



Holmen Area Fire Department

Agenda – FINAL

710 South Main Street
Holmen, WI 54636

HOLMEN AREA FIRE COMMISSION

Date/Time: Monday April 8, 2024 @ 6:30 pm

Location: Town of Holland Town Hall, Holmen, WI, 54636

The Holmen Area Fire Commission will hold a regular meeting on **April 8, 2024 at 6:30 pm** at the **Town of Holland Town Hall**.

All items on the agenda indicate items for discussion and possible action.

The agenda for the meeting is as follows:

- 1.) Roll Call
- 2.) Pledge of Allegiance
- 3.) Approval of Meeting Minutes
- 4.) Resident or Employee Concerns/Comments

The Commission may receive information from the public and department employees, but 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.
- 5.) Fire Administration Report (Chief Ostreng)
 - a. General Fire Department Stats
 - b. Staffing/Personnel Updates
 - i. Swearing and badge pinning of Probationary Firefighter Caden Douglas
 - ii. Badge pinning of Fire Captain Mike Lavery
- 6.) Commission Chair Report
- 7.) Unfinished Business
- 8.) New Business
 - a. Review of current HAFD hiring process
 - b. Review of current HAFD job description for Firefighter
- 9.) Closed Session
 - a. Convene in Closed Session
 - i. 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:
 - a. Review of resignation of full-time Firefighter/EMT



b. Review of candidates for full-time Firefighter/EMT

- 10.) Reconvene in Open Session
- 11.) Reservation of right for action and/or recommendation on Closed Session item(s)
- 12.) Next Regular Meeting Date
- 13.) Adjourn



Date Notice Emailed: 04/04/2024

Notices Posted: 04/04/2024

Notices Emailed To:

Holmen Area Fire Commission	Board/Town/Village	Media	Posted
Patrick Brockman - Holland	Marilyn Pedretti	Holmen Courier	Holmen Area FD
Marc Ertz - Holland	Rhonda Hesselberg	La Crosse Tribune	Town of Holland
Neal Forde - Holmen	Scott Heinig	La Crosse Radio Group	Village of Holmen
John Miller - Holland	HAFD Members/IAFF L127	WXOW	Holmen USPS
Barry Ploessl - Holmen	HAFD Admin	WKBT	Holmen Library
	HAFD Fire Board	WIZM	
		FOX2548	

Holmen Area Fire Department Commission Meeting Minutes: March 5, 2024
Meeting Location: Town of Holland Town Hall, Holmen, WI 54636

CALL TO ORDER:

Meeting called to order by Ryan Ostreng at 6:30 pm.

PLEDGE OF ALLEGIANCE RECITED

ROLL CALL:

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

Also Present: Ryan Ostreng, Fire Chief

INTRODUCTION OF FIRE COMMISSIONERS:

Fire Commissioners took turns introducing themselves.

ELECTION OF OFFICERS:

Chief Ostreng acting as Temporary Chair opened nominations from the floor for position of Chair. Commissioners Ploessl and Forde nominated. Commissioner Forde declined. Nominations closed and Commissioner Ploessl elected Chair with a unanimous yes voice vote.

Chief Ostreng acting as Temporary Chair opened nominations from the floor for position of Vice Chair. Commissioner Brockman nominated. Nominations closed and Commissioner Brockman elected Vice Chair with a unanimous yes voice vote.

Chief Ostreng acting as Temporary Chair opened nominations from the floor for position of Secretary. Commissioner Miller nominated. Nominations closed and Commissioner Miller elected Secretary with a unanimous yes voice vote.

APPROVAL OF MINUTES:

None as this is first meeting of the Fire Commission.

RESIDENT OR EMPLOYEE CONCERNS/COMMENTS:

None.

FIRE ADMINISTRATION REPORT:

Chief Ostreng reviewed the number of emergency calls so far for 2024. Chief Ostreng discussed the current career and paid-on-call staffing levels of the Holmen Area Fire Department and how they deploy to cover a variety of emergencies. Chief Ostreng also discussed automatic aid with Onalaska Fire Department and La Crosse Fire Department to get closer to needed staffing numbers on a fire scene.

COMMISSION CHAIR REPORT:

None.

Holmen Area Fire Department Commission Meeting Minutes: March 5, 2024

FIRE COMMISSION RULES:

A motion was made by Commissioner Ertz with a second from Commissioner Miller to adopt the Holmen Area Fire Commission Rules as presented with a following discussion. Motion passed with a unanimous yes voice vote.

CLOSED SESSION:

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

RECONVENE IN OPEN SESSION:

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

NEXT REGULAR MEETING: April 8, 2024 at 6:30pm at Town of Holland Hall.

ADJOURN:

A motion was made by Commissioner Miller with a second from Commissioner Ertz to adjourn. Motion passed with a unanimous yes voice vote. Meeting adjourned at 8:30 pm.

Minutes by Ryan Ostreng, Fire Chief

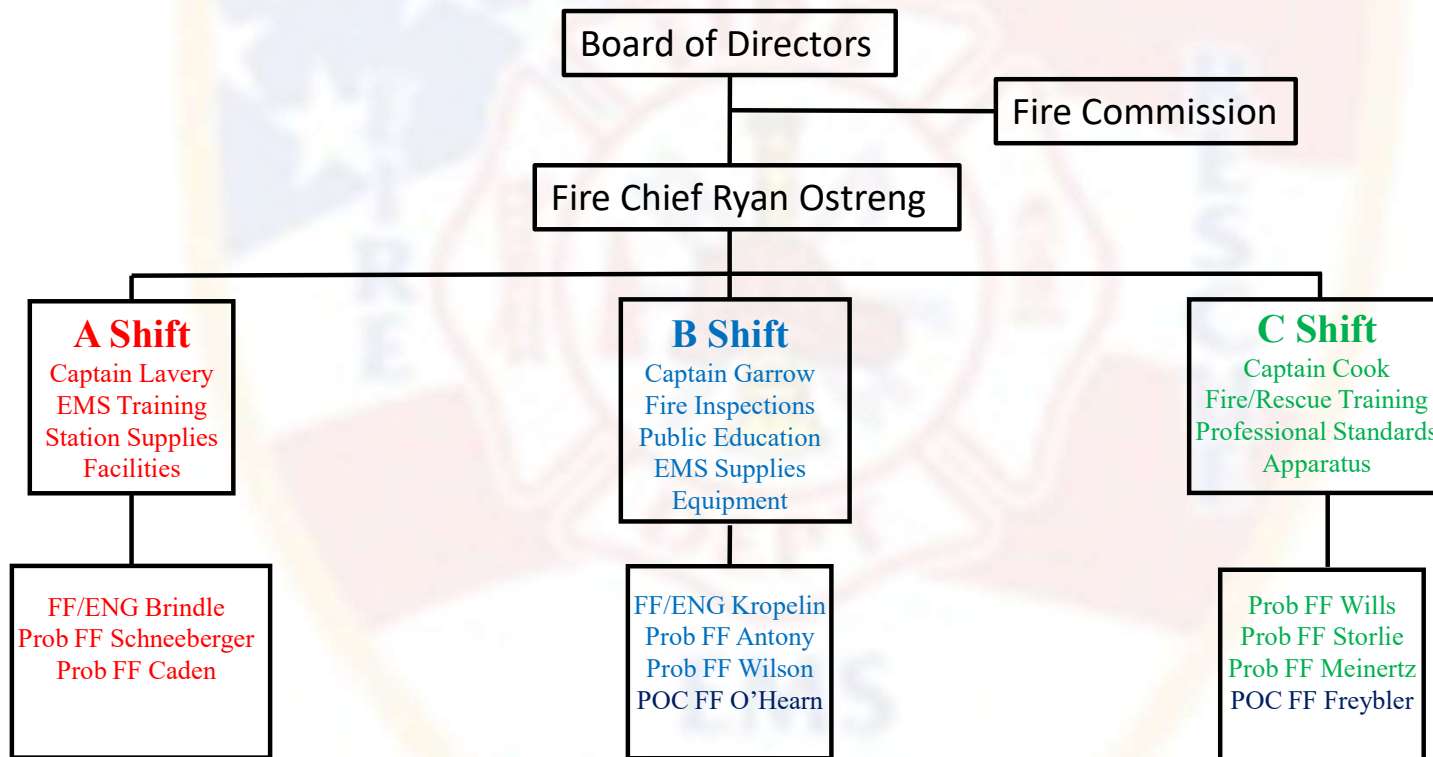
CALLS BY MONTH

	2017	-/+	2018	-/+	2019	-/+	2020	-/+	2021	-/+	2022	-/+	2023	-/+	2024	-/+
JANUARY	74	23	74	0	103	29	83	-20	83	0	113	30	92	-21	99	7
FEBRUARY	82	23	71	-11	80	9	71	-9	80	9	92	12	97	5	90	-7
MARCH	81	8	65	-16	107	42	64	-43	111	26	112	1	103	-9	84	-19
APRIL	90	23	87	-3	97	10	85	-12	104	19	122	18	130	8		
MAY	85	22	92	7	82	-10	70	-12	101	31	131	30	114	-17		
JUNE	76	-4	90	14	98	8	83	-15	88	5	91	3	94	3		
JULY	79	0	98	19	80	-18	92	12	109	17	104	-5	101	-3		
AUGUST	82	-14	87	5	84	-3	97	13	125	28	104	-21	113	9		
SEPTEMBER	64	5	84	20	77	-7	90	13	113	23	128	15	97	-31		
OCTOBER	80	22	82	2	87	5	109	22	132	23	100	-32	120	20		
NOVEMBER	89	21	94	5	77	-17	106	29	94	-12	109	15	107	-2		
DECEMBER	64	-8	77	13	85	8	102	17	109	7	109	0	118	9		
TOTAL	946	121	1001	55	1057	56	1052	-5	1249	176	1315	66	1286	-29	273	-19

CALL TYPES RESPONDED TO FOR MARCH

<u>INCIDENT TYPE</u>	<u>TOTAL</u>
1 - Fire	4
3 - Rescue & Emergency Medical Service Incident	61
4 - Hazardous Condition (No Fire)	3
5 - Service Call	4
6 - Good Intent Call	8
7 - False Alarm & False Call	4
8 - Severe Weather & Natural Disaster	0
9 - Special Incident Type	0
	84

Holmen Area Fire Department Organizational Chart



Memo



To: Fire Commission
From: Ryan Ostreng
cc:
Date: March 20, 2024
Re: Firefighter/EMT Candidate Nicholas Meinertz Start Date

I am excited to announce that Nicholas Meinertz has satisfied all conditions of his offer and is excited to join the ranks of the Holmen Area Fire Department (HAFD). Nick's first day as a Probationary Firefighter/EMT with the HAFD will be Tuesday April 9, 2024.

Memo



To: Fire Commission
From: Ryan Ostreng
cc:
Date: March 29, 2024
Re: Firefighter/EMT Applicant Interview

HAFD has an open position with the resignation of Probationary Firefighter/EMT Ben Storlie. We currently have an applicant on a waiting list that we interviewed during our last process. We also have one applicant waiting in the Chippewa Valley Technical College (CVTC) FireDepartmentHiring portal that we have been utilizing to gather applications based on established criteria. In the interest of timeliness, I am continuing the process used prior to establishment of the Fire Commission and moving forward with an interview of this one CVTC candidate. I will present the interview information to the Commission at the April 8, 2024 meeting under a closed session.

Memo



To: Fire Commission

From: Ryan Ostreng

cc:

Date: April 7, 2024

Re: Current Holmen Area Fire Department Hiring Process

Holmen Area Fire Commission Rules, Article V: Appointment of Entry Level Firefighter/EMT (2023, pp 15-16) provide guidance to the Commission about appointing entry level firefighter/EMTs to the Holmen Area Fire Department (HAFD). The current HAFD entry level firefighter/EMT hiring process needs to be reviewed in light of the new rules so the Commissioners have an understanding and adjusted if needed. The current process is as follows:

1. Application:

Interested parties apply through Chippewa Valley Technical College's firedepartmenthiring.com application portal. The current HAFD minimum requirements are:

- a. U.S. Citizen
- b. At least 18 years of age
- c. Valid Driver's License
- d. High School Diploma or GED/HSED
- e. State of Wisconsin Firefighter II or equivalent at time of hire
- f. A minimum of Nationally Registered & State of WI EMT licensed
- g. 15 semester hours of college level or certificate level curriculum courses preferred
- h. Valid CPAT at time of hire

2. Application Review:

HAFD staff receive a notification from the firedepartmenthiring.com portal when an applicant that meets the minimum requirements has an application for review.

- a. HAFD staff will review qualified application material to determine if applicant should move onto a future interview and mark applicant appropriately within the firedepartmenthiring.com portal
- b. Fire Chief may reach out to qualified applicant to update about current HAFD vacancies
- c. Applicants are scheduled for an in-person interview process when a vacancy exists

3. Interview Panel:

Proudly Serving the Town of Holland and Village of Holmen

Memo



- a. Interview panel made up of four HAFD personnel
 - b. Ten interview questions asked in a round-robin fashion
 - c. Consensus scored – 70 points
4. Chief's Interview:
- a. Interview of applicant by Fire Chief
 - b. Ten interview questions asked in a round-robin fashion
 - c. Scored – 30 points
5. Final Score and Rank:
- a. Applicants scores totaled
 - b. Military points added
 - c. Applicants ranked
6. Conditional Offer Extended:
- a. Top ranked applicant
 - b. Background check
 - c. Reference check
 - d. Medical exam
 - e. Any other conditions the need clearing up prior to final offer
7. Hire:
- a. Met all conditions of the offer

HOLMEN AREA FIRE DEPARTMENT

JOB DESCRIPTION

FULL-TIME FIREFIGHTER/EMT

REPORTS TO: Lieutenant or Captain

NATURE OF WORK: This job description is intended as an illustration of the various types of work performed at this rank. The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, a logical assignment of the position, or of an imminent nature.

PURPOSE OF POSITION: The Firefighter is responsible for fire suppression, hazardous materials response, rescue operations, emergency medical services, fire inspection, and vehicle and fire station maintenance.

- 1) Responds to alarms as a member of a firefighting company, and performs a variety of fire ground functions, as the situation demands.
- 2) Operates and performs preventative maintenance and checks on all fire department vehicles and equipment.
- 3) Responds as a member of a medical team to bring emergency medical care to the citizens of the community.
- 4) Prepares written reports and maintains records under supervision of a Company Officer.
- 5) Participates in daily training exercises and classroom lectures.
- 6) Performs duties as Engineer, if qualified, when assigned.
- 7) Performs duties as an Acting Lieutenant or Acting Captain, if qualified, when assigned.
- 8) Responsible for cleanliness of station and maintenance of apparatus, tools, equipment and all other fire department property.
- 9) Conducts demonstrations, tours, and public speeches on fire safety, fire prevention, CPR, fire extinguishers, smoke detectors, first-aid, and other subjects to the public.
- 10) Performs fire inspections and pre-emergency plans when assigned.

PHYSICAL DEMANDS OF POSITION: These physical demands are representative of demands that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable persons with disabilities to perform essential functions.

- 1) Standing, walking and sitting.
- 2) Stooping, kneeling, crouching and crawling.
- 3) Running, swimming, grappling, climbing, balancing, bending, and twisting.
- 4) Reaching, feeling, talking and hearing.
- 5) Vision requirements in accordance with NFPA 1582.
- 6) Lifting, carrying, pushing/pulling: 100 lbs or more.
- 7) Handling, grasping and fingering: fire hose, ladders, performing CPR, utilizing patient lifting devices, etc.

PHYSICAL ABILITY:

- 1) Stamina - vent a roof, pull charged hose line: strip roof w/ tools; climb stairs w/equipment; carry hose up multiple flights.
- 2) Extent Flexibility - Roll/pull hose; remove ceiling w/ poles; push ladder to peak; reach out from ladder; chop w/ axe; extricate victim; overhaul burned building; remove building parts.
- 3) Dynamic Flexibility - Chop w/ axe; pick up hose; advance hose; strip roof; perform CPR/chest compression.
- 4) Static Strength - Carry hose; lift/carry victim/patient; move charged hose; lift ladder; move generator.
- 5) Explosive Strength - Force entry w/ axe battering ram; raise ladder; run up stairs w/ equipment; breach walls; pull advance hose; chop w/ axe to vent roof.
- 6) Dynamic Strength - Climb ladders/stairs in full turn out w/ equipment; climb aerial ladder.
- 7) Trunk Strength - Pull charged hose; perform CPR; pick up equipment at fire; hold hose on fire target; lift victim.
- 8) Speed Limb Movement - Dodge debris; chop w/ axe; don SCBA; pump manual pump; exit burning building; operate/drive apparatus; operate aerial apparatus; perform CPR.
- 9) Gross Body Coordination - Climb/descend ladder w/ victim; advance charged line while maintaining flow on target; walk across roof ridge; start/use power tools.

- 10) Gross Body Equilibrium - Walk icy roof peak at night; carry patient down stairs; swing axe from ladder.
- 11) Arm-Hand Steadiness - Take BP/pulse; operate power tools; perform CPR; apply traction to limb/neck of victim; connect hose couplings.
- 12) Manual Dexterity - Couple hoses; perform CPR; bandage patient; use tools/extraction equipment; use bag valve mask; tie knots; use SCBA.
- 13) Finger Dexterity - Maintain/operate SCBA equipment; bandage patient; remove object from patient airway w/ Magill forceps; tie knots; perform infant CPR.
- 14) Near Vision - Patient assessment; read manuals/pump control panel.
- 15) Far Vision - Drive to fire; visualization of fire condition; see power lines for safe ladder placement; see addresses.
- 16) Visual Color Discrimination - Determine fire status/hazards by smoke color; identify labels and placards; assess patient.
- 17) Hearing - Hear call for help in burning building; hear fire crackle in dense smoke; hear BP.
- 18) Mobility - Advance hose line; climb ladder; search/rescue in building; move on roof; get on/off equipment.
- 19) Effort - Chop/vent roof; overhaul burned buildings; advance charged line up stairs; climb stairs/ladder; use axe.

ENVIRONMENTAL/WORKING CONDITIONS OF POSITION:

- 1) Outside workplace environment that is confined.
- 2) Exposure to extreme cold, hot and normal temperatures.
- 3) Contact with water or liquids.
- 4) Exposure to loud noise with a minimum of 90 decibels and vibrations from tools, equipment, machinery, etc.
- 5) Exposure to hazardous conditions such as; mechanical/electrical, chemical, burns, explosives, heights, physical injury, and fast-moving vehicles.
- 6) Exposure to atmospheric conditions such as: fumes, gases, noxious odors, dust, and poor ventilation.
- 7) Exposure to blood borne pathogens, i.e., blood on self and clothing from EMS related calls.

EQUIPMENT USED:

- 1) Computer terminal, telephone and two-way radio.
- 2) Measuring devices.
- 3) Power tools, hand tools, chain saws, shovels, brooms, ladders, air tools, exhaust fans, and generators.
- 4) Car, fire apparatus, utility vehicle, UTV and boat.
- 5) Patient restraints, first-aid equipment, oxygen, blood pressure equipment, defibrillator, test equipment, general medical equipment, and patient lifting devices.
- 6) Breathing apparatus, steel tip boots, hearing and eye protection, firefighting turn-out clothing, and hazardous materials protective clothing.

EDUCATION/LICENSE/CERTIFICATION REQUIREMENTS:

Prior to the due date for applications for the rank of Firefighter, a candidate must be eighteen (18) years of age and shall have the following qualifications:

- 1) High school diploma or equivalent.
- 2) Valid driver's license or such valid operator's permit recognized by the Wisconsin Department of transportation as authorizing operation of a motor vehicle in Wisconsin.
- 3) Wisconsin Emergency Medical Technician license.
- 4) Wisconsin Technical College System Firefighter II.

Within one year of employment, candidates are required to obtain on their own and continue to possess the following courses as a condition of employment:

- State of Wisconsin Entry Level Driver/Operator Pumper

KNOWLEDGE AND SKILLS REQUIRED FOR POSITION:

- 1) Major life activities.
- 2) Effective communication, oral and written, with supervisors, peers, and public.
- 3) Understanding and following work rules, and Suggested Operating Guidelines.
- 4) Read, write, add, subtract, multiply and divide.
- 5) Knowledge of national, state and local laws and fire/safety codes.
- 6) Organize, direct and coordinate written and oral reports.
- 7) Skills in report writing, computer usage, driving, and two-way radio usage.
- 8) Knowledge of fire protection system, water supply, building construction, natural and man-made disasters, fire control and extinguishment, and combustible and flammable materials.
- 9) Skills in firefighting, patient care and public relations.

MEDICAL: Applicants will be required to submit to a medical examination consistent with the requirements of the position, which will include drug testing, after an offer of employment and prior to appointment. This medical exam is designed to reveal any medical condition that might put the Firefighter at increased risk to self or others as a result of certain exposures or activities and to exhibit freedom from any physical, emotional or mental condition which adversely affects the performance of duties as a firefighter in the essential functions of employment, with reasonable accommodation.

SALARY AND BENEFITS: Wages and benefits are determined by the Holmen Area Fire Department Board of Directors and the collective bargaining agreement as applicable.

BACKGROUND: All new appointees will have a record check made by local, state or federal authorities. A conviction is not an automatic bar to employment.