



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

2021 Board Meeting Minutes

June 3, 2021  
3<sup>rd</sup> Quarterly Board Meeting  
McMinnville Fire  
Call to Order: 1003 hours

Roll Call: Present

- President Ralph Sartain (2022)
- 1st VP Rich Stenhouse (2022)
- 2nd VP Virginia Chapman (2022)
- Director Mark Shay (2023)
- Director Lora Ratcliff (2021)
- Director Joseph Feland (2022/*will go through election process at 2021 ABM*)
- Director Kevin Schummer (2022/*will go through election process at 2021 ABM*)
- Director Miguel Bautista (2021)
- Director Debbie McDermott (2023) \*
- Treasurer John Wolff (Appointed)
- Immediate Past President Jerry Flowerdew \*

\*Excused: Debbie McDermott & Jerry Flowerdew

Minutes of Meeting:

Review of the March 2021 board meeting minutes. Motion by 1<sup>st</sup> VP Stenhouse to accept as presented, 2<sup>nd</sup> by 2<sup>nd</sup> Director Bautista. Motion passed.

Presidents Report: President Sartain shared his gratitude for all the boards ongoing work and appreciation for being able to meet in person after a year of Zoom meetings. President Sartain shared that Director Bautista is entertaining a job offer out of the US, which may result in a vacant Director position. Updates to follow if appropriate. President Sartain asked the board to begin considering nominees for upcoming open board positions at the fall seminar.

Staff Report: Finalizing the tax preparation with CPA for 2020 and focusing on the upcoming in-person seminar this fall.

Treasurers Report: Treasurer Wolff reviewed the financial reports of the organization, taxes are in process of being prepared, staff will be continuing to clean up the contacts in Wild Apricot to get the best pricing for our level and then will pay for a year to get a discount. By consensus, the financial reports were accepted.

Committee Assignments Discussion & Report:

- Membership Committee: Chair Director Bautista, Director Ratcliff, Staff
  - The association has gained a few new renewals occurred based on staff’s recent outreach, membership is about 190 and renewals will be due in September. Director Bautista has been doing

outreach to colleges and will continue these efforts while he is still in Oregon and will provide an update.

- Budget/Finance: Chair Treasurer Wolff & Staff
  - Staff reviewed the budget; it was already approved and is included on the profit and loss vs. budget
- Training/Education Report: Chair 1st VP Stenhouse, 2nd VP Chapman, Director McDermott, Director Bautista, Director Shay, Director Feland, Past President Flowerdew
  - Social Night – no casino but still want to keep the space at Hallmark and plan something smaller
  - Registration Fee – same as 2019 (\$350/\$425)
  - Awards – 2<sup>nd</sup> VP Chapman and staff will get forms activated on the website and start to promote – deadline for submissions is Aug. 15 to allow for board review/voting
  - Sponsors/Vendors – board reviewed and approved the packet – staff will send final PDF
  - 40 Hour Fundamental – Director Feland wants to get this class rebooked and the board discussed potential local instructors that could help Oregon – discussed running concurrent with the September seminar
  - Reservations – reminder to the board to book their own reservation
  - Scholarships – staff and 2<sup>nd</sup> VP Chapman
  - Board Schedule – Monday board meeting at 9 am, wrap up meeting Thursday at noon
  - Elections – time to consider nominees for positions (Director Feland and Director Schummer will be running for the remainder of their terms, Director Ratcliff & Director Bautista’s terms expire – time to start reaching out)
  - Promotional items/giveaway – Yes, we want to have a giveaway – staff will research and get education committee
  - Raffle – District gifts, board outreach, and staff outreach to secure donated items.
- Conference Site Committee Report: 2nd VP Chapman, Treasurer Wolff, Director Chapman, Director McDermott
  - Best Western Hood River toured – no follow up, Inn at the Mountain no reply back – check out Eagle Crest, Seaside, - Newport is booked for 2021/2022
- Constitution/Bylaws/Legislative: President Sartain
  - No report.
- Ethics/Grievances Report: 2nd VP Chapman
  - No report.
- Awards Report: Director Ratcliff, Director Chapman, Director Rhodes, Director McDermott
  - Time to start to promote awards and seek nominations, 2<sup>nd</sup> VP Chapman will check that website is up to date for submissions and staff will start to promote through email and social media.
- Website/Social Media Report: Chair Director Ratcliff, 2nd VP Chapman
  - 2<sup>nd</sup> VP Chapman has been working on the website updates – will add conference stuff soon – asked the board to review CFI
- Professional Development Report: Ryan Fields, 1<sup>st</sup> VP Stenhouse

- Expert Witness is scheduled for October 2<sup>nd</sup> or 3<sup>rd</sup> week, class is almost full
- Kendall Biggs and Virginia Chapman have both offered to be succession for Ryan – President Sartain will check with Ryan Fields about this plan
- Rich Stenhouse is also willing to help in this area
- Oregon Fire Marshal Association Report: Representative
  - Staff provided an update on the recent virtual ABM and the recent board updates

District Reports:

- Portland:
  - Holding virtual monthly meetings, Jason Anderson provided some recent training
- Lane:
  - No report.
- Rogue Valley:
  - Steve Parks continues as chair, Sam Lashley as vice, Stacy elected to secretary - having Zoom meetings and recent Ring training – starting to plan 2022 RV seminar
- Central:
  - No report.
- Eastern:
  - No report.

Old Business:

- Discussed fate of districts that are not active – Willamette has been removed, President Sartain will bring up at seminar to see if anyone wants to take on leadership of the districts or if they need to be dissolved

New Business:

- None

The next meeting will be in Newport at the seminar – date/time to be determined based on final course schedule.

Good of the Order:

- OSP Kevin Meyers, passed away. Redmond Fire Randy Davis, past board member, passed way, Clackamas Michael Colvin Jr, passed away
- Patti Rhodes is retiring this month; her replacement has not been announced yet

The meeting adjourned at 11:16 am hours.

Minutes transcribed by Jessica Carpenter, staff.