
Repairs & Maintenance	3,315.87	2,750.00	565.87	120.6%
Replacement -Fire	987.54	2,000.00	-1,012.46	49.4%
Supplies	4,031.26	5,000.00	-968.74	80.6%
Testing/Insp	320.00	1,000.00	-680.00	32.0%
Training	1,524.37	4,000.00	-2,475.63	38.1%
Uniform Clothing	12,080.71	13,000.00	-919.29	92.9%
Total FIRE	26,326.03	40,050.00	-13,723.97	65.7%
INSURANCE				
Insurance-General	20,545.36	17,500.00	3,045.36	117.4%
Total INSURANCE	20,545.36	17,500.00	3,045.36	117.4%
OFFICE				
Human Resources/Business Suppor	4,489.00	15,000.00	-10,511.00	29.9%
Accounting Services	9,315.00	9,000.00	315.00	103.5%
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	6,337.23	18,700.00	-12,362.77	33.9%
Office Supplies	1,676.61	2,000.00	-323.39	83.8%
Postage	169.65	300.00	-130.35	56.6%
Telephone/Cell-Phones/Internet	7,125.47	9,000.00	-1,874.53	79.2%
Total OFFICE	41,422.77	71,725.63	-30,302.86	57.8%
UTILITIES				
Electricity	11,009.27	13,000.00	-1,990.73	84.7%
Heating/Cooling	0.00	1,000.00	-1,000.00	0.0%
Water/Sewer/Runoff	4,629.64	4,000.00	629.64	115.7%
Total UTILITIES	15,638.91	18,000.00	-2,361.09	86.9%

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

	Jan - Dec 26	Budget	$ Over Budget	% of Budget
VEHICLES				
Fuel	12,935.29	20,000.00	-7,064.71	64.7%
Repairs & Maintenance	8,357.53	14,000.00	-5,642.47	59.7%
Testing/Inspection	420.00	1,000.00	-580.00	42.0%
Tire Replacement	64.98	3,500.00	-3,435.02	1.9%
Total VEHICLES	21,777.80	38,500.00	-16,722.20	56.6%
Total OPERATIONAL EXPENDITURES	1,738,783.40	1,986,300.00	-247,516.60	87.5%
Total Expense	1,846,152.88	2,115,039.00	-268,886.12	87.3%
Net Ordinary Income	299,421.28	0.00	299,421.28	100.0%
Net Income	**299,421.28**	**0.00**	**299,421.28**	**100.0%**

HOLMEN AREA FIRE DEPARTMENT
Check Detail
November 4, 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	**18061**	**11/04/2026**	**Coaches Corner S...**		**Park Bank Checking**		**-219.75**
					Uniform Clothing	-219.75	219.75
TOTAL						-219.75	219.75
Check	**18062**	**11/04/2026**	**DESIGN PHOTOGR...**		**Park Bank Checking**		**-320.00**
					Supplies	-320.00	320.00
TOTAL						-320.00	320.00
Check	**18063**	**11/04/2026**	**ENGELSON & ASS...**		**Park Bank Checking**		**-910.00**
					Accounting Services	-910.00	910.00
TOTAL						-910.00	910.00
Check	**18064**	**11/04/2026**	**FLEIS INSURANCE**		**Park Bank Checking**		**-2,464.00**
					Insurance-General	-2,464.00	2,464.00
TOTAL						-2,464.00	2,464.00
Check	**18065**	**11/04/2026**	**GALLS**		**Park Bank Checking**		**-198.99**
					Uniform Clothing	-198.99	198.99
TOTAL						-198.99	198.99
Check	**18066**	**11/04/2026**	**HENRY SCHEIN INC**		**Park Bank Checking**		**-106.55**
					Supplies	-106.55	106.55
TOTAL						-106.55	106.55
Check	**18067**	**11/04/2026**	**O'REILLY AUTO P...**		**Park Bank Checking**		**-27.21**
					Repairs & Maintena...	-27.21	27.21
TOTAL						-27.21	27.21
Check	**18068**	**11/04/2026**	**THE UNIFORM SH...**		**Park Bank Checking**		**-225.90**

HOLMEN AREA FIRE DEPARTMENT
Check Detail
November 4, 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					Uniform Clothing	-225.90	225.90
TOTAL						-225.90	225.90
Check	**18069**	**11/04/2026**	**VISA**		**Park Bank Checking**		**-846.11**
					Supplies	-245.86	245.86
					Fire Prevention/Pub ...	-168.13	168.13
					Telephone/Cell-Pho...	-234.12	234.12
					Conventions/Confer...	-198.00	198.00
TOTAL						-846.11	846.11
Check	**18070**	**11/04/2026**	**VISION DESIGN G...**		**Park Bank Checking**		**-60.00**
					Office Software	-60.00	60.00
TOTAL						-60.00	60.00
Check	**18071**	**11/04/2026**	**MYRANDA A ANTO...**		**Park Bank Checking**		**-169.56**
					2% Fire Protection E...	-169.56	169.56
TOTAL						-169.56	169.56
Check	**18072**	**11/04/2026**	**FRANK GARROW**		**Park Bank Checking**		**-401.76**
					2% Fire Protection E...	-401.76	401.76
TOTAL						-401.76	401.76

HOLMEN AREA FIRE DEPARTMENT
Check Detail
November 17, 2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	**18076**	**11/17/2026**	**AIRGAS USA, LLC**		**Park Bank Checking**		**-68.25**
					Lease/Air/Oxygen	-68.25	68.25
TOTAL						-68.25	68.25
Check	**18077**	**11/17/2026**	**ANDY'S MAIN STR...**		**Park Bank Checking**		**-432.48**
					Repairs & Maintena...	-432.48	432.48
TOTAL						-432.48	432.48
Check	**18078**	**11/17/2026**	**CITY TREASURER**		**Park Bank Checking**		**-420.00**
					Testing/Inspection	-420.00	420.00
TOTAL						-420.00	420.00
Check	**18079**	**11/17/2026**	**FIRE SAFTEY USA**		**Park Bank Checking**		**-490.95**
					Fire-Capital Expendi...	-490.95	490.95
TOTAL						-490.95	490.95
Check	**18080**	**11/17/2026**	**KWIK TRIP**		**Park Bank Checking**		**-1,571.67**
					Fuel	-1,571.67	1,571.67
TOTAL						-1,571.67	1,571.67
Check	**18081**	**11/17/2026**	**McMahon Associat...**		**Park Bank Checking**		**-360.00**
					Human Resources/...	-360.00	360.00
TOTAL						-360.00	360.00
Check	**18082**	**11/17/2026**	**RED POWER DIES...**		**Park Bank Checking**		**-1,120.64**
					Repairs & Maintena...	-1,120.64	1,120.64
TOTAL						-1,120.64	1,120.64
Check	**18083**	**11/17/2026**	**ZIEGLER HEATING...**		**Park Bank Checking**		**-483.00**

Memo

To: Holmen Area Fire Department Board of Directors

From: Fire Chief Ryan Ostreng

cc:

Date: November 6, 2026

Re: Purchase Slate Workforce Scheduling and Shift Management Software

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PURPOSE

Request Board approval to authorization the Fire Chief to purchase Slate workforce scheduling and shift management software from ImageTrend at a cost not to exceed $3,100.00.

BACKGROUND

HAFD currently manages shift trades and time-off requests and resulting staffing vacancies through a manual process using Outlook, Microsoft Word and Excel, and IamResponding incident notification and management software. These systems are used to track leave requests and balances, manage shift trades, select employees for volunteer and order-in overtime, send staffing notifications, and maintain schedule changes.

The Fire Chief approves vacation requests and shift trades and manages most overtime scheduling and leave-related vacancies. Captains handle last-minute sick call-ins and immediate staffing needs when the Fire Chief is not on duty. Maintaining and verifying information across several separate systems is time-consuming and creates the potential for error when information is not consistently updated.

DISCUSSION

Slate is a cloud-based workforce scheduling and shift management platform from ImageTrend designed for fire and EMS agencies. Employees can access the system by smartphone to manage schedules, time-off requests, shift trades, and other staffing functions.

Slate would consolidate many of HAFD's current manual processes into one platform, providing automated notifications, leave-balance tracking, and application of department-specific rules used to fill staffing vacancies.

Slate also includes a timesheet function that may provide an opportunity to replace HAFD's current manually entered Excel timesheets.

Approximately 2.25% of the Fire Chief's time is currently dedicated to administering these scheduling and staffing processes. Slate would reduce administrative time and manual processes through automation and direct employee interaction with the system, while improving the consistency and visibility of scheduling and staffing information.

FISCAL IMPACT

The cost of Slate workforce scheduling and shift management software is $3,062.00. Authorization of an amount not to exceed $3,100.00 provides sufficient authority to complete the purchase while maintaining a defined expenditure limit.

Funding is available within the Human Resources/Business Support line item of the Office budget category.

ACTION REQUESTED

Motion to authorize the Fire Chief to purchase Slate workforce scheduling and shift management software from ImageTrend in an amount not to exceed $3,100.00.

First Year Pricing Breakout

Total | Recurring

Description	Qty	Fee Type	Unit Price	Total
Slate™ Text/SMS	1	Recurring	$500.00	$500.00
Slate™	1	Recurring	$2,562.00	$2,562.00
			Total Net Price	$3,062.00

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
Action Sealcoating and Patching, LLC	HAFD thanks the crew of Action Sealcoating and Patching for the donation of sealcoating services to use up their remaining sealcoating product to make the HAFD parking lot look good.	09/14/2026
HAFD Operations Staff	$400 donation for the purchase of toys for Fire Prevention Week Open House prizes.	10/10/2026
Officer Brandau, Holmen Police Dept.	HAFD thanks Officer Brandau for retrieving two HAFD firefighter/EMTs from Emplify Gundersen Hospital after assisting Emplify Gundersen Ambulance transport an infant patient in distress.	11/03/2026
Elizabeth Nelson, MDA	Thank you from MDA to HAFD for raising $2,300 during the 2026 Fill the Boot campaign	10/27/2026
Pumpkinfest Committee, HACC	Thank you for HAFD's enthusiastic support for attending the family resource fair at the 2026 Pumpkin Fest	11/02/2026
Officer Brandau, Holmen Police Dept.	HAFD thanks Officer Brandau for retrieving two A-shfit HAFD firefighter/EMTs from Emplify Gundersen Hospital after assisting Emplify Gundersen Ambulance transport an infant patient in distress.	11/03/2026
In-Person Thank You, Medical Patient Relative	Relative of the patient treated and transported by A-shift staff stopped by the fire station to give his heart-felt thank you on the quick response and quality care.	11/03/2026

Card of Thanks, Medical Patient Relative	Card of thanks and God blessing for the "…WONDERFUL, caring, very confident and profession…" crew that responded for their medical needs.	

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	116	-2
OCTOBER	80	22	82	2	87	5	109	22	132	23	100	-32	120	20	104	-16	139	35	120	-19
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**	**1221**	**93**

CALL TYPES RESPONDED TO FOR OCTOBER

INCIDENT TYPE	TOTAL
Fire	1
Medical	90
Hazardous Situation	9
Rescue	0
Public Service	7
No Emergency	11
Assisting Law Enforcement	2
	120



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

2026 HAFD Incidents By Municipality

Report Pulled On: 11/03/2026

Incident Type Primary (filncident.03)	Total
Incident Location Zone Number (itfilncident.008): City of Onalaska	
No Emergency - Cancelled	2
No Emergency - False Alarm - Malfunctioning Alarm	1
	Total: 3
Incident Location Zone Number (itfilncident.008): Town of Holland	
Hazardous Situation - Hazardous Materials - Gas Leak / Gas Odor	1
Medical - Injury / Trauma - Motor Vehicle Collision	2
Medical - Illness - Breathing Problems	1
Medical - Illness - No Appropriate Choice	1
Medical - Injury / Trauma - Gunshot Wound	1
Medical - Injury / Trauma - Hemorrhage / Laceration	1
Medical - Injury / Trauma - Fall	2
Public Service - Citizen Assist - Citizen Assist / Service Call	1
	Total: 10
Incident Location Zone Number (itfilncident.008): Village of Holmen	
Fire - Transportation Fire - Vehicle Fire - Passenger	1
Hazardous Situation - Investigation - Smoke Investigation	1
Hazardous Situation - Investigation - Odor	3
Hazardous Situation - Hazard Nonchemical - Motor Vehicle Collision	2
Hazardous Situation - Hazardous Materials - Gas Leak / Gas Odor	2
Law Enforcement Support	2
Medical - Illness - Breathing Problems	6
Medical - Illness - Altered Mental Status	2
Medical - Other - Canceled After Arrival	4
Medical - Illness - Chest Pain (Non - Trauma)	3
Medical - Illness - Overdose / Poisoning	1
Medical - Injury / Trauma - Motor Vehicle Collision	1
Medical - Injury / Trauma - Other Traumatic Injury	1
Medical - Illness - Allergic Reaction / Stings	1
Medical - Illness - Unknown Problem	3
Medical - Illness	3
Medical - Illness - No Appropriate Choice	17
Medical - Illness - Convulsions / Seizures	3
Medical - Injury / Trauma - Fall	24
Medical - Illness - Psychological Behavior Issues	1
Medical - Illness - Unconscious Victim	1
Medical - Injury	4

Incident Type Primary (filncident.03)	Total
Medical - Injury / Trauma - Choking	1
Medical - Injury / Trauma - Stab / Penetrating Trauma	1
Medical - Illness - Abdominal Pain / Problems	5
No Emergency - False Alarm - Other False Call	1
No Emergency - Cancelled	1
No Emergency - False Alarm - Malfunctioning Alarm	4
No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	2
Public Service - Citizen Assist - Lift Assist	3
Public Service - Citizen Assist - Citizen Assist / Service Call	3
	Total: 107
	Total: 120

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.

Memo

To: Holmen Area Fire Department Board of Directors

From: Fire Chief Ryan Ostreng

cc:

Date: November 6, 2026

Re: McMahon Project Status Update

MCMAHON STUDY ACTIVITIES COMPLETED

Major milestones achieved to date include:

- Virtual Project Team Kick-Off Meeting – May, 2026
- Fire Department Documentation Requests – June, 2026
- In-Person Stakeholder Interviews – June, 2026
- McMahon Team Documentation Review - July, 2026
- McMahon Data and GIS Analysis – July, 2026
- Virtual Findings Meeting – July, 2026
- Virtual Project Team Draft Recommendations Meeting – September, 2026
- Project Team Draft Report Review Comment Submittal – November, 2026.

These activities have progressed the study through data collection and analysis, stakeholder input, development of draft recommendations, and review of the draft report. The project is now transitioning from development of the study to preparation for presentation to the participating governing bodies.

CURRENT STATUS

A virtual meeting is currently being coordinated for early December for the Collaboration Workgroup to review McMahon Associates' presentation of the report.

Feedback from the workgroup will be used to make any appropriate adjustments to the presentation before it is presented to the full boards and council of the participating municipalities.

NEXT STEPS

In-person presentations to the full boards and councils are anticipated to take place in January 2027.

This approach provides the Collaboration Workgroup an opportunity to review the presentation and provide final feedback before the study is formally presented to the participating governing bodies.

Memo

To: Holmen Area Fire Department Board of Directors

From: Fire Chief Ryan Ostreng

cc:

Date: November 16, 2026

Re: Approval of Reliant Fire Apparatus Proposal #808

RECOMMENDATION

Approval of Reliant Fire Apparatus Proposal #808 for a Pierce Ultimate Configuration (PUC) pumper on a Velocity chassis through the HGACBuy cooperative purchasing consortium.

BACKGROUND

HAFD operates with a daily minimum staffing level of four personnel. Because the availability of additional off-duty personnel cannot be guaranteed, the first-arriving apparatus must provide the equipment and capabilities necessary to effectively manage the broad range of incidents routinely encountered by the department.

The proposed apparatus is designed to serve as HAFD's primary all-hazards response vehicle, providing the equipment, water capacity, and operational capabilities necessary to support fire suppression, EMS, rescue, hazardous materials, water rescue, and special operations.

Although the need for the apparatus had been identified, moving forward with the purchase was delayed while the Town and Village worked to establish an agreed-upon funding strategy for major capital purchases. With the capital funding approach being addressed, the department is now positioned to move the apparatus replacement process forward.

DISCUSSION

All-Hazards Response Vehicle

The proposed apparatus will provide all-hazard capability and flexibility through:

- 1,000-gallon onboard water tank
- Plumbed deck gun for rapid initial large-volume water application
- Increased hose capacity
- Dedicated EMS storage and access
- Expanded compartment space for rescue, hazmat, water rescue, and special operations equipment

This configuration allows a four-person crew to respond with equipment necessary to effectively initiate management of a wide range of emergencies from a single apparatus.

Fleet Standardization and Familiarity

Staff selected the Pierce Ultimate Configuration (PUC) platform to maintain consistency with HAFD's current fleet. The department currently operates two Pierce Manufacturing apparatus and has established relationships with Pierce and its support network.

Benefits include:

- Familiar apparatus layout, controls, and pump operations
- Reduced training requirements
- Greater firefighter familiarity when moving between apparatus
- Improved operational efficiency and safety
- Continued access to familiar manufacturer support, service, and training resources

Maintaining a common platform allows personnel to transition between apparatus with minimal adjustment and supports long-term fleet management efficiencies.

Regional Collaboration

The proposed platform also aligns with apparatus currently utilized by the Onalaska Fire Department, creating opportunities for:

- Improved mutual aid interoperability
- Shared familiarity and knowledge with apparatus and pump systems
- Potential future fleet maintenance and management collaboration

ACTIION REQUESTED

Approval of Reliant Fire Apparatus Proposal #808 for a Pierce Ultimate Configuration (PUC) pumper on a Velocity chassis through the HGACBuy cooperative purchasing consortium.

RELIANT FIRE APPARATUS, INC.
P.O. BOX 470 ● SLINGER, WISCONSIN 53086 ● PHONE (262) 297-5020

November 10, 2026

Holmen Area Fire Department
Fire Chief Ryan Ostreng
701 s. Main St.
Holmen, WI 54636

Proposal Detail: Reliant Fire Apparatus Proposal #808 dated November 10, 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. The pricing information for the Proposal Detail is as follows:

Pricing Summary:

Base Unit Price Prior to Payment Discount Options Detailed Below:	$1,292,473.00

100% Prepayment Option:

Should you elect to make 100% payment at contract execution an advanced payment discount can be subtracted from the Base Unit Price, resulting in the following contract amount:

Base Unit Price Prior to Payment Discount:	$1,292,473.00
Less Advanced Payment Discount:	$157,605.00
Contract Purchase Price:	$1,134,868.00

50% Prepayment Option:

Should you elect to make 50% payment at contract execution an advanced payment discount can be subtracted from the Base Unit Price, resulting in the following contract amount:

Base Unit Price Prior to Payment Discount:	$1,292,473.00
Less Advanced Payment Discount:	$88,505.00
Contract Purchase Price:	$1,203,968.00

With this payment option, $601,984.00 will be due at contract signing, the remaining balance of $601,984.00 along with all approved changes will be due 10 days prior to the final inspection and delivery.

Other Payment Option:
The above prepayment options are the most common taken. However, custom prepayment options are available on any funds prepaid prior to their due dates. Should the opportunity exist to have other prepayment amounts or intervals other than the proposed above, 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 $3,200.00 will need to be added to the above pricing detail.

Terms and Conditions:
Pricing Validity – Proposal pricing is valid for 30 calendar days.

Delivery – Unit to be completed and prepared for final inspection within approximately 48.5 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 department's 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, such 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, 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 is due in full too 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.

50% Prepayment Option:
With this payment option, $601,984.00 will be due at contract signing, the remaining balance of $601,984.00 along with all approved changes will be due 10 days prior to the final inspection and delivery.

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 to contact me directly, or contact Reliant Fire Apparatus directly at (262) 297-5020.

Respectfully,

Adam E Fischer

Adam Fischer
RELIANT FIRE APPARATUS, INC.
651-248-2797
afischer@reliantfire.com