

MIST-BIRKENFELD RURAL FIRE PROTECTION DISTRICT

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

**Board Meeting Minutes
September 15, 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, Training Division Chief Will Steinweg, Director of Administrative Services Marianne Berg, Administrative Resource Specialist Ann Berg, EMS Director Jesika Kaczinski (via Zoom)

Others Present:

- Barbara Smith, Vicki Weller, Peggy Weiner, Julie Benes, Olav Berg, Michael Galassi, Kathy Hamm, Steve Berg, Lindsay Nokovic (Via Zoom), Anonymous (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

-None

C. Public Comment

-None

D. Board Minutes

-The August 18, 2026 Board Meeting Minutes were reviewed by the Board.

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

- Section H: Second bullet, change spelling of "Nox" to "Knox"
- Section H: Second bullet, capitalize "Board" in the first sentence.
- Section N: Periods at the end are missing from each bullet.
- Section N: The picnic date should be corrected to the 19th.
- Section M: Periods at the end are missing from the last two bullets.

A motion was made by Director Paul Ramsey to approve the August 18, 2026 board minutes, with amendments. 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.

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 August 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 Kaczenski presented the Fire Chief's August 2026 Report to the Board. The Fire Chief's Report can be found in the September 2026 Board Packet.

G. Volunteer Association

- Volunteer Association President, Lindsay Nokovic had no updates.

H. Unfinished Business

- No update on FEPP

- Chief Kaczenski is finishing up blueprint changes.

- Chief Steinweg has not heard back from any of the tow truck operators that said they would remove the junk vehicles at the Main Station.

-Chief Kaczenski reported that the Fire District does have controlled medications. There is a meeting on September 20th in Scappoose with CRF&R, MBRFPD, Scappoose Fire, and Dr. Wiley. Chief Kaczenski plans to be at that meeting. One of the topics of the meeting is whether MBRFPD will be under Dr. Wiley's DEA license or if MBRFPD needs to obtain their own DEA license. Chief Steinweg reported that the Knox Boxes have been installed and are operational. The people that have the proper EMT licensures have access codes to them.

-Director Paul Ramsey requested an update on the vehicles needing repairs. Chief Steinweg responded that he hasn't had time to get them repaired yet.

-Director Paul Ramsey requested an update as to whether Fishhawk Station has been assigned a station utility vehicle. Director Pamela Owen responded there is currently no station utility vehicle assigned to Fishhawk Station. Director Ramsy questioned why Utility 465 is not assigned to Fishhawk Station. Chief Kaczenski explained that Utility 465 is currently being utilized as a staff vehicle. Director Ramsey inquired if Utility 465 could be better utilized at Fishhawk Station. Chief Kaczenski stated that he does not believe, at this time, that this would be the best utilization for Utility 465. Further discussion was had by Chief Kaczenski and Director Ramsey regarding vehicle allocation.

I. Policies

- None

J. Correspondence

- Director and Personnel Representative Paul Ramsey read two letters given to him, regarding EMS concerns, the resignation of an EMS volunteer and the dismissal of an EMS volunteer. The first letter read was from former volunteers, Peggy Weiner and Julie Benes and the second letter was from current volunteer, Battalion Chief Ann Berg. During the reading of the first letter, Director Diana Keeney questioned whether these letters should be read during a public meeting. Please see copies of these letters in the September Board Packet.

K. Committee Reports

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

- The WHaSC meeting was held on September 8th.
- Discussion was held regarding moving the monthly meeting date to the first Tuesday of the month.
- Seasonal Firefighters were tasked with updating the Health & Safety contact cards at each station.
- Seasonal Firefighters will be assisting with the next WHaS UP! safety newsletter.
- Discussion took place, regarding Ready Rebound.

- Discussion was had regarding the safety sheets used during quarterly station inspections.
- Quarterly station inspections will be completed in October.
- The next WHaSC meeting will be held on November 3rd at 9 a.m.

L. New Business

- None

M. Board Member Comments

- None

N. Good of the Order

- Chief Kaczinski informed the Board there is a First Responder luncheon at the St. Helens Elks on Sunday, the 20th, from 11 a.m. to 1 p.m.

- Chief Kaczinski informed the Board that the Community picnic is this Saturday, September 19th. Doors open at noon and the meal will be served at 1 p.m.

-Volunteer Lindsay Nokovic commented that it seems she's missed out on a lot and maybe the Board and volunteers should schedule a meeting to discuss current events.

O. Executive Session - Annual Public Officer Performance Review

-Before entering executive session, Board President Pamela Owen read the following statement regarding Executive Session:

"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. Representatives of news media shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any deliberations during executive session, except to state the general subject of the session as previously announced. No decision will be made in executive session. At the end of executive session, we will return to open session and welcome the audience back into the room."

Open session paused at 7:47 p.m.

The Open session board meeting resumed at 9:07 p.m.

A motion was made by Director Larry Boxman to hold an Executive Session/Volunteer Listening & Learning Session on September 29th at 7 p.m., without staff present, to hear concerns/issues volunteers may have. 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.

Meeting Adjourned:

A motion was made by Director Rene Armstrong to adjourn the meeting at 21:08. Director Paul Ramsey 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 "Pamela Owen", written in dark ink.

Pamela Owen
Board President
MCB