



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

2022 Board Meeting Minutes

September 19, 2022
4th Quarterly Board Meeting
Newport, OR
Call to Order: 0900 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)
- Director Joseph Feland (2022)
- Director Kevin Schummer (2022)
- Director Miguel Bautista (2024)
- Director Debbie McDermott (2023)
- Treasurer John Wolff (Appointed)
- Immediate Past President Jerry Flowerdew

Guest: No guests

Minutes of Meeting:

Review of the June 2022 board meeting minutes. Motion by 1st VP Stenhouse to accept as presented, 2nd by Director Feland. 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: Reviewed the upcoming week – the board schedule and assigned duties and discussed

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:

- None

New Business:

- Scholarship Policy
 - Members get priority
 - Requirements for non-members to become a member if they receive a scholarship before conference.
 - Passed by consensus, Ralph will update the bylaws to reflect this.

- Educational Events – Sharing Information – discussed when it is appropriate to share other agencies/organizations training events. Should there be a cost? Mission involves training and should we make this a priority regardless of potential conflicts when we are offering training.
 - Discussed having a 90 day window for posting.
 - Free for members, \$50 for non-members
- Review “Board Only” schedule
 - Miguel will introduce Jeff Pauley
 - Board reviewed the assignments and will adjust accordingly, if needed
- Hospitality Room – will be open on Wednesday evening and staff will purchase some snacks with Fred Meyer
- Elections
 - Miguel is running for 2nd VP
 - Kevin Schummer and Joe Feland will both be running for their expiring positions
 - Debbie is retiring in December and will be resigning at that time and the board will appoint someone to finish her term.
- Cancellation requests:
 - Kristina Deschanie with OSFM – not able to attend due to work
 - Motion by Debbie to refund partial credit, minus expenses, 2nd by Miguel. Staff will check on expenses.
 - Alfredo Mendez with City of Albany - family member tested positive for COVID
 - Motion by Virginia to offer full credit to City of Albany for 2023 event, 2nd by Debbie. Motion passed.
 - Discussed the expenses the organization has already incurred – meals, printing, giveaways, etc.
- Motion by Debbie to cover Jerry Flowerdew cost to ITC in 2023, 2nd by Rich Stenhouse. Motion passed.

Committee Assignments Discussion:

- Membership Committee: Chair Director Bautista, Director Schummer, Staff -176 current paid members, 50 pending renewal, and 25 currently lapsed in the past year or two. Director Bautista is continuing to promote membership.
- 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 – we are here and all set for the week.
- Conference Site Committee Report: 2nd VP Chapman, Treasurer Wolff, Director Chapman, Director McDermott – discussed a few potential locations – Pendleton, Hallmark, Spirit Mt – having a hard time getting replies back from venues. Staff and Virginia will continue to work on this.
- Constitution/Bylaws/Legislative: President Sartain – Ralph will update the scholarship section to include the new requirements discussed under New Business.
- Ethics/Grievances Report: 2nd VP Chapman – no report

- Awards Report: Director Miller, 2nd VP Chapman, Director McDermott
 - Awards are ordered and ready for the Wednesday luncheon.
- Website/Social Media Report: Chair 2nd VP Chapman – Virginia shared update on how the Honor Roll works with International and some struggles with getting accurate information. Individuals must be members of International to have their information tracked.
- Professional Development Report: Ryan Fields, 1st VP Stenhouse
 - Expert Witness Class scheduled Oct. 5-8. 8 students confirmed and paid. A new letter of commitment has been put into place, which is helping students keep on track with the assignments. Class will be held at Thenell Law Group and Lake Oswego.
 - Ryan will be leading this class. Kendall Biggs and Virginia will be doing team teaching and are working on getting approval for new teachers.
 - International has changed the appointment from Ryan Fields to the current Board President.
 - Add to agenda for December to discuss recognition for Ryan Fields as the appointed Professional Development position.
- Oregon Fire Marshal Association Report: Representative – no report

District Reports:

- Portland:
 - Meeting in person again, had Kiki the arson dog at recent meeting.
- Lane:
 - No report.
- Rogue Valley:
 - Continuing to meet hybrid,. Mark reported on monthly meetings, available hybrid, and attendance is increasing. Rogue Valley had a recent overview of a multi million dollar loss.
- Central:
 - Tom Mooney is the new chair and they are starting to meet again.
- Eastern:
 - No report.

The next meeting will be December 2022 – December 1, 2022, in McMinnville Fire – it will be Debbie’s last day.

Good of the Order:

- Kevin expressed interest in being involved in other committees.
- Discussed that Jerry Flowerdew missed ITC due to COVID – under new business it was approved to cover this in 2023.
- Meet Thursday after conference to discuss potential site locations and debrief this event.

The meeting adjourned at 10:08 am hours.

Minutes transcribed by Jessica Carpenter, staff.