



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

2022 Board Meeting Minutes

March 10, 2022  
2<sup>nd</sup> Quarterly Board Meeting  
Roseburg, OR  
Call to Order: 1003 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, Debbie McDermott

Guest: None

Minutes of Meeting:

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

Presidents Report: President Sartain thanked everyone for all efforts through COVID.

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. Motion by Director Miller, 2<sup>nd</sup> by Director Feland to accept as presented. Motion passed.

Old Business:

- Bank Cards – Treasurer Wolff has arranged for new cards for and cancelled old cards. Also arranged for staff to have online banking access with restrictions in place to view only.

Committee Assignments Discussion:

- Membership Committee: Chair Director Bautista, Director Schummer, Staff -193 current members, Miguel is working on getting out to education programs to connect with students. Director Miller suggested a flyer to promote the organization, staff can assist with this.
- Budget/Finance: Chair Treasurer Wolff & Staff – no report.
- Training/Education Report: Chair 1st VP Stenhouse, 2nd VP Chapman, Director McDermott, Director Bautista, Past President Flowerdew, Director Miller, Director Shay & Director Feland – Chapman reported on potential schedule of classes for the event in September 2022.
  - Shannon will contact Jeff Bonebrake about a 4 hr Wildland Refresher, Kevin will contact Mike Cole about this same need – further discussion tabled this until after we do a survey of needs and consider a standalone event. Staff work with Shannon on a survey about Wildland Fire Investigation Certification or refresher needs and then determine need.
  - Kevin Schummer and his firm can assist with Expert Witness Refresher and Mock Presentations (partial day one and partial day four)
  - Mark Shay will contact Robert Rappaport about 921/1033 Update – Wednesday full day
  - Virginia will provide staff with information on the Tuesday Electrical Fire Investigation speakers/terms and staff will start speaker agreements.
  - Discussed pricing – board agreed to keep pricing the same as 2021 event.
- Conference Site Committee Report: 2nd VP Chapman, Treasurer Wolff, Director Chapman, Director McDermott – Chapman has continued to reach out to potential venues, but with not much luck. Virginia and staff will continue to follow up and work on getting proposals.
  - Seaside
  - Hallmark
  - Community College in Astoria
  - Riverhouse
  - Eagle Crest
  - Oregon Garden Resort
  - Casinos were discussed
- Constitution/Bylaws/Legislative: President Sartain – report on cancer presumption bill, addition of female reproductive and testicular cancer issues were added to the bill and it passed.
- Ethics/Grievances Report: 2nd VP Chapman – no report
- Awards Report: Director Miller, Director Chapman, Director McDermott
  - Will promote with conference.
- Website/Social Media Report: Chair Director Ratcliff, 2nd VP Chapman – keeping active, website is up to date.
- Professional Development Report: Ryan Fields, 1<sup>st</sup> VP Stenhouse
  - 7 students are scheduled to attend the upcoming Expert Witness Class end of March 2022. One student from Hillsboro dropped out again. Virginia will be co-teaching the course with Ryan Fields.

Shannon Miller offered to help. Virginia needs some additional courtroom experience to be approved for IAAI to take over as lead teacher in the future.

- Oregon Fire Marshal Association Report: Representative – Staff shared update on event in May at BW Agate Beach.

District Reports:

- Portland: Miguel stepped away from Vice Chair of the district. He will share new contact information. Lou Bilicaia will be presenting next week at their first in-person meeting.
- Lane:
  - No report.
- Rogue Valley: Mark reported on winter school seminar, attendance was a bit slim, but good speakers. Meetings are still being held hybrid.
- Central:
  - No report.
- Eastern:
  - No report.

The next meeting will be June 2, 2022, at 10 am in the – location TBD.

Good of the Order:

John Wolff and Virginia Chapman are going to ITC in Jacksonville in April.

Virginia nominated Nicole Brewer, our investigator of the year, for the International – she plans to do this each year.

Discussed the interest in the 1033 Professional Task Force - important to have representation at this conversation. A few individuals on the board submitted to be part of the group.

IAAI Evidence Collection is being offered at the Hawaii Conference.

Jessica might be scheduling a vacation to Mexico in late June.

The meeting adjourned at 11:30 am hours.

Minutes transcribed by Jessica Carpenter, staff.