



“We Are Truth Seekers, Not Case Makers”  
OREGON CHAPTER 31  
International Association of Arson Investigators, Inc.  
1284 Court Street NE ~ Salem, OR 97301

2020 Board Meeting Minutes

June 11, 2020  
3<sup>rd</sup> Quarterly Board Meeting  
Bend, Oregon  
Call to Order: 1005 hours

Roll Call: Present

- President Jerry Flowerdew
- 1<sup>st</sup> VP Ralph Sartain
- 2<sup>nd</sup> VP Rich Stenhouse
- Secretary/Treasurer John Wolff\*
- Director Lora Ratcliff
- Director Miguel Bautista\*
- Director Debbie McDermott
- Director Virginia Chapman
- Director Patti Rhodes
- Director Andrea Vaughn
- Jessica Carpenter, Staff

\*Via conference phone

Excused: All present

Guest: No Guest

Minutes of Meeting:

Review of the March 2020 board meeting minutes. Motion by Ralph Sartain to accept with the addition of Rich Stenhouse to roll call, 2<sup>nd</sup> by Rich Stenhouse. Motion passed.

Presidents Report: No report.

Staff Report: No report.

Treasurers Report: Jessica reviewed the financials and answered a few questions. Motion by Ralph Sartain, 2<sup>nd</sup> by Virginia Chapman, to approve the financial report.

Committee Assignments Discussion & Report:

- Membership Committee: Director Ratcliff, Director Bautista, Staff – Membership renewal will begin in mid-summer. More information will be available at the September meeting.
- Budget/Finance: Chair Treasurer Wolff & Staff – no report.

- Training/Education Report: 1<sup>st</sup> VP Sartain, President Flowerdew, Director Osborne, Director Chapman, Director McDermott, Director Bautista – Jessica shared some new dates later in the year that are available at the Hallmark and some dates available at Seaside, which is a larger revenue and can accommodate the group on the original dates and some later dates. The board discussed how training budget cuts and travel restrictions might affect attendance. The board discussed the financial impact that canceling the conference will have on this year’s finances. It may create a \$15K deficit in the end of year figures. Discussed potential reviewing the membership fee to help reduce the impact.
  - Three areas of decision suggested:
    - Cancel September Seminar this year
    - Increase dues to help compensate for lost revenue, and because an increase is overdue
    - Board still meet in September at Hallmark for business meeting and elections
  - Motion by Ralph Sartain to cancel the fall September 2020 seminar, 2<sup>nd</sup> by Lora Ratcliff, called for a vote. Motion passed.
  - Motion to increase dues to \$65.00, from \$50.00, by Debbie McDermott, 2<sup>nd</sup> by Patti Rhodes, called for a vote. Motion passed.
  - Motion by Ralph Sartain for the board to hold a strategic board meeting/annual business in September 2020, at the Hallmark in Newport to plan for the future year, 2<sup>nd</sup> by Debbie McDermott, called for a vote. Motion passed. Staff will check with the Hallmark and try for Tuesday/Wednesday of the initially scheduled seminar dates, which works best for the majority.
- Conference Site Committee Report: 2<sup>nd</sup> VP Stenhouse, Past President Wolff, Director Chapman, Treasurer Vaughn – Hallmark is booked for next year's seminar. The board discussed getting a bid for Hallmark for two more years or potentially Seaside, Jessica will work on these.
- Constitution/Bylaws/Legislative: 1<sup>st</sup> VP Sartain – Discussed inactive districts. More information listed under old business.
- Ethics/Grievances Report: 2<sup>nd</sup> VP Stenhouse, Director McDermott – no report.
- Awards Report: Director Ratcliff, Director Chapman, Director Rhodes, Director McDermott – no report.
- Website/Social Media Report: Gert Zoutendijk, Director Chapman, Nicole Brewer, Mark Northrop, Staff – Jessica will update the website, Facebook and will send an email about the cancellation of the September 2020 seminar.
- Professional Development Report: Ryan Fields, 2<sup>nd</sup> VP Stenhouse – Expert Witness class is still hopeful for the fall, Ryan suggested that we check on larger meeting space. Jessica will check with Gert about Lake Oswego FD about using their larger conference space.
- Oregon Fire Marshal Association Report: Representative – Jessica shared that OFMA had also canceled its annual training and business meeting event in May 2020. They are hoping to have their fall TEC event but waiting on approval to secure dates at DPSST.

District Reports:

- Portland:
  - No meetings held.

- Mid-Willamette:  
No current chair.
- Lane:  
No report.
- Rogue Valley:
  - No meetings held.
- Central:
  - No meetings held.
- Eastern:  
No report.

Old Business:

- District Bylaw Requirements – discussed non-active districts.
  - Motion by Virginia Chapman, 2<sup>nd</sup> by Ralph Sartain to dissolve Mid-Willamette District, called for a vote. Motion passed.
  - Jerry and staff will contact other districts about their activity level and if they want to remain active.

New Business:

- Local training ideas to provide training around the state, bring the training to the members to reduce their out of pocket expense, and help bridge the gap left by canceling the September 2020 training seminar:
  - Ethics
  - Evidence Collection
    - Jessica will contact OFCA about ethics presenters, Andrea will look for options, Debbie will get CIS information.

The next meeting will be September 2020 at Hallmark, dates pending staff contacting the venue.

The

Good of the Order:

John Rinier, Hillsboro Fire, is retiring end of the month

Three new CFI – Tanner Fairrington, Mark Shay, Steve Parks

The meeting adjourned at 11:21 am hours.

Minutes transcribed by Jessica Carpenter, staff.

