



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

Board Meeting Minutes

November 29, 2023
1st Quarterly Board Meeting
Clackamas Fire Station 14
28655 SE Highway 212
Boring, OR 97009

Call to Order: 10:04am

Present:

- President Rich Stenhouse (2024)
- 1st VP Virginia Chapman (2024)
- 2nd VP Miguel Bautista (2024)
- Director Mark Shay (2023)
- Director Shannon Miller (2024)
- Director Lora Ratcliff (2025)
- Director Joseph Feland (2025)
- Director Kevin Schummer (2025)
- Director Travis Neubauer (2024)
- Treasurer John Wolff (Appointed)

Absent/Excused:

- Immediate Past President Ralph Sartain

Introduction of Guests: None present.

Minutes of Last Meeting (September 2023) – board reviewed the minutes. Motion to accept the minutes as presented by 1st VP Chapman, 2nd by Director Schummer. Motion passed.

President’s Report: Rich Stenhouse – welcomed the board to the first board meeting of the 23/24 year. President Stenhouse thanked everyone for a successful fall seminar, and continued commitment to the organization.

Staff Report: Jessica Carpenter – provided update on day-to-day operations of the organization, membership remains steady, fall seminar was a success and staff is looking forward to beginning the planning process for next year’s event.

Secretary/Treasurer’s Report: Treasurer Wolff & Staff: Vote to accept financial report – Treasurer Wolff reviewed the financial report provided. No questions. Motion by Director Schummer, 2nd VP Bautista. Motion passed.

Old Business:

- Arson Reward/Award Poster Discussion – Director Neubauer – Board will handle arson reward scenarios on a case-by-case basis. OSP has a system in place, the Board should discuss with ITC and other state associations about how they are handling these cases.
- Discuss survey to membership for future dates/locations for annual seminar- Staff will prepare a survey to membership which will include prospective dates in September and October, a hybrid option, topics/speakers, and locations as well as a prompt asking why members do or do not attend annual seminar. The Board discussed hosting an Ethics class that will be free to members, as well as incentives to be presented to members to encourage them to submit their responses to the survey. Staff will provide the Board with a draft of the survey for their review.

New Business:

- Draft Board Roster-The Board reviewed the draft roster provided by staff and included updates on their handouts to be collected and updated by staff. No updates were provided.
- Draft 2024 budget review- The Board reviewed the draft budget for 2024 and decided to raise the Expert Witness registration from \$500 to \$550 for members, and \$650 to \$700 for non-members. Staff took note to raise the income line item from \$8,000 to \$8,800. The Board also decided to raise the Board Travel and Lodging line item from \$3,500 to \$4,000 to accommodate rising costs in lodging and ITC registration. Staff’s contract increase was discussed and updated from the proposed \$16,000 to \$16,200.
 - Motion to approve the proposed 2024 budget, with outlined revisions, by 2nd VP Bautista, 2nd by Director Shay. Motion passed unanimously.
- Discuss current committee assignments-
 - Director Neubauer agreed to join the Membership Committee.
 - Director Ratcliff agreed to join the Conference Site Committee and the Awards Committee.
 - Director Shay agreed to join the Conference Site Committee.
 - Director Schummer agreed to join the Constitution/Bylaws/Legislative Committee.
 - Director Feland agreed to join the Professional Development Committee.
 - 2nd VP Bautista agreed to join the Professional Development Committee.

Committee Reports

Membership Report: Chair 2nd VP Bautista, Director Schummer, Director Neubauer, Staff – Director Neubauer agreed to join the membership committee. Membership is steady. No further report.

Budget/Finance: Chair Treasurer Wolff & Staff- Staff presented the proposed 2024 and 2025 plan and contract for continued support. The Board discussed it in private and accepted this proposal with a few changes to contract verbiage. Staff and Director Schummer will consult on the contract and the updated contract will be presented to President Stenhouse for signature.

Training/Education Report: Chair President Stenhouse, 1st VP Chapman, 2nd VP Bautista, Director Miller, Director Shay, Director Feland—No report.

Conference Site Committee Report: 1st VP Chapman, Treasurer Wolff, Director Ratcliff, Director Shay

- Wild Horse Casino – contract signed for Sept. 2024
- Proposals collected for 2025/2026 – Eagle Crest, BW Agate Beach, Running Y, BW Boulder Falls in Lebanon.

Constitution/Bylaws/Legislative: Past President Sartain, Director Schummer—The Board discussed OFCA plans to approach the short session with a grassroots approach, and the prospective partnership with other fire service associations to approach legislation as a united front.

Ethics/Grievances Report: 1st VP Chapman – no report

Awards Report: Chair 1st VP Chapman, Director Miller, Director Ratcliff— Staff will promote Awards submission form year-round via social media as well as email blasts. The awards submission form is currently open on the website.

Website/Social Media Report: 1st VP Chapman, Staff – website is up to date, social media is being kept relatively active.

Professional Development Report: Past President Ryan Fields, President Stenhouse – The October 2023 Expert Witness class was a success. There are two more EW classes planned, one for March 2024, and one for the fall 2024 date TBD.

Oregon Fire Marshal Association Report: Representative Ratcliff – TEC has been wrapped up. OFMA is hosting their ABM in May 2024 at Eagle Crest.

District Reports:

- **Portland:** Chairperson Gert Zoutendijk or designee – continue to meet and offer training.
- **Lane:** Chairperson Charles Douglass or designee – Charles Douglass is retiring in October 2024.

- **Rogue Valley:** Chairperson Mark Shay or designee – January seminar is scheduled.
- **Central:** Chairperson – Tom Mooney or designee – no report.
- **Eastern:** Chairperson Scott Goff or designee / Board Liaison Past President Flowerdew – no report.

Comments from the Floor/Guests:

- 2nd VP Bautista is field testing the Haz-Mat Canary device which detects pollutants and other chemicals that fire service encounters on scene.

For the Good of the Order:

Next meeting: March 13, 2024- Location TBD (Prospectively Medford City Hall)

Meeting Adjourned