

MIST-BIRKENFELD RURAL FIRE PROTECTION DISTRICT

**12525 Hwy 202, Mist, OR 97016
(503) 755-2710 or FAX (503) 755-2556**

**Board Meeting Minutes
August 18, 2026**

Board Members Present:

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

Staff Present:

Fire Chief Joe Kaczinski, Training Division Chief Will Steinweg, Director of Administrative Services Marianne Berg, Administrative Resource Specialist Ann Berg, EMS Director Jesika Kaczinski (via Zoom)

Others Present:

- Elijah Marchant (via Zoom), Lindsay Nokovic (via Zoom), Anonymous (via Zoom)

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

-Policy 6420, Policies

C. Public Comment

-None

D. Board Minutes

-The July 21, 2026 Board Meeting Minutes were reviewed by the Board.

A motion was made by Director Larry Boxman to approve the July 21, 2026 board minutes as presented. Director Paul Ramsey 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 Rene Armstrong to approve the July 2026 Expenditures Reports as presented. Director Larry Boxman 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 Fire Chief's July 2026 Report to the Board. The Fire Chief's Report can be found in the August 2026 Board Packet.

G. Volunteer Association

- Volunteer Association President, Lindsay Nokovic gave an update on the Volunteer Association. MBRFPD, Scappoose and Vernonia Volunteers represented the Columbia County Fire Districts at the Columbia County

Fair in July. Lindsay also voiced her approval for the Fire District providing caffeine, energy drinks and snacks for the Fire District volunteers and staff.

H. Unfinished Business

- No update on FEPP

- Chief Kaczenski received bunk room plans from the engineer. Chief Kaczenski identified a few unauthorized changes made in the plans so he is still in the process of making adjustments.

- Chief Kaczenski told the Board there was a new person planning to come and remove the junk cars from the Main Station and then his truck broke down. The person told the Chief that he would call when his truck is repaired.

-EMT Ann Berg reported that we now have Fentanyl in the MBRFPD med vault. Division Chief Will Steinweg informed the Board that he will be meeting with Board Director Larry Boxman tomorrow or next Wednesday to add Will as the "Knox Box" Administrator so he can get the software to program the med vaults.

I. Policies

- Policy 6420, Recreational Burning, was presented to the Board.

A motion was made by Director Paul Ramsey to approve updated Policy 6420, Recreational Burning as presented. Director Rene Armstrong seconded the motion. Directors Pamela Owen, Paul Ramsey, Larry Boxman, Diana Keeney, and Rene Armstrong gave a yes vote. The motion carries.

J. Correspondence

- None

K. Committee Reports

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

- WHaSC meeting was held on August 11th
- Discussion was had on the next newsletter content, Health & Safety contact cards at each station, and staff/volunteer physicals
- Working on creating reference sheets for use during station inspections
- The next WHaSC meeting will be held on September 8th @ 9 a.m.

L. New Business

- Chief Kaczenski has received a bid to asphalt the graveled area by the fire hydrant located on the west side of the Main Station. Currently, hydrant filling apparatus at this location leads to over-filling drains, which leads to hydro mining holes in the gravel. The bid from Mike George Paving is \$15,500 for a 90' by 26' area.

A motion was made by Director Larry Boxman to approve the Mike George Paving bid of \$15,500 as presented. Director Rene Armstrong seconded the motion. Directors Pamela Owen, Paul Ramsey, Larry Boxman, Diana Keeney, and Rene Armstrong gave a yes vote. The motion carries.

-Training Division Chief Will Steinweg presented to the Board, a quote from Municipal Emergency Services (MES) and a financing document for two sets of extrication tools. Each set includes:

- | | | |
|--------------|-----------------|---------------|
| • 1 cutter | • 9 batteries | • 2 batteries |
| • 1 spreader | • 1 charger | • 1 charger |
| • 2 rams | • 1 mini-cutter | |

Both Chief Steinweg and Chief Kaczinski discussed with the Board the need for these tools, given the condition of the existing extrication tools in the sub-stations are extremely out-of-date and unserviceable. The first finance payment for these tools would not occur until next year's 27/28 budget cycle.

A motion was made by Director Paul Ramsey to approve the purchase of two sets of "Option 2", 5-year financed extrication tool as presented. Director Larry Boxman seconded the motion. Directors Pamela Owen, Paul Ramsey, Larry Boxman, Diana Keeney, and Rene Armstrong gave a yes vote. The motion carries.

-Director of Administrative Services Marianne Berg requested an update to the Wauna Federal Credit Union Signatory Page.

A motion was made by Director Rene Armstrong to remove all current signatories on the Mist-Birkenfeld RFPD Wauna Federal Credit Union banking account(s) and replace them with the following names:

- Pamela Owen
- Diana Keaney
- Paul Ramsey
- Larry Boxman
- Rene Armstrong
- Joe Kaczinski

Director Larry Boxman seconded the motion. Directors Pamela Owen, Paul Ramsey, Larry Boxman, Diana Keeney, and Rene Armstrong gave a yes vote. The motion carries.

M. Board Member Comments

- Director Larry Boxman asked if there is a vehicle at Fishhawk Station. Chief Kaczinski replied, "No". Chief Steinweg responded that once he fixes either Utility 462 or Utility 464, the plan is to move one to Fishhawk Station. U464 has an anti-freeze leak, and Chief Steinweg's hope is that either of the repairs on the above-mentioned Utilities won't be expensive.

N. Good of the Order

- Chief Kaczinski informed the Board that BR461 went out on its second conflagration of the season with Seasonal Firefighter Nick Brown, and the Engine Boss position was filled from Cornelius Fire. They returned this past Sunday. This is a record year for conflagrations in Oregon

- Chief Kaczinski informed the Board that the Hood to Coast event is 1 ½ weeks away.

-Chief Kaczinski informed the Board that the Community Picnic is September 19th.

O. Executive Session - Annual Public Officer Performance Review

The Mist-Birkenfeld RFPD Board of Directors will now meet in executive session to review and evaluate the employment-related performance of a public officer, employee, or staff member, pursuant to ORS 192.660(2)(i). No final action or decision will be made in executive session.

Board President Pamela Owen read a statement regarding Executive Session.

The open session board meeting resumed at 21:46.

A motion was made by Director Rene Armstrong to increase Chief Joe Kaczinski's compensation as discussed in Executive Session. Director Paul Ramsey seconded the motion. Directors Pamela Owen, Paul Ramsey, Larry Boxman, Diana Keeney, and Rene Armstrong gave a yes vote. The motion carries.

Meeting Adjourned:

A motion was made by Director Rene Armstrong to adjourn the meeting at 21:47. Director Larry Boxman 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 cursive script, appearing to read "Rene Armstrong", written in dark ink.

Rene Armstrong
Secretary
MCB