



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

Board Meeting Minutes

December 1, 2022
1st Quarterly Board Meeting
McMinnville Fire @ 2:00 pm

Call to Order: 1403 hours

Present:

- President Rich Stenhouse (2024)
- 1st VP Virginia Chapman (2024)
- 2nd VP Miguel Bautista (2024)
- Director Shannon Miller (2024)
- Director Joseph Feland (2025)
- Director Kevin Schummer (2025)
- Director Travis Neubauer (2023)
- Director Debbie McDermott (2023)
- Treasurer John Wolff (Appointed)

Absent/Excused:

- Director Mark Shay
- Immediate Past President Ralph Sartain

Introduction of Guests: Vanessa Carpenter, office assistant with Meetings, Management, and More joined the meeting.

Minutes of Last Meeting (September 2022)- The Board reviewed the minutes provided. Motion by Director Miller, 2nd by 1st VP Chapman. Motion passed unanimously.

President’s Report: Rich Stenhouse – thanked everyone for attending the meeting, especially approaching the holiday season. Reviewed the bylaws and reminded the board of the following:

- Reminder that it is a requirement for Oregon IAAI Board Members to be members of International IAAI

Staff Report: Jessica Carpenter shared update on current activities for association.

Secretary/Treasurer’s Report: Treasurer Wolff & Staff: Vote to accept financial report – John reviewed the financial report. Motion by Director Schummer to accept the reports, 2nd by Director Feland. Motion passed unanimously.

Old Business:

- Review and finalize plans for educational offerings by other agencies – how do we support/share
 - Discussed that International should be notifying state boards about
 - Free posts event for members, Aug-Oct blackout to avoid conflict ATC
 - Must be an Oregon member to post events on website calendar, be shared on social media, and with an email blast.
 - Staff will work on a main event calendar, as already discussed with OFMA

New Business:

- Committee Assignments – review current assignments listed below and make updates, as needed

Committee Assignment

Membership Report: Chair 2nd VP Bautista, Director Schummer, Staff

- Miguel suggested Oregon IAAI try to engage more with OFCA and attend meetings when possible.
- Bulk invoicing is helpful and should be better promoted for ease of renewals.
- 202 current members, staff is working on outreach to those who have not recently renewed and are pending.
- Staff to check records for any special deals for new members – is there a free year for new members or for students?
- The membership committee will discuss ideas and bring them to the board for consideration.
- Check website for old training information – remove/update

Budget/Finance: Chair Treasurer Wolff & Staff

- Draft 2023 Budget – The board reviewed the proposed 2023 budget provided. Treasurer Wolff discussed a few areas that are different than the current year including a slight expected increase in food for seminar, less expense for Expert Witness since we held two in FY 2022. Motion to approve the budget by Director Miller, 2nd by 2nd VP Bautista. Motion passed unanimously.

Training/Education Report: Chair President Stenhouse, 1st VP Chapman, Director McDermott, 2nd VP Bautista, Director Miller, Director Shay, Director Feland – Excellent reports on the Sept. 2022 Seminar, good evaluations on speakers/topics. Lots of new ideas shared for consideration for future events. 1st VP Chapman confirmed Dale Feb for Tuesday for Sept. 2023 event, full day. His fee will be \$500 plus expenses. Director Miller suggested an ATF Electric Vehicle presentation as a class for Sept. 2023. It is a two-day class and might encourage more ATF attendance. Joe Feland will reach out to Cindy Chang with ATF about availability, he will ask if it could be a 1.5-day class (Wed-full day, Thurs-half day). This would leave half day on Monday to fill to complete the training offering. Discussed the OFSM 40-Hour Class that will be offered alongside our ATC. Staff will reach out to Chad Hawkins, OSFM, to discuss how to handle registration and expenses we will incur for those additional students.

Conference Site Committee Report: 1st VP Chapman, Treasurer Wolff – Virginia attended Washington IAAI Board Mtg. Brought up the idea of having a joint-conference in Eastern Oregon area or possibly a 2-day training smaller than the full-scale conference. Staff will follow up on venues for 2024.

Constitution/Bylaws/Legislative: Past President Sartain – no report.

Ethics/Grievances Report: 1st VP Chapman – no report

Awards Report: Chair 1st VP Chapman, Director Miller, Director McDermott – Staff is working filling in gaps of history on the website. Virginia discussed expanding our awards ceremony to better share information about who awards are named after and give the honor that is due. Discussed asking photo submitters to bring their own photos to conference to eliminate this task for staff. Discussed a Past President dinner to keep our history engaged with the organization.

Website/Social Media Report: 1st VP Chapman, Staff – discussed adding a LinkedIn page for the organization.

Professional Development Report: Ryan Fields, President Stenhouse – Virginia reported on the October Expert Witness Class. Virginia and Kendall Biggs assisted Ryan Fields with this class and have submitted paperwork to International IAAI for Virginia Chapman, Joe Feland, Kendall Biggs, and Miguel Bautista to be approved instructors. No reply yet. Ryan Fields will continue to be available to assist during the transition.

Oregon Fire Marshal Association Report: Representative

District Reports:

- **Portland:** Chairperson Gert Zoutendijk or designee
- **Lane:** Chairperson Charles Douglass or designee
- **Rogue Valley:** Chairperson Mark Shay or designee
- **Central:** Chairperson – Tom Mooney or designee
- **Eastern:** Chairperson Scott Goff or designee / Board Liaison Past President Flowerdew

Comments from the Floor/Guests:

None

For the Good of the Order:

Miguel shared some training opportunities

- Fundamentals IAAI 40-Hour: Feb. 27-March 3
- Marine Fire Investigation – June 27-June 30
- FIO210 – June – dates TBD

Today is Debbie McDermott's retirement date and she will be vacating her position on the Board. The board recognized her with a thank you card and gift card.

Next meeting: March 2, 2023 at 10am - Southern Oregon – ask Mark Shay about helping find a location.

Adjournment

