

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

Board Meeting Minutes
December 16, 2025

Board Members Present:

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

Staff Present:

Fire Chief Joe Kaczenski, Training Division Chief Will Steinweg, Director of Administrative Services Marianne Berg, Administrative Resource Specialist Ann Berg

Others Present:

-Ginger Kaczenski

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

-None

C. Public Comment

-None

D. Board Minutes

-The November 18, 2025 Board Meeting Minutes were reviewed by the Board.

The following amendments to the minutes were reviewed by the Board:

- Page 2, section “I”, Policy 3510, Officer Development: Replace the incorrectly named “Private Water Supply” with the correct policy name of “Officer Development”.
- Page 3, Good of the Order, 4th bullet point: include “dual-credited curriculum through Clatsop Community College”.

A motion was made by Director Paul Ramsey to approve the November 18, 2025 board minutes with amendments. Director Larry Boxman seconded the motion. Directors Pamela Owen, Paul Ramsey, Diana Keeney, Larry Boxman and Rene Armstrong gave a yes vote. The motion carries.

E. Monthly Expenditures

-The Board had discussion regarding questions and answers with the Fire Chief and staff in reference to the monthly expenditure reports presented.

A motion was made by Director Rene Armstrong to approve the November 2025 Expenditures Reports as presented. Director Diana Keeney seconded the motion. Directors Pamela Owen, Paul Ramsey, Diana Keeney, Larry Boxman and Rene Armstrong gave a yes vote. The motion carries.

F. Fire Chief's Report

-Chief Joe Kaczenski presented the November 2025 Chief's Report to the Board. See copy of Fire Chief's Report in the December 2025 Board Packet.

G. Volunteer Association

-Chief Joe Kaczenski informed the Board that the Vernonia Volunteer Association would like to work with the MBRFPD Volunteer Association on activities/projects.

H. Unfinished Business

-Training Division Chief Will Steinweg said there was no FEPP update.

-Chief Kaczenski had a phone discussion about drawings with his engineering firm contact. The contact will develop additional drawings to present for Chief Kaczenski's review, before being sent to an engineer.

-Director Paul Ramsey asked when the junk cars will be removed from the Main Station. Chief Steinweg informed Paul that the tow truck driver plans to come and get those cars once his tow truck is back up and running. *This issue is to be added to next month's agenda.*

-Director Paul Ramsy asked if the outside lighting at the Main Station and Peterson Station had been fixed. Chief Steinweg responded that it has not been fixed. *This issue is to be added to next month's agenda.*

I. Policies

- None

J. Correspondence

-Director of Administrative Services Marianne Berg informed the Board of the holiday cards received by the Fire District and that they can be reviewed in the foyer.

-A Thank You card was reviewed from a thankful family. Staff helped their son through a mental crisis.

K. Committee Reports

-A Workplace Health and Safety Committee (WHaSC) update was given by Fire Chief Joe Kaczenski.

- WHaSC met on December 9th.
- No incidents, injuries, or events were reported.
- The Committee discussed 801 forms. By law, employees/volunteers have 90 days from time of incident to get the form filled out and submitted. If after 90 days, an employer can deny the form.
- Station inspections are scheduled for January.
- The next WHaSC meeting will be held on February 10th @ 9 a.m.

-Board President Pamela Owen and Director of Administrative Services Marianne Berg met. Pamela showed Marianne how to operate Microsoft Co-Pilot so she can familiarize herself with it to better assist the Fire District in publishing an annual report.

L. New Business

-Chief Kaczenski is requesting a consensus from the Board to move forward with expanding the Fire District borders to equal the ASA border. Chief Kaczenski would like to use the same legal representation that CRF&R has (Miller Nash LLP, Portland) obtained as they are apprised of the situation and are familiar with the process with the county.

It is the consensus of the Board of Directors to move forward with expanding the Fire District borders to equal the ASA border and be represented in such matters by Miller Nash LLP, Portland.

M. Board Member Comments

-None to report

N. Good of the Order

-Chief Steinweg reviewed the DPSST Fire Agency Accreditation agreement with the Board.

-Chief Kaczenski reminded the Board about the SDAO Conference taking place in Seaside on February 5th.

-Chief Kaczenski informed the Board that there will be no 5th Wednesday Eats in January.

-Chief Kaczenski is requesting two board members participate in a county board “retreat” on February 21st from 1100-1500 at CCOM. This retreat is in the interest of all county fire agencies working closer together. Two members from every fire agency Board of Directors are requested. All Fire Chiefs will be in attendance.

- *Directors Pamela Owen and Diana Keeney will be in attendance.*

-Chief Kaczenski commented that all 2025 Conflagration money has now been received.

Meeting Adjourned:

A motion was made by Director Larry Boxman to adjourn the meeting at 19:55. Director Rene Armstrong seconded the motion. Directors Pamela Owen, Paul Ramsey, Larry Boxman, Diana Keeney, and Rene Armstrong gave a yes vote. The motion carried.

Respectfully Submitted,

Rene Armstrong

Secretary

MCB