

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

Board Meeting Minutes
July 15, 2025

Board Members Present:

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

Staff Present:

Fire Chief Joe Kaczinski, Administrative Resource Specialist Ann Berg, and Director of Administrative Services Marianne Berg

Others Present:

-Volunteer Assistant Chief Mary Lou Busch, and Barbara Smith

Oath of Office:

-Diana Keeney (position #5), Paul Ramsey (position #3), and Larry Boxman (position #4) repeated the MBRFPD Oath of Office.

Election of Officers:

A motion was made by Director Paul Ramsey to appoint Pamela Owen to President of the MBRFPD Board of Directors. Director Larry Boxman seconded the motion. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The motion carries.

A motion was made by Director Paul Ramsey to appoint Larry Boxman to Vice President of the MBRFPD Board of Directors. Director Pamela Owen seconded the motion. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The motion carries.

A motion was made by Director Paul Ramsey to appoint Rene Armstrong to Secretary of the MBRFPD Board of Directors. Director Larry Boxman seconded the motion. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The motion carries.

A motion was made by Director Larry Boxman to appoint Diana Keeney to Treasurer of the MBRFPD Board of Directors. Director Rene Armstrong seconded the motion. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The motion carries.

A motion was made by Director Larry Boxman to appoint Paul Ramsey to Personnel Representative of the MBRFPD Board of Directors. Director Rene Armstrong seconded the motion. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The motion carries.

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

-Introductions of Board Members, taking place during “Additions to Agenda”

-WFCU Signatory page, New Business

C. Public Comment

-None

D. Board Minutes

-The June 9, 2025 Special Board Meeting Minutes were reviewed by the Board.

A motion was made by Director Larry Boxman to approve the June 9, 2025 Board Minutes as presented. Director Paul Ramsey seconded the motion. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The motion carries.

-The June 17, 2025 Board Meeting Minutes were reviewed by the Board.

A motion was made by Director Paul Ramsey to approve the July 17, 2025 Board Minutes with the following amendments:

F. Fire Chief's Report: Add "April and" after "Chief Kaczinski presented the"

K. Committee Reports: Last sentence, remove "will discuss" after "The Committee" and replace with "discussed"

M. Board Member Comments: Last word, capitalize "Director"

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

E. Monthly Expenditures

The Board engaged in a discussion with the Fire Chief and staff pertaining to the questions and answers related to the monthly expenditure reports presented.

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

F. Fire Chief's Report

-Chief Joe Kaczinski presented the June 2025 Chief's Report to the Board. See copy of Fire Chief's Report in the July 2025 Board Packet.

G. Volunteer Association

-None

H. Unfinished Business

-No update on FEPP

-Chief Kaczinski gave a brief update on the bunk rooms. Measurements are starting to be compiled into preliminary drawings.

I. Policies

-No policies submitted

J. Correspondence

-None presented

K. Committee Reports

-A Workplace Health and Safety Committee (WHaSC) update was given by Fire Chief Joe Kaczinski. No injuries, illnesses, or events to report. Newsletter is slated to come out as a summer edition. Station inspections were completed at the end of June. The next meeting is scheduled for August 12 at 0900.

- Chief Kaczinski commented that no Community Assessment Surveys were submitted in the month of July. Chief Kaczinski also informed the Community Assessment Task Force that they need to decide what to do with the survey results and asked who would be compiling the data. Chief Kaczinski also reminded the Task Force that it was established in November 2024 and the members are Larry Boxman, Paul Ramsey, Joe Kaczinski, and Will Steinweg.

It is the consensus of the Community Assessment Task Force to have Director Diana Keeney compile all the Community Assessment Survey Data.

L. New Business

-Selection of legal counsel

A motion was made by Director Larry Boxman to designate Haglund Kelly LLP as the MBRFPD legal counsel. Director Rene Armstrong seconded the motion. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The motion carries.

-Establish time and place of regular meeting

A motion was made by Director Paul Ramsey to designate 7 p.m. on the third Tuesday of each month at 12525 Hwy 202, Mist, Oregon 97016 as the MBRFPD board meeting regular meeting location. Director Larry Boxman seconded the motion. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The motion carries.

-Establish official newspaper(s)

A motion was made by Director Paul Ramsey to designate Vernonia Voice, The Daily Astorian, and the Spotlight as the MBRFPD official newspapers. Director Diana Keeney seconded the motion. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The motion carries.

-Establish Insurance Agent of Record

A motion was made by Director Rene Armstrong to designate Wilson Heirgood as the MBRFPD Insurance Agent of Record. Director Larry Boxman seconded the motion. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The motion carries.

-WFCU Signatory Page

Director of Administrative Services Marianne Berg informed the Board that the Signatory page for Wauna Federal Credit Union needed to be updated now that the Fire District has a new Board Member and a Board member has retired.

A motion was made by Director Rene Armstrong to remove Barbara Smith from the Wauna Federal Credit Union Signatory Page. Director Paul Ramsey seconded the motion. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The motion carries.

A motion was made by Director Larry Boxman to add Diana Keeney, Paul Ramsey, Pamela Owen, Rene Armstrong, Larry Boxman, and Joe Kaczinski to the Wauna Federal Credit Union Signatory Page. Director Paul Ramsey seconded the motion. Directors Pamela Owen, Larry Boxman, Rene Armstrong, Paul Ramsey, and Diana Keeney gave a yes vote. The motion carries.

M. Board Member Comments

-Director Pamela Owen informed the Fire Chief that the logs on the Fishhawk Lake boat ramp have been removed.

-Director Larry Boxman informed the Board that Roger Kadell is retiring from his position as Columbia County Animal Control Deputy. This position will be turned over to the Sheriff's Department and overseen by the Animal Control Board who is the Columbia County Commissioners. On Golden Rescue has officially partnered with Columbia County and is meeting with the Commissioners on July 30th. They will be informing the Commissioners about what On Golden Rescue does and what the relationship is between On Golden Rescue and MBRFPD regarding large animal technical rescue.

-Director Larry Boxman commented that September 6th is the first annual fundraiser for On Golden Rescue.

N. Good of the Order

-Chief Kaczinski presented two documents to the Board. A fiscal year 24/25 Income to Debt worksheet and an Income to Debt History for the past twelve years. These documents showed the income/debt trends of the Fire District. Please see copies of these documents in the July 2025 board meeting packet.

-Chief Kaczinski informed the Board that Training Division Chief Will Steinweg was deployed on the Cram Fire Conflagration on July 14th. This fire is located outside of the Madras/Prineville area.

Meeting Adjourned:

A motion was made by Director Rene Armstrong to adjourn the meeting at 20:05. Director Paul Ramsey seconded the motion. Directors Pamela Owen, Paul Ramsey, Larry Boxman, Rene Armstrong, and Diana Keeney all gave a yes vote. The motion carried.

Respectfully Submitted,

Rene Armstrong
Secretary
MCB