

**Holmen Area Fire Commission Meeting Minutes: April 8, 2024**  
**Meeting Location: Town of Holland Town Hall - Holmen, WI 54636**

**CALL TO ORDER:**

The meeting was called to order by Chairman Barry Ploessl at 6:30 pm.

**THE PLEDGE OF ALLEGIANCE WAS RECITED.**

**ROLL CALL:**

Present: Patrick Brockman, Town of Holland; Marc Ertz, Town of Holland; John Miller, Town of Holland; Barry Ploessl, Village of Holmen.

Also Present: Ryan Ostreng, Fire Chief; Caden Douglas-FF/EMT, along with supporting family and friends; Mike Lavery-Fire Captain, along with supporting family and friends. Also in attendance were a handful of supportive HAFD personnel.

**Special event--HAFD Staffing and Personnel:**

Caden Douglas and Mike Lavery were in attendance for a special ceremony and recognition. With respect to this, item 5b on the agenda was moved forward in the meeting.

With a motion by Commissioner Miller, and a second by Commissioner Ertz, the swearing in ceremonies were pulled ahead in the meeting. This motion was unanimously approved.

Chairman Ploessl facilitated the swearing in of Caden Douglas as Probationary Firefighter. Chairman Ploessl then facilitated the swearing in of Mike Lavery for the rank of Fire Captain. Chief Ryan Ostreng then coordinated the pinning of both individuals.

**APPROVAL OF MINUTES:**

The minutes of the March 5, 2024 meeting were reviewed briefly. Motion by Commissioner Ertz with second by Commissioner Miller to approve the minutes. This motion was unanimously approved.

**RESIDENT OR EMPLOYEE CONCERNS/COMMENTS:**

There were none presented.

**FIRE ADMINISTRATION REPORT:**

Chief Ostreng reviewed the number of emergency calls so far for 2024. Chief Ostreng shared that the number of response calls is down a bit compared to recent years. A brief review of memoranda was also done regarding a recent staffing resignation and a recent addition to the department.

**COMMISSION CHAIR REPORT:**

There was nothing reported. Chairman Ploessl and Chief Ostreng will work together for future reports.

**UNFINISHED BUSINESS:**

Our last meeting highlighted a very short term of service listed for Commissioner Ertz. This situation was brought forward to the leadership for both the Town and the Village. We were informed that the length of terms has been revised and updated, but it appears that some uncertainty remains. Chairman Ploessl has vowed to communicate with all respective parties and get firm and clear answers for the Commission.

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### **REVIEW OF HAFD HIRING PROCESS:**

Chief Ostreng shared information regarding the hiring process for HAFD personnel. Motion by Commissioner Ertz with second by Commissioner Brockman to maintain status quo and revisit this again next meeting. This motion was unanimously approved.

### **REVIEW OF HAFD JOB DESCRIPTION:**

Chief Ostreng presented the very lengthy and detailed listings of requirements called out in the job description. Discussion and review ensued.

A motion was made by Commissioner Miller, with second by Commissioner Ertz to continue with this document as is currently listed. After significant discussion and debate, this motion was voted down by unanimous vote.

A subsequent motion was then made by Commissioner Miller, with a second from Commissioner Brockman, to have Chief Ostreng review this document with HAFD Leadership and bring this back to the commission at the next meeting. This motion was unanimously approved.

### **CLOSED SESSION:**

Closed session pursuant to Wis. Stats. 19.85(1)(c). A motion was made by Commissioner Ertz with a second from Commissioner Brockman to move into closed session with a unanimous yes voice roll call.

### **RECONVENE IN OPEN SESSION:**

A motion was made by Commissioner Brockman with a second from Commissioner Ertz to reconvene in open session. Motion passed with a unanimous yes voice vote.

Two applicants have been interviewed recently. A motion by Commissioner Ertz, with second by Commissioner Brockman, to recommend that a conditional offer be extended to the higher scoring of these two applicants. This motion was unanimously approved.

**NEXT REGULAR MEETING:** May 2, 2024 at 6:30pm at Town of Holland Hall.

### **ADJOURN:**

A motion was made by Commissioner Brockman, with a second from Commissioner Ertz to adjourn. This motion passed with a unanimous yes voice vote. The meeting adjourned at 8:05 pm.

Minutes taken and published by John Miller, Commission Secretary