



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

2021 Board Meeting Minutes

December 2, 2021  
1<sup>st</sup> Quarterly Board Meeting  
OSP – McMinnville  
Call to Order: 1011 hours

Roll Call: Present

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

\*Excused: John Wolff, Jerry Flowerdew, Virginia Chapman, Debbie McDermott

Guest: Susan Bailey, staff team member

Minutes of Meeting:

Review of the September 2021 board meeting minutes. Motion by Director Bautista to accept as presented, 2<sup>nd</sup> by Director Feland. Motion passed.

Presidents Report: President Sartain thanked everyone for putting on a great seminar in September and taking care of things in his absence. Welcomed new board members.

Staff Report: Jessica introduced Susan Bailey, a new member of her team who will be providing admin support.

Treasurers Report: Staff reviewed the financial reports provided, which are close to year end figures with a few more seminar related expenses to be posted. The organization is forecasting a new net income which will help off-set the negative figure at the end of 2020 due to the cancellation of the annual seminar and other training events. Motion by Director Feland, 2<sup>nd</sup> by Director Bautista to accept as presented. Motion passed.

Old Business:

- Swearing In of new directors – President Sartain swore in Director Miller and Director Feland since this did not take place at the annual seminar in September.
- Bank Cards – Motion by Director Bautista and seconded by Director Schummer to approve Oregon IAAI Debit Cards for 1<sup>st</sup> VP Rich Stenhouse and 2<sup>nd</sup> VP Virginia Chapman at Chase Bank. Treasurer Wolff will arrange with Chase Bank to get cards ordered.

New Business:

- Staffing contract renewal – The contract with Meetings, Management, and More is up for renewal at the end of this calendar year. Jessica Carpenter, owner, presented a new two-year contract with a slight increase to \$1,000.00 monthly retainer in year one and an additional 3% increase in year two. The board discussed the new contract. Motion by 1<sup>st</sup> VP Stenhouse to accept the new contract, 2<sup>nd</sup> by Director Miller. Motion passed.

Committee Assignments Discussion: The board discussed current and new committee assignments, which are outlined below.

- Membership Committee: Chair Director Bautista, Director Schummer, Staff
- Budget/Finance: Chair Treasurer Wolff & Staff
  - The board reviewed the draft 2022 budget provided by the Finance Committee. Motion to approve the draft budget as presented by 1<sup>st</sup> VP Stenhouse, 2<sup>nd</sup> by Director Bautista. Motion passed.
- Training/Education Report: Chair 1st VP Stenhouse, 2nd VP Chapman, Director McDermott, Director Bautista, Past President Flowerdew, Director Miller, Director Shay & Director Feland
- Conference Site Committee Report: 2nd VP Chapman, Treasurer Wolff, Director Chapman, Director McDermott
- Constitution/Bylaws/Legislative: President Sartain
- Ethics/Grievances Report: 2nd VP Chapman
- Awards Report: Director Miller, Director Chapman, Director McDermott
  - Staff will ask Lora Ratcliff for any notes about previous award vendors and details.
- Website/Social Media Report: Chair Director Ratcliff, 2nd VP Chapman
- Professional Development Report: Ryan Fields, 1<sup>st</sup> VP Stenhouse
  - More instructors will be needed for Expert Witness Course in the near future to meet the demand.
- Oregon Fire Marshal Association Report: Representative

District Reports:

- Portland:
  - Miguel reported on recent election plans and trainings.
- Lane:
  - No report.

- Rogue Valley:
  - Mark Shay reported on the upcoming January Winter School event and hybrid monthly meetings. Rogue Valley is requesting a donation for a raffle item to promote at the upcoming event. The board approved a free September 2022 conference registration to be donated. Staff will create the certificate and send it to Mark.
  
- Central:
  - No report.
  
- Eastern:
  - No report.

The next meeting will be March 10, 2022, at 10 am in the Roseburg area. Specific location to be determined.

Good of the Order:

Shannon Miller reported on the 40-Hour Fire Investigation class held recently in Newport and upcoming in Clackamas. The board discussed that it would be nice to see the curriculum and be able to promote the classes in advance. Jessica will work with Shannon and Shari Barrett to obtain information for the board. Shannon also reported that Jeff Bonebrake is teaching a Wildland Fire Investigation course and the board discussed that this might be a good offering for the next fall seminar.

Miguel Bautista shared that Lt. Richardson with Portland Fire recently passed from occupational cancer related illness and the service will be held soon. He plans to attend. He also reported he is discussing expanded legislation with representatives to include the fire investigation industry in the cancer related illness coverage. Multiple reports are being shared and show the industry is impacted and should be included in this coverage. He will keep the board updated and maybe requesting support via letters from Oregon IAAI to present as testimony or support of a bill.

The meeting adjourned at 12:05 pm hours.  
Minutes transcribed by Jessica Carpenter, staff.