

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

Board Meeting Minutes
September 16, 2025

Board Members Present:

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

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

-None

C. Public Comment

-None

D. Board Minutes

-The August 19, 2025 Board Meeting Minutes were reviewed by the Board.

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

Pg. 2, Section H: The words "Water Tender" should not be capitalized. In the last sentence, the "and" before the word inventory should be changed to "an".

Pg. 2, Section N, last subject: The word "Helipad" should not be capitalized.

A motion was made by Director Paul Ramsey to approve the August 19, 2025 board minutes with amendments. Director Larry Boxman seconded the motion. Directors Pamela Owen, Paul Ramsey, Rene Armstrong, 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 August 2025 Expenditures Reports as presented. Director Paul Ramsey seconded the motion. Directors Pamela Owen, Paul Ramsey, Rene Armstrong, and Larry Boxman gave a yes vote. The motion carries.

F. Fire Chief's Report

-Chief Joe Kaczinski presented the August 2025 Chief's Report to the Board. See copy of Fire Chief's Report in the September 2025 Board Packet. Director Larry Boxman inquired about tracking students who have been in the high school fire science programs to see if they follow through with an EMS or Fire career. Chief Will Steinweg informed the Board of students who were actively seeking either a fire science degree or EMS licensure.

G. Volunteer Association

-Chief Joe Kaczinski informed the Board that the Volunteer Association and MBRFPD are hosting the Columbia County Volunteer Association meeting on October 13th. The next MBRFPD Association meeting is scheduled for the first Wednesday of October at 6 p.m.

H. Unfinished Business

-Training Division Chief Will Steinweg gave a FEPP update. The person who told MBRFPD that the Pilot Rock Fire District may be in need of a donated water tender and motor was not able to get ahold of the Fire Chief of the Pilot Rock Fire District so MBRFPD has not been able to donate the water tender and motor to them.

-Chief Kaczinski said at the August 19th board meeting, he's sure he said he started taking measurements of the bunk room area. Besides that, no measurements have been taken this month.

-Director of Administrative Services Marianne Berg has found five titles out of the seven donated training vehicles. She also gave the board members a document showing that vehicle donors need to present a signed over title to the Fire District when a vehicle is donated. The Fire District does not need to put the title into the name of the Fire District. One of the board members said that a licensed scrap company can scrap a vehicle without title documentation. That will be investigated. Of the seven vehicles, three are ready to be taken off site now.

I. Policies

- Policy 5160, Equipment Loans, was presented to the Board.

A motion was made by Director Paul Ramsey to approve Policy 5160, Equipment Loans as presented. Director Rene Armstrong seconded the motion. Directors Pamela Owen, Paul Ramsey, Rene Armstrong, and Larry Boxman gave a yes vote. The motion carries.

-1160, Annual Organization Meeting, was presented to the Board.

A motion was made by Director Rene Armstrong to approve Policy 1160, Annual Organizational Meeting as presented. Director Larry Boxman seconded the motion. Directors Pamela Owen, Paul Ramsey, Rene Armstrong, and Larry Boxman gave a yes vote. The motion carries.

-1170, Committees, was presented to the Board.

A motion was made by Director Rene Armstrong to approve Policy 1170, Committees as presented. Director Paul Ramsey seconded the motion. Directors Pamela Owen, Paul Ramsey, Rene Armstrong, and Larry Boxman 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. October will be station inspections. The next WHaSC meeting will be held on November 4th. The meetings will go back to being held on the second Tuesday of the month beginning in December.

L. New Business

-None

M. Board Member Comments

-Director Paul Ramsey inquired about the Columbia County Health inspector that showed up for the September 13th picnic. Chief Kaczenski said everything went well and the report MBRPPD received back from the inspector was that we passed the inspection with ease.

N. Good of the Order

-Chief Kaczenski informed the Board that MBRFPD has been invited to join the Health & Safety Fair in Clatskanie on October 4th.

-Chief Kaczenski informed the Board that October 4th is the day MBRFPD has scheduled for the Sager Creek Station Cleanup Day.

-Chief Kaczenski informed the Board that all of the Columbia County fire districts may be having all building and fire investigations performed by the Scappoose Fire District. A contract or agreement would be entered into with each Columbia County Fire District who chooses to have Scappoose perform these duties.

-Chief Kaczenski informed the Board that three volunteer promotions were given out at the September 13th picnic. Volunteers Steve Berg and Olav Berg were promoted to Lieutenant and Volunteer Brent Dass was promoted from Lieutenant to Captain.

Meeting Adjourned:

A motion was made by Director Larry Boxman to adjourn the meeting at 19:52. Director Paul Ramsey seconded the motion. Directors Pamela Owen, Paul Ramsey, Rene Armstrong, and Larry Boxman all gave a yes vote. The motion carried.

Respectfully Submitted,

Rene Armstrong
Secretary
MCB