



“We Are Truth Seekers, Not Case Makers”  
OREGON CHAPTER 31  
International Association of Arson Investigators, Inc.

2022 Board Meeting Minutes

June 2, 2022  
3<sup>rd</sup> Quarterly Board Meeting  
Bend, OR  
Call to Order: 1004 hours

Roll Call: Present

- President Ralph Sartain (2022)
  - 1st VP Rich Stenhouse (2022)
  - 2nd VP Virginia Chapman (2022)
  - Director Mark Shay (2023)
  - Director Shannon Miller (2024)- Zoom
  - Director Joseph Feland (2022) – Zoom
  - Director Kevin Schummer (2022)
  - Director Miguel Bautista (2024)
  - Director Debbie McDermott (2023) - Zoom
  - Treasurer John Wolff (Appointed)
  - Immediate Past President Jerry Flowerdew
- \*Excused: Jerry Flowerdew

Guest: Tom Mooney & Wade Gibson with Redmond Fire

Minutes of Meeting:

Review of the March 2022 board meeting minutes. Motion by 1<sup>st</sup> VP Stenhouse to accept as presented, 2<sup>nd</sup> by Director Shay. Motion passed.

Presidents Report: President Sartain thanked everyone as this will be his final meeting as Board President, he hopes to continue being involved as Past President.

Staff Report: Working on conference and membership files.

Treasurers Report: Treasurer Wolff reviewed the financial reports provided and shared updates on correspondence with Chase bank about new cards and mailing address updates. Approved by consensus.

Old Business:

- Arson Reward Discussion – as previously discussed these requests will be considered on a case by case basis. No action will be taken at this time regarding the Grants Pass request. Shannon Miller shared that OSFM does not offer any rewards.

New Business:

- Joe Feland was recognized for passing his CFI test
- Debbie McDermott was recognized for her recent OFMA Life Member Award
- Virginia shared an update on plans for Ryan Fields to transition out as the main instructor for upcoming Expert Witness Class with Virginia Chapman and Kendall Biggs will be taking over the

instruction for this class with Kendall being the primary because he has more experience and time.

- October 5-8, 2022 dates confirmed for next class in Lake Oswego
- Registration list already started
- Staff will work on a student agreement
- Increase pricing to \$500 for members and \$??? For non-members
- Director Miller brought up some ideas:
  - Discussion about a forum on the members section of the website for discussion/sharing ideas or a quarterly newsletter. The board is currently supportive of trying the forum, newsletter idea on hold for now since it has been a struggle and heavy labor in the past.
  - Discussion about adding forms to the website for members to access to help with investigations.
  - Virginia will work on setting up a forms page and a forum page. Shannon will provide a few forms to get this started and a post for the forum page. Virginia will work on settings to require approval for forum posts and the board will review and approve forms before they are shared with a disclaimer about forms.
- Director Bautista shared about recent proposed rule change related to NFPA 1033 Fire Investigator. New requirement will include 40 hours of CEU required annually for 5 years to continue being a CFI Investigator. Director requested a letter of support from Oregon IAAI to DPSST to support the upcoming change. The board approved a letter of support, Director Bautista will draft a letter for President Sartain to sign.
- Staff shared the opportunity with Wild Apricot about having a Job Board and making some non-dues revenue. The board is supportive of adding this for fire investigator and deputy fire marshal positions, but not outside to other vendors. Those companies will be encouraged to attend the annual conference as a sponsor/vendor if they have opportunities to.

#### Committee Assignments Discussion:

- Membership Committee: Chair Director Bautista, Director Schummer, Staff -194 current members. Miguel requested a detailed list of the members statuses so he can work out some outreach. Staff will work with him on these efforts.
- Budget/Finance: Chair Treasurer Wolff & Staff – no report.
- Training/Education Report: Chair 1st VP Stenhouse, 2nd VP Chapman, Director McDermott, Director Bautista, Past President Flowerdew, Director Miller, Director Shay & Director Feland
  - Status of speaker contracts – reviewed the speaker line up – Jeff Pauley is confirmed with a signed speaker agreement, Jensen Hughes has verbally confirmed and we are working on details for the speaker agreement, Lawless/Bridges are confirmed for Wed/Thurs with a pending speaker agreement.
  - Opening ceremony – Director Miller was asked to contact the Oregon Coast Guard about helping with the opening ceremony for Monday, Sept. 19 at 1 pm.
  - Schedule of ATC – reviewed the schedule

- Social Events – Discussed how OFMA handled their recent sponsor/social night and it was successful – the board agreed to follow a similar plan of a social vendor reception with hosted appetizers and hosted drinks – sponsored by the vendor fair income.
  - Raffle Prizes – Stenhouse encouraged the board to work on raffle prizes.
  - Sponsor Outreach – staff will update the sponsor information and start outreach.
  - Discussed registration cost for September and we are going up \$45 per option across the board.
  - Staff will work on swag/logo items for consideration.
- Conference Site Committee Report: 2nd VP Chapman, Treasurer Wolff, Director Chapman, Director McDermott – Staff has a spreadsheet of potential options and will share with the committee for consideration. Dates are starting to fill up now that in-person events have resumed so we should make a decision soon.
  - Constitution/Bylaws/Legislative: President Sartain – 2<sup>nd</sup> Chapman shared a reminder from the ITC event that state bylaws need to be approved by IAAI before the state members vote to approve. Discussed plans for future cancer presumption plans in upcoming session to include fire investigators.
  - Ethics/Grievances Report: 2nd VP Chapman – no report
  - Awards Report: Director Miller, 2<sup>nd</sup> VP Chapman, Director McDermott
    - Chapman shared that Nicole Brewer was awarded 2022 International Fire Investigator of the Year at the ITC.
    - Chapman will update the website for award submissions this year and staff will start to promote that this open.
  - Website/Social Media Report: Chair Director Ratcliff, 2nd VP Chapman – Joe Feland is Oregon’s newest CFI and 42 overall. Chapman shared stats for other recognition and efforts to continue to keep the website updated.
  - Professional Development Report: Ryan Fields, 1<sup>st</sup> VP Stenhouse
    - Previously discussed under new business.
  - Oregon Fire Marshal Association Report: Representative – Debbie shared that we have a great conference. Staff shared update on board including new board member Troy Crafton from Polk County FD.

District Reports:

- Portland: Chapman reported on recent meeting and training, attendance has been a little light. The next meeting, June 16 at Busters BBQ, will include meeting the new State Farm Fire Dog, whose works with Jason Anderson.
- Lane:
  - No report.
- Rogue Valley: Mark reported on monthly meetings, available hybrid, and attendance is increasing. Rogue Valley made a recent donation to St. Jude in honor of Joe Bloom, IAAI member who recently passed away.

- Central: Tom Mooney and Wade Gibson attended the meeting. Tom reported on efforts to create a Central Oregon FIT team.
- Eastern:
  - Virginia recently spent two weeks in Hermiston on the potato chip plant fire. Scott Goff is working on getting meetings going again and would love to host a meeting and/or conference in the area.

The next meeting will be September 19, at 9 am at Hallmark.

Good of the Order:

- Miguel reminded about upcoming class in July 25-29 – 23 spots are available at this time. Registration through Scappoose. He will share a flyer with the board to distribute. IAAI 40 hours fundamentals class August 8-12 – registration is through IAAI International. [www.firearson.com](http://www.firearson.com) for registration. Virginia will add these to our website.
- Virginia attended some great classes at ITC and might be recommending some for our future events.

The meeting adjourned at 11:54 am hours.

Minutes transcribed by Jessica Carpenter, staff.