

MIST-BIRKENFELD RURAL FIRE PROTECTION DISTRICT
12525 Hwy 202, Mist, OR 97016
(503) 755-2710 or FAX (503) 755-2556

Board Meeting Minutes
July 21, 2026

Board Members Present:

Pamela Owen (President), Larry Boxman (Vice-President), Rene Armstrong (Secretary), Paul Ramsey (Personnel Representative), Diana Keeney (Treasurer)

Staff Present:

Fire Chief Joe Kaczinski, Director of Administrative Services Marianne Berg, Administrative Resource Specialist Ann Berg

Others Present:

-Barbara Smith, Elijah Marchant, Volunteer Assistant Chief Mary Lou Busch

Election of Officers:

Director Paul Ramsey nominated Director Pamela Owen as President of the MBRFPD Board of Directors. Director Larry Boxman seconded the nomination. Director Pamela Owen accepted the nomination. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The nomination carries.

Director Pamela Owen nominated Director Larry Boxman as Vice President of the MBRFPD Board of Directors. Director Paul Ramsey seconded the nomination. Director Larry Boxman accepted the nomination. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The nomination carries.

Director Larry Boxman nominated Director Rene Armstrong as Secretary of the MBRFPD Board of Directors. Director Paul Ramsey seconded the nomination. Director Rene Armstrong accepted the nomination. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The nomination carries.

Director Rene Armstrong nominated Director Diana Keeney as Treasurer of the MBRFPD Board of Directors. Director Larry Boxman seconded the nomination. Director Diana Keeney accepted the nomination. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The nomination carries.

Director Larry Boxman nominated Director Paul Ramsey as Personnel Representative of the MBRFPD Board of Directors. Director Rene Armstrong seconded the nomination. Director Paul Ramsey accepted the nomination. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The motion carries.

Director Rene Armstrong nominated Director Diana Keeney as Alternate Personnel Representative of the MBRFPD Board of Directors. Director Larry Boxman seconded the nomination. Director Diana Keeney accepted the nomination. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The nomination carries.

A. Flag Salute

-The meeting was called to order at 19:00 hours by President Pamela Owen with the flag salute.

B. Additions to Agenda

-Auditor Contract, New Business

C. Public Comment

-None

D. Board Minutes

-The June 16, 2026 Board Meeting Minutes were reviewed by the Board.

A motion was made by Director Larry Boxman to approve the June 16, 2026 board minutes as presented. Director Diana Keeney seconded the motion. Directors Pamela Owen, Paul Ramsey, Larry Boxman, Diana Keeney, and Rene Armstrong gave a yes vote. The motion carries.

E. Monthly Expenditures

-The Board discussed the monthly expenditure reports with the Fire Chief and staff and addressed related questions.

A motion was made by Director Paul Ramsey to approve the June 2026 Expenditures Reports as presented. Director Diana Keeney seconded the motion. Directors Pamela Owen, Paul Ramsey, Larry Boxman, Diana Keeney, and Rene Armstrong gave a yes vote. The motion carries.

F. Fire Chief's Report

- Chief Joe Kaczinski presented the Chief's June 2026 Report to the Board. The Fire Chief's Report can be found in the July 2026 Board Packet.

G. Volunteer Association

- Chief Joe Kaczinski reported that the Columbia County Volunteer Association's quarterly meeting was held at Vernonia RFPD on July 9th. Several MBRFPD volunteers attended the meeting.

H. Unfinished Business

- No update on FEPP

- Chief Kaczinski reported that he "should" have bunk room plans by July 27th.

- Chief Kaczinski told the board, there may be a new person who can remove the junk cars from the Main Station. Coordinating a plan is underway.

I. Policies

- None

J. Correspondence

- None

K. Committee Reports

- A Workplace Health and Safety Committee (WHaSC) update was given by Fire Chief Joe Kaczinski.
 - Station Inspections were performed in July
 - The next WHaSC meeting will be held on August 11th @ 9 a.m.

L. New Business

- Selection of legal counsel

A motion was made by Director Rene Armstrong to designate Haglund Kelly LLP as the MBRFPD legal counsel. Director Larry Boxman seconded the motion. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The motion carries.

- Establish time and place of regular meeting

A motion was made by Director Paul Ramsey to designate 7 p.m. on the third Tuesday of each month at 12525 Hwy 202, Mist, Oregon 97016 as the MBRFPD board meeting regular meeting location. Director Larry Boxman seconded the motion. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The motion carries.

- Establish official newspaper(s)

A motion was made by Director Larry Boxman to designate Vernonia Voice, The Daily Astorian, and the Columbia County Spotlight as the MBRFPD official newspapers. Director Paul Ramsey seconded the motion. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The motion carries.

- Establish Insurance Agent of Record

A motion was made by Director Rene Armstrong to designate Wilson Heirgood as the MBRFPD Insurance Agent of Record. Director Diana Keeney seconded the motion. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The motion carries.

-Director of Administrative Services Marianne Berg informed the Board that once the previous contracted auditor for MBRFPD's contract was up, the Fire District has had a difficult time finding a new auditor willing to perform the annual audit for what the Fire District can afford to pay for the service. Marianne also noted that MBRFPD is not the only governmental organization to struggle with this issue as governmental auditors are becoming harder to find that are willing to perform audits for what these entities can pay. As a result of this, MBRFPD is delinquent on filing their audits, back to the 22/23 fiscal year.

An auditor has been found that is willing to perform all delinquent audits plus the current FY25/26 audit. The auditor, Teresa Hanford with Hanford & Associates LLC, has presented audit engagement letters for FY22/23, FY23/24, FY24/25, and FY25/26. Before the audits can begin, the Board will need to vote on and sign which audits they are ready to have performed.

Discussion was had by the Board on which audits to perform at this time. A decision was made to first have the FY25/26 audit completed and filed and then have further discussion on how to proceed with the delinquent audits.

A motion was made by Director Paul Ramsey to sign the FY25/26 Audit Engagement Letter from Hanford & Associates LLC. Director Diana Keeney seconded the motion. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The motion carries.

M. Board Member Comments

- Director Paul Ramsey commented that he's been made aware of an ongoing issue with the locking controlled drug cabinet and access to the controlled drugs within it. Some of the controlled drugs needed for emergency response are outdated, inaccessible or not onboard the ambulance at all. There seems to be an issue with obtaining these controlled drugs. Director Ramsey would like discussion with the Board on how to remedy this issue of obtaining the appropriate controlled drugs and getting the appropriate, qualified emergency responders the proper access codes to have access to those drugs when needed.

Discussion was had between the Board and staff regarding this situation. EMT-I Ann Berg explained that these controlled substance drugs used to be obtained through an agreement with Metro West Ambulance Service. This is no longer an option with Metro West Ambulance's business model change. After this, MBRFPD was to get these controlled substances through the MBRFPD Physician Advisor. The Physician Advisor for MBRFPD's DEA license expired on the 26th of May and, until it's renewed, MBRDPD cannot obtain these drugs through her. Ann Berg suggests applying for the Fire Districts own DEA license.

Director Paul Ramsey asked if the Fire District has been able to utilize the Fire District Physician Advisor as specified in contract. EMT-I Ann Berg said she does not believe the Fire District Physician Advisor has been out to the Fire District in the past year. All the Fire Districts in Columbia County have the same Physician Advisor as MBRFPD. They also have access to controlled drugs because they have all acquired their own DEA license.

Chief Kaczinski informed the Board that EMS Director Jesika Kaczinski has inquired about a Fire District DEA license. Jesika has also reached out to the Physician Advisor with no response back. Chief Kaczinski also informed the Board that both Clatskanie RFPD and Vernonia RFPD can provide controlled drugs to MBRFPD, when needed.

Director Larry Boxman will inquire with Metro West Ambulance Service to see if we can access controlled drugs through them.

The Board of Directors would like to continue this discussion at the August Board Meeting.

-Director Paul Ramsey informed the Board that he and Chief Kaczinski went over and signed the annual reviews of Will Steinweg and Marianne Berg. Paul is currently working on the annual review of Chief Kaczinski. When Chief Steinweg gets back from conflagration, Paul plans to go over the annual review of EMS Director Jesika Kaczinski with him.

N. Good of the Order

- Chief Kaczinski informed the Board that BR461 went on conflagration with Chief Steinweg and Firefighter Kaylee Whiteman.

- Chief Kaczinski informed the Board that Volunteer Firefighter Jordan Everist went on conflagration with Vernonia RFPD.

- Chief Kaczinski informed the Board that the Saturday Market went well.

-Chief Kaczinski informed the Board that multiple volunteers went to the Columbia County Fair to represent the Columbia County Fire Districts at the Fire Districts booth.

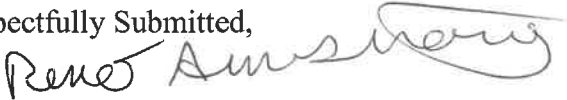
-Chief Kaczinski informed the Board that the annual Hood to Coast event is quickly approaching.

-Chief Kaczinski informed the Board that the annual MBRFPD picnic is scheduled for September 19th.

Meeting Adjourned:

A motion was made by Director Larry Boxman to adjourn the meeting at 20:00. Director Rene Armstrong seconded the motion. Directors Pamela Owen, Larry Boxman, Paul Ramsey, Diana Keeney, and Rene Armstrong gave a yes vote. The motion carried.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "Rene Armstrong", written over a horizontal line.

Rene Armstrong
Secretary
MCB