



Professional Fire and Fraud Investigators Association
Meeting of the Board of Directors
September 8, 2017, Columbia, MO

I. Call to Order.

A meeting of the Board of Directors of the Professional Fire and Fraud Investigators Association was held September 8, 2017, at Stoney Creek Inn, Columbia, MO. Pres. Wylie called the meeting to order at 5:25 pm.

II. Roll call of the Board of Directors.

Sec. Vanderhoof called the roll of the Board of Directors.

<input checked="" type="checkbox"/> Rob Wylie, Pres.	<input type="checkbox"/> Tim Bean, State Fire Marshal	<input checked="" type="checkbox"/> Chris Thompson
<input type="checkbox"/> DeAnna Zeisset, Vice Pres.	<input type="checkbox"/> Chuck Conyers, MACAP	<input type="checkbox"/> Kim Becker
<input checked="" type="checkbox"/> Bruce Vanderhoof, Sec.	<input checked="" type="checkbox"/> Tim Medlin	<input checked="" type="checkbox"/> Kevin Dunkin
<input checked="" type="checkbox"/> Bill Zieres, Treas.	<input checked="" type="checkbox"/> Dave Miller	<input checked="" type="checkbox"/> Rob Williams
<input type="checkbox"/> Russ Mason, Immed. Past Pres.	<input checked="" type="checkbox"/> Larry Jennings	

III. Approval of the Minutes.

Pres. Wylie called for approval of the minutes of the meeting of the Board of Directors held June 9, 2017. Dir. Miller moved to approve, Dir. Medlin seconded, and the motion passed.

IV. Financial Report.

Treas. Zieres reported that beginning September 1, 2016 with a balance of \$40,145.21, having total income of \$35,687.83 and total expenses of \$34,807.94, the total assets of the Association as of August 31, 2017 were \$41,025.10. This includes \$755.19 from the NASFM Juvenile Firesetters Grant.

Treas. Zieres also reported the Arson Reward Fund beginning January 30, 2006 with a balance of \$1,000.00, having a total income of \$11,290.71 and total expenses of \$6,225.00, the balance as of May 31, 2017 was \$5,065.71.

V. Reports of the Officers.

A. Secretary – Sec. Vanderhoof reported the Association AD&D policy is renewed and in affect.

B. Treasurer – Treas. Zieres reported since the Association started using the “square” for credit cards, there have been requests to use credit cards for registrations, dues, and merchandise purchases. There is a fee associated with these purchases. The fee is significantly less when



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the card is swiped versus number entered. In any instance, the Association losses some funding due to these fees. Discussion was presented on adding a service fee for credit card use. The decision was made to review the fees charged and assess the loss of net income and then decide on any credit card usage fee.

- C. Vice President – Pres. Wylie reported Vice Pres. Zeisset would not be attending the conference. As she was not seeking reelection to the Board, this was understandable. He said she had put in many hours and extreme work to get the conference facilities set up and much work over the past years in service to the Association and conferences. The Board was in consensus that she will be truly missed.
- D. President – Pres. Wylie reported most everything is ready, but there are a few final things to be done. He asked for assistance in getting finalized and setting up the registration desk.

VI. Committee Reports.

A. Standing.

- 1. Training – Dir. Miller deferred to Treas. Zieres. Treas. Zieres reported there are currently 1,094 Certified Fire Investigators through the Division of Fire Safety. The investigator course is scheduled for October in West Plains.
- 2. Legislative – There was no report available.
- 3. Membership – Sec. Vanderhoof reported as of September 3, 2017, there are 34 members from 2016, 59 members from 2017, 219 active members, 8 life members, for a total of 320 members of the Association.
- 4. Bylaws – Sec. Vanderhoof reported there were some proposals that would be presented to the Board for initial action after the conference.
- 5. MACAP – Treas. Zieres reported no rewards had been presented in the last year.



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6. Awards – Dir. Thompson reported there were two awards for Prosecutor of the Year to be presented at the General Membership meeting. The case was briefly discussed.
7. Harry Hansen Award – Treas. Zieres reported no nominations had been received.
8. Audit – Pres. Wylie said that as Vice Pres. Zeisset was not going to be present if someone would volunteer for this. Dir. Medlin agreed to chair the committee and conduct the audit.
9. Nominating – Dir. Williams reported Kevin Dunkin had agreed to run for Vice President. The Board was also notified that Dir. Kim Becker was not running for re-election. This caused the need to fill the regular two three-year Director positions and fill the one- year unexpired term of Dir. Dunkin. Names have been obtained for the election and will be presented at that time.
10. Conference – Pres. Wylie reported that everything was ready to go for the conference. Numbers were somewhat down but much better than first reported. During the registration process, Vice Pres. Zeisset and Treas. Zieres had discovered some confusion in the payment of registration fees by the Board. After much discussion and unwritten procedures over the past several years, Dir. Jennings moved to draft a Board Policy for this process as has been used for the past years. This will not be added to the bylaws, but will remain a policy of the Board. Dir. Thompson seconded and the motion passed. Sec. Vanderhoof was directed to prepare the policy statement for approval.

B. Special - There are no special committees seated.

VII. Unfinished Business

Pres. Wylie called for any unfinished business to be discussed. None was presented.

VIII. New Business.

Pres. Wylie called for any new business to be brought before the Board. Treas. Zieres reported he had waived the late fees for conference registration based on the request by some to use a credit card. He said the credit card fee was significantly less if he swiped the card versus called it in. He had told



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those using a credit card that he would swipe the card at the conference. This was put into a motion to waive the late fees for the 2017 conference only. Dir. Miller seconded, and the motion passed.

Pres. Wylie said he needs more activity from the Board in conference preparation. This includes site selection and preparation and speaker contacting. It could also include any Association activities outside of the conference. There needs to be a strong effort to involve all members in the activities and to run for the Board. The Board needs to remove the “click” appearance of the Board.

Pres. Wylie asked the Board to begin thinking about several issues involving the conference. The current program provides more than enough hours for recertification. This allows attendees to get their hours with one conference. This is not necessarily a bad thing, but we need to work on providing good training more than just the hours. He indicated there has been discussion to have a joint conference with the Missouri Chapter IAAI. Both sides of this were discussed with good input presented. Another proposal was brought up to change the scheduling for the Association conference. Having a two-day weekend conference one year and a three-day week day conference the next year. After Board discussion of this possibility, it was decided to put this before the General Membership at the Annual Meeting. If the proposal receives favorable results, the 2018 conference would be a Saturday and Sunday conference in the St. Charles area.

It was also discussed that the Drury Hotel in St. Charles has offered to host the conference. This is very close to the Embassy Suites and is brand new. This will be checked for a possible new location.

IX. Adjournment.

With no further business brought before the Board, Dir. Williams moved to adjourn the meeting and Pres. Wylie adjourned the meeting of the Board of Directors at 6:20 pm.

Bruce Vanderhoof
Secretary