



“We Are Truth Seekers, Not Case Makers”
OREGON CHAPTER 31
International Association of Arson Investigators, Inc.
1284 Court Street NE ~ Salem, OR 97301

2019 Board Meeting Minutes

December 4, 2019
1st Quarterly Board Meeting
Wilsonville, Oregon
Call to Order: 0903 hours

Roll Call: Present

- President Jerry Flowerdew
- 1st VP Ralph Sartain
- Secretary/Treasurer Andrea Vaughn
- Director Lora Ratcliff
- Director Miguel Bautista*
- Director Debbie McDermott
- Director Virginia Chapman
- Director Patti Rhodes
- Ex-Officio John Wolff
- Jessica Carpenter, Staff

*Via conference phone

Excused: Director Debbie McDermott, 2nd VP Rich Stenhouse

Guest:
Gert Zoutendijk

Minutes of Meeting:

September 2019 board meeting minutes and special board meeting minutes. Motion by John Wolff to accept both minutes as presented, 2nd by Virginia Chapman. Motion passed.

President's Report:

Congratulations on a successful seminar in September, lots of great comments from attendees. Thanks to the committee.

Staff Report:

New staff person hired to assist in office, Jill Bird. Family vacation planned in April 2020 to Hawaii, should be minimal impact to IAAI business.

Treasurer's Report:

Discussed budget. Taxes have been filed and have been signed and mailed.

Committee Assignments Discussion & Report:

- Membership Committee: Director Ratcliff, Director Bautista, Staff – 200 current active members including 11 life members. Staff will send a list of pending renewal/lapsed for review.

- Budget/Finance: Chair Treasurer Vaughn & Staff – Discussed the draft budget that staff prepared – Motion by Ralph to accept as presented, Virginia 2nd – motion passed.
- Training/Education Report: 1st VP Sartain, President Flowerdew, Director Osborne, Director Chapman, Director McDermott, Director Bautista – discussed evaluations from 2019 seminar. Time to start discussing 2020 seminar.
 - Potential speakers/classes – Melissa Merola with ATF with in-class interview. Nikki Vance for up to 4-hour presentation on forensics. Ethics class needed this year for both fire & law, Patti might have a potential instructor. Potential class system and structures with Chase Browning with focus on the JPR that applies to fire investigation. Potential class topic Hood & Duct – Virginia might have an instructor. Evidence collection class. Robert Neal, Why Coats Matter and Correlation to Investigation 4-hour block and has family in the area
- Conference Site Committee Report: 2nd VP Stenhouse, Past President Wolff, Director Chapman, Treasurer Vaughn – Hallmark is secured for the following two years so no action needed.
- Constitution/Bylaws/Legislative: 1st VP Sartain – Ralph will review potential changes that need to be addressed and given to members for review before the 2020 seminar related to Enhanced Chapter.
- Ethics/Grievances Report: 2nd VP Stenhouse, Director McDermott – no report.
- Awards Report: Director Ratcliff, Director Chapman, Director Rhodes, Director McDermott – no report.
- Website/Social Media Report: Gert Zoutendijk, Director Chapman, Nicole Brewer, Mark Northrop, Staff - New site has been created and staff is working to get it pointed from old domain to the new site.
- Professional Development Report: Ryan Fields, 2nd VP Stenhouse – no report.
- Oregon Fire Marshal Association Report: Representative - no report.

District Reports:

- Portland:
Gert reported that nominations are open for their district positions. Attendance has been good at recent trainings, most recently Ron Smith provided a presentation. District has discussed getting involved in the cancer presumption work that is being talked about at this time.
- Mid-Willamette:
No current chair.
- Lane:
No report.

- Rogue Valley:
Winter school coming, flyers are available, and registration is open.
- Central:
Andrea reported that attendance is struggling, and no new leadership is stepping up. She contacted members to see how they want to proceed with training and running the district and got only two replies. Is it worth the time she is putting out to continue?
- Eastern:
No report.

Board discussed the lack of participation at most districts, currently North and South are the only two that are active. Some are not meeting the requirements of the constitution. Staff will add to the agenda for March to discuss future of districts.

Old Business:

- Douglas Osborne – board resignation – due to personal issues Douglas Osborne resigned from board with an email sent in September 2019. His position is now open.

New Business:

- Fire Investigation Certification – discussion took place surrounding potential changes to this certification and a variety of different information that members are hearing. Ralph Sartain is involved in committee that is providing input. He will look into the information that is shared and provide an update on what is factual and what may just be rumor at this time.
- Open Board Position – Jerry Flowerdew appointed Andrea Vaughn to the open board position that has become available with Douglas Osborne resignation. Andrea will complete the remainder of this year term and will need to run for the 3rd/last year of the term at the Sept. 2020 seminar.
- Open Treasurer Position – Jerry Flowerdew appointed John Wolff to fill the vacant Treasurer Position.
- Staffing contract with Meetings, Management, and More/Jessica Carpenter is up for renewal. Staff provided a proposal for another year of service and left the board to review and discuss. Motion by Virginia Chapman to accept the proposal for a new year of staffing, 2nd by Andrea Vaughn, motion passed. New contract signed for Jan. 1, 2020-Dec. 31, 2020.

Comments from the Floor/Guests:

John Wolff – congrats to Lora for promotion. John is officially retiring Dec. 31, 2019 and then will be contracting back for up to 30 months with TVFR.

Next meeting will be March 11, 2020 at 10:00 am – Medford, staff will contact JCFD #3 to see if they can accommodate us.

Meeting adjourned at 11:57 am hours.

Minutes transcribed by Jessica Carpenter, staff.

