

MIST-BIRKENFELD RURAL FIRE PROTECTION DISTRICT

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

**Board Meeting Minutes
April 21, 2026**

Board Members Present:

Pamela Owen (President), Larry Boxman (Vice-President), Rene Armstrong (Secretary), Paul Ramsey (Personnel Representative), Dianna 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, Volunteer Assistant Chief Mary Lou Busch

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 March 17, 2026 Board Meeting Minutes were reviewed by the Board.

A motion was made by Director Paul Ramsey to approve the March 17, 2026 board minutes as presented. Director Rene Armstrong seconded the motion. Directors Pamela Owen, Dianna Keeney, Paul Ramsey, 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 Larry Boxman to approve the March 2026 Expenditures Reports as presented. Director Rene Armstrong seconded the motion. Directors Pamela Owen, Dianna Keeney, Paul Ramsey, Larry Boxman and Rene Armstrong gave a yes vote. The motion carries.

F. Fire Chief's Report

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

G. Volunteer Association

- Chief Joe Kaczenski noted that three MBRFPD volunteers participated in the county association meeting held in Scappoose last week.

H. Unfinished Business

- Training Division Chief Will Steinweg informed the Board that the annual FEPP equipment audit should take place soon.

- Chief Kaczenski told the Board that JJPE Consulting LLC is now providing engineering services for the MBRFPD bunk room project. They will handle structural calculations, add structural mark-ups to architectural sheets, prepare structural detail sheets for submission, and secure approval for structural drawings from the proper reviewing agencies. Additionally, Chief Kaczenski has been collaborating with Pitkin Building Design on the blueprint details.

- Division Chief Will Steinweg has not yet received any updates from R&R Towing. A Fire District resident has inquired about taking on the removal of the junk cars themselves. Chief Steinweg told this resident to come get the junk cars whenever they are ready.

I. Policies

- Policy 3910, District Cell Phone, was presented to the Board with the request to remove this policy as it is outdated and no longer applies to the Fire District.

A motion was made by Director Paul Ramsey to remove Policy 3910, District Cell Phone, from MBRFPD policy. Director Rene Armstrong seconded the motion. Directors Pamela Owen, Dianna Keeney, Paul Ramsey, Larry Boxman 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.

- No incidents, injuries, or events were reported
- Quarterly station inspections for April are underway
- The next WHaSC meeting will be held on May 12th @ 9 a.m.

L. New Business

-None to report

M. Board Member Comments

- Director Paul Ramsey asked about the planned "Youth Camp" on Nehalem Highway North and whether the Fire District anticipates any potential impact. Chief Kaczenski explained that a youth ministries organization has applied to the county to build the camp, and he provided some specifics on the size of the proposed structures. The Fire District has been notified by the county about the application and must respond by this Thursday with any questions or concerns. The primary concern is ensuring the camp complies with fire codes.

N. Good of the Order

- Chief Kaczenski reported that the budget book is complete and ready for Budget Committee member distribution.

- Chief Kaczinski reminded the Board that the County Board Interaction is scheduled for May 5th at 1800 hours in Vernonia. Topics are to include:

- Educating the public about fire and EMS struggles
- Broadcasting joint messages
- Expanding IGA's

- Chief Kaczinski's Columbia County Fire Defense Board Statement about the Columbia 911 levy went to the Secretary of State's office for official review. Adjustments were made to the letter, and Chief Kaczinski is waiting for a response to the revised letter.

- Chief Kaczinski will depart for Emmitsburg, Maryland on May 1 to serve as the Berg family escort at the Fallen Firefighters Memorial, where Division Chief Nicholas Berg will be honored. The Berg family, past Vernonia RFPD Fire Chief Dean Smith, Vernonia RFPD/MBRFPD Volunteer Brand Abney, and Vernonia RFPD Volunteer Dan Hansen are also scheduled to attend.

Chief Steinweg is looking for volunteers to assist with the running of the Jewell School home track meet on May 2nd. If there are not enough volunteers, the track meet may be cancelled.

Chief Steinweg has been working on a training needs assessment for the Fire District. Once reviewed for errors, the assessment will be presented to the Board for review.

Meeting Adjourned:

A motion was made by Director Larry Boxman to adjourn the meeting at 19:36. Director Rene Armstrong seconded the motion. Directors Pamela Owen, Larry Boxman, Dianna Keeney, Paul Ramsey and Rene Armstrong gave a yes vote. The motion carried.

Respectfully Submitted,



Rene Armstrong
Secretary
MCB