



“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

March 11, 2021  
2<sup>nd</sup> Quarterly Board Meeting  
Zoom  
Call to Order: 1005 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: Lora Ratcliff

Welcome to new board members and introduction of current board members.

Guest: No Guest

Minutes of Meeting:

Review of the December 2020 board meeting minutes. Motion by 1<sup>st</sup> VP Stenhouse to accept as presented, 2<sup>nd</sup> by 2<sup>nd</sup> VP Chapman. Motion passed.

Presidents Report: No report.

Staff Report: Starting the tax preparation with CPA for 2020 so we are on schedule with hopefully no requests for extension.

Treasurers Report: Board was provided update on current assets with \$22,764 in chase checking and \$50k+ in savings. Board was provided a year end report for 2020 and a profit & loss vs. approved budget for year to date in 2021. Motion to accept financial reports as presented by Past President Flowerdew, 2<sup>nd</sup> VP Stenhouse. Motion passed.

Committee Assignments Discussion & Report: - Check committee assignments for minutes

- Membership Committee: Chair Director Bautista, Director Ratcliff, Staff

- 197 current members – Director Bautista is working through a list of lapsed members and plans to do some outreach. Planning to try and get out to schools for some student recruitment.
- Budget/Finance: Chair Treasurer Wolff & Staff
  - Approved 2021 budget has been added to QuickBooks and was provided in the reports with other meeting materials.
- Training/Education Report: Chair 1st VP Stenhouse, 2nd VP Chapman, Director McDermott, Director Bautista, Past President Flowerdew (added new members Director Shay & Director Feland to committee)
  - 1<sup>st</sup> VP Stenhouse has looked into the new certification courses (8-16-40) with OSFM, Rich is waiting to hear back from Jason Cane about more information and to discuss having them present something at the seminar in Sept. 2021.
  - Looking at a 2-4 hour class for ethics
  - 1<sup>st</sup> VP Stenhouse and committee have been working on a potential schedule of events and will bring in the new committee members to start working to finalize an agenda.
- Conference Site Committee Report: 2nd VP Chapman, Treasurer Wolff, Director Chapman, Director McDermott
  - Hallmark is booked for the next two seminars – 2<sup>nd</sup> VP Chapman is seeking input on other locations and looking into Hood River BW. Director McDermott suggested checking out the venue in Welches, Jessica will provide information.
- 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 requested information from new board members for the website, asked for any input on website. Jessica asked for information for social media.
- Professional Development Report: Ryan Fields, 1<sup>st</sup> VP Stenhouse
  - 1<sup>st</sup> VP Stenhouse reported about the fall 2020 expert witness class . Jessica will contact Ryan Fields about a 2021 class to start that process. Director Schummer expressed interest in helping and will contact Ryan Fields.
- Oregon Fire Marshal Association Report: Representative
  - Jessica shared about upcoming trainings and the decision to not hold an in-person ABM in May 2021.

District Reports:

- Portland:

- No recent meetings.
- Lane:
  - No report.
- Rogue Valley:
  - Elections taking place next week. Working on some virtual training with Ring for door video access and they will be making a \$1,000.00 donation to the State Chapter.
- Central:
  - No report. President Sartain will try to reach out and see if he can confirm who the new contact is now that Andrea has retired.
- Eastern:
  - No report. Past President Flowerdew is planning to contact Craig Andresen to see about getting that area more involved.

#### Old Business:

- Rogue Valley Winter School – Director Shay reported that things went well for the training
- IAAI February Training – Director Bautista reported that this training that was offered by International IAAI was successful.

#### New Business:

- Membership Directory Online – discussed the option of having an online directory and the board all agreed that rosters at seminars are the best way to go.
- Reward matching request – President Sartain reviewed the past arson reward program that was coordinated in past but was dissolved due to lack of requests. Treasurer Wolff shared that he does not believe we are in a position to provide any funds since membership is down and the fall training was cancelled last year. The group discussed and agreed that now is not the right time and this particular fire might not be the right fit. Director Feland has a relationship with some ATF staff and will reach out with an update on this request for funds and also tell them that we want to continue partnering when we can and maintain a good relationship with ATF.

The next meeting will be June 3, 2021 – McMinnville Fire potential location

#### Good of the Order:

Miguel – suggested logo face masks for the seminar might be worth looking into, Miguel has a contact for a discounted price – Debbie also has a mask contact

Debbie – wants to coordinate with others attending ITC about transportation and plans during the event

Rich – thanked the new board members for joining us

The meeting adjourned at 11:07 am hours.

Minutes transcribed by Jessica Carpenter, staff.