

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

Board Meeting Minutes
November 18, 2025

Board Members Present:

Pamela Owen (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

Others Present:

- Brandi Abney

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 October 21, 2025 Board Meeting Minutes were reviewed by the Board.

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

- Page 3, section "L", 4th bullet point: Add a space between the dash and "22nd".
- Page 4, section "N", 3rd bullet point: replace the word "in" with "on".

A motion was made by Director Rene Armstrong to approve the October 21, 2025 board minutes with amendments. Director Paul Ramsey seconded the motion. Directors Pamela Owen, Paul Ramsey, 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 Paul Ramsey to approve the October 2025 Expenditures Reports as presented. Director Rene Armstrong seconded the motion. Directors Pamela Owen, Paul Ramsey, and Rene Armstrong gave a yes vote. The motion carries.

F. Fire Chief's Report

-Chief Joe Kaczenski presented the October 2025 Chief's Report to the Board. See copy of Fire Chief's Report in the November 2025 Board Packet.

G. Volunteer Association

-Chief Joe Kaczenski informed the Board that Share the Spirit was featured in the Ruralite Magazine.

H. Unfinished Business

-Training Division Chief Will Steinweg said there was no FEPP update.

-Chief Kaczenski has given the finished measurements for the preliminary drawings to the engineering contact. Any updates from the engineering contact may be delayed due to a current personal hardship.

I. Policies

- Policy 2710, Private Water Supply, was presented to the Board.

A motion was made by Director Paul Ramsey to approve Policy 2710, Private Water Supply as presented. Director Rene Armstrong seconded the motion. Directors Pamela Owen, Paul Ramsey, and Rene Armstrong gave a yes vote. The motion carries.

-Policy 3510, Officer Development, was presented to the Board.

A motion was made by Director Rene Armstrong to remove Policy 3510, Officer Development from the policy book. Director Paul Ramsey seconded the motion. Directors Pamela Owen, Paul Ramsey, 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.

- A couple of station inspections were performed at the end of October.
- A workout equipment non-injury incident was discussed. Staff will remind individuals to keep safety a priority and utilize all safety features when using equipment.
- The Committee requests the outside lighting at the Main and Peterson stations be fixed/improved.
- The next WHaSC meeting will be held on December 9th @ 9 a.m.

-A Community Assessment Update was given. Chief Kaczenski found a rough draft annual report he created that should help with forming a new draft. Director Pamela Owen will meet with Director of Administrative Services Marianne Berg next Monday to work with Microsoft Co-Pilot.

L. New Business

None to report

M. Board Member Comments

-None to report

N. Good of the Order

-Chief Kaczinski informed the Board that the California conflagration check should arrive anytime.

-Chief Kaczinski informed the Board that Barbara Smith is currently in a rehab facility. Her spirits are high.

-Chief Kaczinski informed the Board that the National Fallen Firefighters Foundation is reviewing paperwork filled out by the MBRFPD to have Division Chief Nick Berg's name added to the NFFF wall in Emmitsburg, Maryland, next May.

-Training Division Chief Will Steinweg informed the Board that the Vernonia and Jewell High School FF1/FF2 programs are now 6-point, dual-credited curriculum through Clatsop Community College.

Meeting Adjourned:

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

Respectfully Submitted,

Rene Armstrong
Secretary
MCB