



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

Board Meeting Minutes

September 18, 2023
4th Quarterly Board Meeting
Hallmark Resort – Officers Mess – off the lobby

Call to Order: 10:00am

Present:

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

Absent/Excused:

- Tom Mooney, Director

Introduction of Guests: Jerry Flowerdew, Past President

Minutes of Last Meeting (June 2023) – board reviewed the minutes. Motion to accept the minutes as presented by Director Feland, 2nd by Director Miller. Motion passed.

President’s Report: Rich Stenhouse – welcome to the event, thanks for flexibility regarding meeting time and commitment to making the annual conference take place. Excited for the conference and recognition to the Education Committee.

Staff Report: Jessica Carpenter – no report.

Secretary/Treasurer’s Report: Treasurer Wolff & Staff: Vote to accept financial report – Treasurer Wolff reviewed the financial report provided. No questions. Motion by 1st VP Chapman, 2nd VP Bautista. Motion passed.

Old Business:

- Arson Reward/Award Poster Discussion – Director Neubauer – keep on agenda for future discussion – the fire that started the discussion has decided not to investigate so this has been on the back burner. Director Neubauer will work on some potential procedures/ideas to revive this program and bring it to the board for future consideration.

New Business:

- Review schedule/assignments for the week – reviewed the schedule, discussed open positions, board assignments, hospitality night plans – Tuesday and Wednesday in the Ward Room at 7pm, staff will get some sodas and snacks.

Committee Reports

Membership Report: Chair 2nd VP Bautista, Director Schummer, Staff –
2nd VP Bautista reviewed current membership numbers: 144 Current Paid members and 107 Pending New/Pending Renewal members. 2nd VP Bautista continues to engage small districts/departments about membership and try to bring on new members. Bautista inquired if the organization has every considered including some support for lodging with scholarships, the complimentary registration is generally valued at about \$400 but travel and lodging can cost another \$800-\$1000 and can be prohibitive. President Stenhouse mentioned that there is a policy that our scholarships only cover registration at this time so it will need to be changed if the board decides to expand what a scholarship covers in the future. President Stenhouse asked the Training and Education Committee to work on some ideas for scholarships, lodging, and possibly mini-courses out in rural areas that might help ease the expense for some of the training. Director Feland suggested we might engage insurance agencies to support training funds/scholarship needs.

Budget/Finance: Chair Treasurer Wolff & Staff

Budget will be created for the December meeting, asked for input on figures. 1st VP Chapman suggested we review the board travel expenses for ITC since their registration has increased over the years.

Training/Education Report: Chair President Stenhouse, 1st VP Chapman, 2nd VP Bautista, Director Miller, Director Shay, Director Feland

President Stenhouse confirmed that our conference is set and ready to go this week. Time to start looking at training for next year's conference.

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

- Wild Horse Casino – contract signed for Sept. 2024
- Proposals collected for 2025/2026 – Eagle Crest, BW Agate Beach, Running Y, BW Boulder Falls Lebanon – discussed proposals we have: BW Agate Beach, Spirit Mountain, Eagle Crest. Discussed looking at Seaside, Sawmill Casino Coos Bay, and options north of Portland. Discussed potential different dates for conference – staff will create a survey to check on dates and locations. No decision on 25/26 locations currently.

Constitution/Bylaws/Legislative: Past President Sartain – no report

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

Awards Report: Chair 1st VP Chapman, Director Miller –

Only a small number of nominations received this year, group discussed promoting year round with email blasts and having nominations open at any time. Staff suggested the board also work on increasing nominations from the board. Discussed giving nominators an incentive. Discussed a mailer to promote awards and a save the date.

Website/Social Media Report: 1st VP Chapman, Staff – website is updated. John Gentry will be here to take photos; Virginia will add photos to the website and social media during the week. Staff have social media posts scheduled during the week to thank speakers and sponsors.

Professional Development Report: Ryan Fields, President Stenhouse – Expert Witness Class is coming up at the end of October 2023. Eight students signed up, one cancelled, but we have a replacement committed to taking the spot. Kendall Biggs, Miguel Bautista, and Joe Feland will be instructing with Ryan Fields overseeing. There has been a request to provide an Expert Witness Class in Southern Oregon – the instructors are discussing this and looking at possibly March 2024. Evidence Collection Technician – Miguel Bautista has been added. Rich reviewed some other new FIT members.

Oregon Fire Marshal Association Report: Representative – Staff shared that OFMA will be having their fall TEC at DPSST on October 24-25, 2023. Registration is open, final schedule should be available in the next week.

District Reports:

- **Portland:** Chairperson Gert Zoutendijk or designee – continue to meet and offer training.
- **Lane:** Chairperson Charles Douglass or designee – no re
- **Rogue Valley:** Chairperson Mark Shay or designee – continuing to meet, starting to plan the January seminar.
- **Central:** Chairperson – Tom Mooney or designee – no report
- **Eastern:** Chairperson Scott Goff or designee / Board Liaison Past President Flowerdew – 1st VP Chapman worked a fire with Scott Goff and they are not currently meeting, but plan to start meeting soon.

Comments from the Floor/Guests:

- Ralph Sartain congratulated Mark Shay on joining Ashland Fire as the new Fire Marshal
- Kevin thanked the group for being flexible on the meeting time
- Rich brought up a suggestion from Ryan Fields about bringing more honor to the awards namesakes – Virginia will talk with some of the Past Presidents to find out more about the individuals so we can recognize their contributions during the awards luncheon.
- Joe Feland suggested a Case Study for future education offering
- Board will meet on Thursday at conclusion of the seminar to decide the December meeting date/location and welcome any potential new board members.

For the Good of the Order:

Next meeting: December 2023 – Date/Location TBD

Adjournment at 11:34 am

