

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

Board Meeting Minutes
October 21, 2025

Board Members Present:

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

Staff Present:

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

Others Present:

- Barbara Smith

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

-Apparatus Proposal, New Business

C. Public Comment

-None

D. Board Minutes

-The September 16, 2025 Board Meeting Minutes were reviewed by the Board.

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

Pg. 1, Section D: replace the word “work” with “word” in front of “Helipad”.

Pg. 2, Section F: Last sentence, fourth word “then” is to be removed.

Pg. 2, Section H, first subject, third line: after “Pilot Rock Fire District”, remove “Fire District” and insert “MBRFPD”.

Pg. 2, Section I: remove italicization on anything that is not a motion.

Pg. 3, Section M: replace “13” with 13th.”.

Pg. 3, Section N, first subject: remove “which is also the day MBRFPD has scheduled for the Sager Creek Station cleanup day”.

A motion was made by Director Paul Ramsey to approve the September 16, 2025 board minutes with amendments. Director Larry Boxman seconded the motion. Directors Pamela Owen, Paul Ramsey, Rene Armstrong, Diana Keeney and Larry Boxman 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 September 2025 Expenditures Reports as presented. Director Diana Keeney seconded the motion. Directors Pamela Owen, Paul Ramsey, Rene Armstrong, Diana Keeney and Larry Boxman gave a yes vote. The motion carries.

F. Fire Chief's Report

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

G. Volunteer Association

-Chief Joe Kaczenski informed the Board that the Columbia County Volunteer Association meeting was hosted at MBRFPD on October 13th.

- NW Natural was unable to give the CCVA a brief overview of their facilities.
- MBRFPD gave a detailed look into their Animal Technical Rescue equipment, training, and responses.

H. Unfinished Business

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

-Chief Kaczenski has finished the additional measurements for the preliminary drawings but they have not been given to the engineering contact.

-Training Division Will Steinweg has contacted R&R Towing regarding the used training vehicles, and they will be removing them.

I. Policies

- Policy 1300, Ethics, was presented to the Board.

A motion was made by Director Rene Armstrong to approve Policy 1300, Ethics as presented. Director Larry Boxman seconded the motion. Directors Pamela Owen, Paul Ramsey, Rene Armstrong, Diana Keeney and Larry Boxman gave a yes vote. The motion carries.

-Policy 1310, Whistleblower Protections, was presented to the Board.

A motion was made by Director Rene Armstrong to approve Policy 1310, Whistleblower Protections as presented. Director Paul Ramsey seconded the motion. Directors Pamela Owen, Paul Ramsey, Rene Armstrong, Diana Keeney and Larry Boxman gave a yes vote. The motion carries.

J. Correspondence

-Vernonia RFPD sent a Thank You card for writing the FEMA Turnouts Grant that was awarded to both MBRFPD and Vernonia RFPD.

K. Committee Reports

-A Workplace Health and Safety Committee (WHaSC) update was given by Fire Chief Joe Kaczenski. October is station inspections. The next WHaSC meeting will be held on November 4th @ 9 a.m.

-Director Larry Boxman asked for suggestions about how to move forward with the Community Task Force data that has been compiled. Some of the suggestions are as follows:

- Refer back to data when making decisions
- Send something out to community showing the data and how the Fire District is responding
- Relay to community that some of the things they suggest, the Fire District cannot afford to implement (i.e.: 24/7 professional emergency coverage)
- Showcase to the community who the volunteers are and what their credentials are
- What would the professional compensation be for what our volunteers do?
- Showcase to the community the training that is given/needed
- Produce an annual report
- Showcase to the community conflagration deployments and the money this brings in
- Showcase to the community the grants that have been applied for and awarded

L. New Business

-Training Division Chief Will Steinweg asked the Board for approval to spend the FEMA Firehose Grant money plus the 5% buy-in by MBRFPD.

A motion was made by Director Larry Boxman to approve the spending of the FEMA Firehose Grant money plus the 5% buy-in by MBRFPD for a total of \$71,998.21. Director Diana Keeney seconded the motion. Directors Pamela Owen, Paul Ramsey, Rene Armstrong, Diana Keeney and Larry Boxman gave a yes vote. The motion carries.

-Training Division Chief Will Steinweg asked the Board for approval to spend the FEMA Turnouts Grant money.

A motion was made by Director Larry Boxman to approve the spending of the FEMA Turnouts Grant money, up to \$180,000. Director Rene Armstrong seconded the motion. Directors Pamela Owen, Paul Ramsey, Rene Armstrong, Diana Keeney and Larry Boxman gave a yes vote. The motion carries.

-Fire Chief Joe Kaczinski suggested the Board adopt the new 2025 Oregon Fire Codes.

A motion was made by Director Larry Boxman to adopt the new 2025 Oregon Fire Codes. Director Paul Ramsey seconded the motion. Directors Pamela Owen, Paul Ramsey, Rene Armstrong, Diana Keeney and Larry Boxman gave a yes vote. The motion carries.

-Director of Administrative Resources Marianne Berg reminded the Board of the upcoming OFDDA Annual Conference being held in Seaside Oregon November 20th - 22nd.

Training Division Chief Will Steinweg asked the Board for approval to purchase a vehicle for the Fire District.

A motion was made by Director Paul Ramsey to approve spending up to \$40,000 on a vehicle for the Fire District. Director Larry Boxman seconded the motion. Directors Pamela Owen, Paul Ramsey, Rene Armstrong, Diana Keeney and Larry Boxman gave a yes vote. The motion carries.

-Training Division Chief Will Steinweg asked the Board to surplus Utility 463.

A motion was made by Director Rene Armstrong to surplus Utility 463. Director Diana Keeney seconded the motion. Directors Pamela Owen, Paul Ramsey, Rene Armstrong, Diana Keeney and Larry Boxman gave a yes vote. The motion carries.

M. Board Member Comments

-Director Rene Armstrong thanked everyone for making the budget work with the funds available.

N. Good of the Order

-Chief Kaczinski reminded everyone that the weather is beginning to turn and to watch for shaded corners on the roads.

-Chief Kaczinski informed the Board that the California conflagration check should arrive in the next few weeks.

-Training Division Chief Will Steinweg reminded everyone that Fall Festival on November 1st at Mist Elementary School.

Meeting Adjourned:

A motion was made by Director Paul Ramsey to adjourn the meeting at 20:17. Director Ren Armstrong seconded the motion. Directors Pamela Owen, Paul Ramsey, Rene Armstrong, Diana Keeney and Larry Boxman all gave a yes vote. The motion carried.

Respectfully Submitted,

Rene Armstrong
Secretary
MCB