



# Holmen Area Fire Department

## Agenda – FINAL

710 South Main Street  
Holmen, WI 54636

# HOLMEN AREA FIRE COMMISSION

**Date/Time:** Thursday May 2, 2024 @ 6:30 pm  
**Location:** Town of Holland Town Hall, Holmen, WI, 54636

The Holmen Area Fire Commission will hold a regular meeting on **May 2, 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 Nicholas Meinertz
    - ii. End of probation for Probationary Firefighter Travis Wills
    - iii. Status of conditional offer for full-time Firefighter/EMT
- 6.) Commission Chair Report
- 7.) Unfinished Business
- 8.) New Business
  - a. 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 candidate 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: 04/30/2024

Notices Posted: 04/30/2024

**Notices Emailed To:**

<b>Holmen Area Fire Commission</b>	<b>Board/Town/Village</b>	<b>Media</b>	<b>Posted</b>
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 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.

## **Holmen Area Fire Commission Meeting Minutes: April 8, 2024**

### **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

**Holmen Area Fire Department**  
710 Main Street South  
Holmen, WI 54636  
608-526-9363

**ITEM 5bi**

***OFFICIAL OATH OF OFFICE***

State of Wisconsin

County of La Crosse

I, **Nicholas Meinertz**, who has been appointed to the office of

**Firefighter**

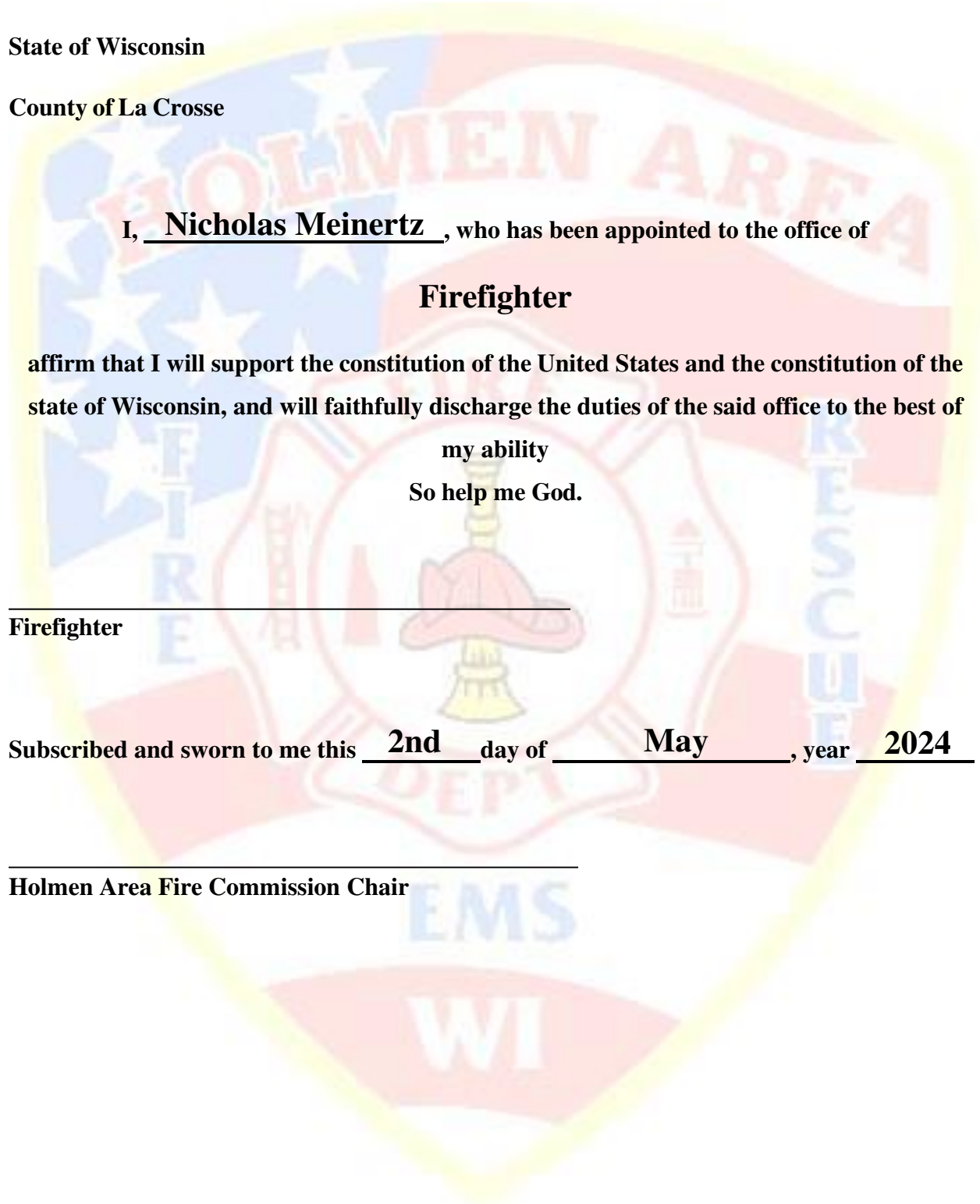
affirm that I will support the constitution of the United States and the constitution of the state of Wisconsin, and will faithfully discharge the duties of the said office to the best of my ability

So help me God.

\_\_\_\_\_  
Firefighter

Subscribed and sworn to me this **2nd** day of **May**, year **2024**

\_\_\_\_\_  
Holmen Area Fire Commission Chair



# *Certificate of Completion*

*This is to certify that*

**Travis Wills**

*has successfully completed*

*the probationary firefighter/EMT period with the*

*Holmen Area Fire Department on May 3, 2024*



*Presented on May 2, 2024*

A handwritten signature in black ink, appearing to read "Ryan R. Ostreng".

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*Fire Chief Ryan R. Ostreng*

# HOLMEN AREA FIRE DEPARTMENT

## JOB DESCRIPTION

### FULL-TIME FIREFIGHTER/EMT

**REPORTS TO:**

Company Officer (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 and visitors 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 an Acting Engineer, if qualified, when assigned.
- 7) Performs duties as an Acting Company Officer, 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 steps 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 (maintained throughout employment as a condition of continued employment).
- 3) Wisconsin Emergency Medical Technician license (maintained throughout employment as a condition of continued employment).
- 4) Emergency Medical Technician certification with the National Registry of Emergency Medical Technicians (maintained throughout employment as a condition of continued employment).
- 5) State of Wisconsin Certified Firefighter II or equivalent certification accredited through IFSAC or NFPA Pro Board (maintained throughout employment as a condition of continued employment).

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

November, 12, 2024

Rev. May 5, 2024

[https://holmenfire.sharepoint.com/sites/FireDepartmentShare/Shared Documents/Human Resources/Job Descriptions/Firefighter \(Full-Time\)/Current/2024-05-01 Rev HAFD Firefighter Job Description.doc](https://holmenfire.sharepoint.com/sites/FireDepartmentShare/Shared Documents/Human Resources/Job Descriptions/Firefighter (Full-Time)/Current/2024-05-01 Rev HAFD Firefighter Job Description.doc)

- 1) State of Wisconsin Certified 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.