

**Board on Public Safety Standards and Training
(BPSST or the Board)
Meeting Minutes - Draft**

October 23, 2025

The Board on Public Safety Standards and Training held a regular meeting at 9:00 a.m. on Thursday, October 23, 2025, in the Governor Victor G. Atiyeh Boardroom at the Department of Public Safety Standards and Training located at 4190 Aumsville Hwy SE, Salem, Oregon. Chair Casey Coddling called the meeting to order at approximately 9:00 a.m.

Board members present in-person and by Video/Teleconference:

Casey Coddling, Chair, Oregon State Police
Chris Heppel, Vice-Chair, Oregon Fire Chief's Association – (Teams)
Martha Bennett, League of Oregon Cities
Jennifer Cameron, Non-Management Parole & Probation
Jack Carriger, Oregon Volunteer Firefighters Association
Mark Daniel, Oregon Association of Chiefs of Police
Robert Day, Portland Police Bureau
Michael Fletcher, APCO-NENA
Morry Jones, Public Member
Dan Lenzen, Private Security Industry
Joseph Morneau, Oregon Fire District Director's Association – (Teams)
Scotty Nowning, Non-Management Law Enforcement
Mike Reese, Director, Department of Corrections
Mariana Ruiz-Temple, Oregon State Fire Marshal
Mo Young, Public Member – (Teams)

Board Members Absent:

A.J Jackson, Interim Chief, Portland Fire & Rescue
Doug Olson, Federal Bureau of Investigation
Terry Rowan, Oregon State Sheriff's Association

DPSST Staff:

Phil Castle, Agency Director
Kathy McAlpine, Deputy Director
Marie Atwood, Professional Standards Director
Sam Tenney, Communications Coordinator
Kayla Ballrot, Fire Training Program Manager
Ben Hamilton, Criminal Justice Certification Program Manager
Jennifer Howald, Legislative and Rules Coordinator
Jennifer Levario, Professional Standards Manager – (Teams)
Shelby Alexander, Executive Assistant to the Director
Juan Lopez, Executive Support Specialist

Guests:

Kathryn Lynch, Yamhill County District Attorney
Warren Hensman, Chief of Police, Grants Pass Police Department

1. Introductions

- *Chair Coddington introduced himself and invited everyone in attendance to state their name and position for the record.*

2. *Meeting Minutes

Approve July 24, 2025, Meeting Minutes

- *Member Fletcher motioned to approve the July 24, 2025, meeting minutes, as presented. Member Cameron seconded the motion. A vote was taken by roll call where the motion passed unanimously by the Board.*

3. Fire Policy Committee

a. Fire Policy Committee Update – Chris Heppel, Chair

- *Chair Heppel reported that the Fire Policy Committee (FPC), held a regularly scheduled meeting on August 22, 2025, where they reviewed two (2) cases alongside proposed changes to Oregon Administrative Rules to continue the NFPA's movement to consolidate industry standards. The next regularly scheduled FPC meeting will take place on November 19, 2025.*

b. *Consent Agenda (The following items to be ratified by one vote).

A. *Andrew Lawrie, DPSST No. 42329; Cannon Beach RFPD – No Action
Unanimous vote to recommend to the Board by the FPC on August 27, 2025.

B. *Shawn Mullen, DPSST No. 21394; Clackamas County Fire District #1 – No Action
Unanimous vote to recommend to the Board by the FPC on August 27, 2025.

C. *Proposed Rule Changes for OAR 25-009-0005, OAR 259-009-0062, and OAR 259-009-0065
Minimum Standard on Professional Qualifications for NFPA Apparatus Driver/Operator.

D. *Proposed Rule Changes for OAR 259-009-0005, OAR 259-009-0062, and OAR 259-009-0065
Housekeeping Removal of Certifications That Are No Longer Issued

- *Member Ruiz-Temple motioned to approve the Fire Policy Committee Consent Agenda, as presented. Member Daniel seconded the motion. A vote was taken by roll call and the motion was passed unanimously by the Board.*

4. Criminal Justice Policy Committees

a. Police Policy Committee Update – Scotty Nowning, Chair

- *Chair Nowning reported that the Police Policy Committee (PPC), held a regularly scheduled meeting on August 21, 2025, where they reviewed six (6) administrative closures, one (1) of which was returned to DPSST staff for more information, and five (5) discretionary staff reports. The next regularly scheduled Police Policy Committee will take place on November 20, 2025.*

b. Telecommunications Policy Committee Update – Michael Fletcher, Chair

- *Chair Fletcher reported that the Telecommunications Policy Committee (TPC), held a regularly scheduled meeting on August 6, 2025, where they reviewed one (1) discretionary staff report. The committee also approved proposed changes to OAR 259-006-0010 and OAR 259-008-0085 (20). The next regularly scheduled meeting will take place on November 5, 2025.*

c. Corrections Policy Committee Update – Jennifer Cameron, Interim Chair

- *Vice-Chair Cameron reported that the Corrections Policy Committee (CPC), held a regularly scheduled meeting on August 12, 2025, where they reviewed four (4) administrative closures and seven (7) discretionary staff reports. The CPC also elected Sherrif Nick Hunter to be the new Chair and approved proposed rule changes to OAR 259-006-0010, 259-008-0085 (20), and 259-008-0085, and changes to DPSST's Basic Parole and Probation Curriculum. The next regularly scheduled meeting will take place on November 12, 2025.*

d. *Consent Agenda (The following items to be ratified by one vote)

- A. *Michael Kendoll, DPSST No. 53144; Oregon State Police – Revoke**
Unanimous vote to recommend to the Board by the PPC on August 21, 2025.
- B. *Samuel McKenzie, DPSST No. 63038; Prineville Police Department – Revoke**
Unanimous vote to recommend to the Board by the TPC on August 6, 2025.
- C. *Katherine Mood, DPSST No. 61760; Marion County Sheriff's Office – Revoke**
Unanimous vote to recommend to the Board by the CPC on August 12, 2025.
- D. *Chance Oxnam, DPSST No. 54580; DOC/Snake River Correctional Institution – No Action**
Unanimous vote to recommend to the Board by the CPC on August 12, 2025.
- E. *Herlet Padilla, DPSST No. 63118; Clatsop County Sheriff's Office – No Action**
Unanimous vote to recommend to the Board by the CPC on August 12, 2025.

- F. *Jared Paul, DPSST No. 57056; Oregon State Police – Revoke**
Unanimous vote to recommend to the Board by the PPC on August 21, 2025.
- G. *Brian Scharbach, DPSST No. 61981; DOC/Coffee Creek Correctional Facility– Revoke**
Unanimous vote to recommend to the Board by the CPC on August 12, 2025.
- H. *Matthew Smart, DPSST No. 38451; Reedsport Police Department – No Action**
Unanimous vote to recommend to the Board by the PPC on August 21, 2025.
- I. *Kyle Stott, DPSST No. 58027; Deschutes County Adult Parole & Probation – Revoke**
Unanimous vote to recommend to the Board by the CPC on August 12, 2025.
- J. *Timothy Trabosh, DPSST No. 49653; Marion County Sheriff’s Office – Revoke**
Eleven (11) to one (1) recusal vote to recommend to the Board by the CPC on August 12, 2025.
- K. *Dustin Wann, DPSST No. 45182; Salem Police Department – Revoke**
Unanimous vote to recommend to the Board by the PPC on August 21, 2025.
- L. *Justin White, DPSST No. 53769; DOC/Two Rivers Correctional Institution – Revoke**
Unanimous vote to recommend to the Board by the CPC on August 12, 2025.
- M. *Jordan Williams, DPSST No. 58995; Ontario Police Department – Revoke**
Unanimous vote to recommend to the Board by the PPC on August 21, 2025.
- N. *Proposed Rule Changes for Oregon Administrative Rule (OAR) 259-006-0010**
Criminal Justice Applicant Review Committee Membership
- O. Proposed Rule Changes for Oregon Administrative Rule (OAR) 259-008-0085 (20)**
Absences and Remediation of Missed Training
- P. *Approval of Changes to the Basic Parole and Probation Curriculum**
- Q. *Committee Appointments**
Corrections Policy Committee
- Matthew Phillips – Oregon State Sheriff’s Association, Appointment to the CPC, 1st term effective January 22, 2025.
- *Member Bennett motioned to approve the Criminal Justice Consent Agenda, as presented. Member Carriger seconded the motion. A vote was taken by roll call and the motion was passed unanimously by the Board.*

5. Private Security/Investigator Policy Committee

a. Private Security Investigator Policy Committee Update – Dan Lenzen, Chair

- Chair Lenzen reported that the Private Security/Investigators Policy Committee (PSIPC), held a regularly scheduled meeting on August 19, 2025, where they reviewed two proposed civil penalties, and approved proposed rule changes to OAR 259-059-0010, 259-059-0020, 259-060-0010, 259-060-0201, and 259-060-0450. The program also had its first Workgroup in preparation for HB2183. The next regularly scheduled meeting is scheduled for November 18, 2025.

b. *Consent Agenda (The following to be ratified by one vote).

A. *Thorston Hartman, PSID No. 055208 – Action

Unanimous vote to recommend to the Board by the PSIPC on August 19, 2025.

B. *Melinda Norush, PSID No. 109757 – Action

Unanimous vote to recommend to the Board by the PSIPC on August 19, 2025.

C. *Proposed Rule Changes for Oregon Administrative Rule (OAR) 259-059-0010, 259-059-0020, 259-060-0010, 259-060-0201, and 259-060-0450

Related to SB 300 Changes to the Definition of Private Security Entity

- Member Daniel motioned to approve the Private Security/Investigators Consent Agenda, as presented. Member Carriger seconded the motion. A vote was taken by roll call and the motion was passed unanimously by the Board.

6. Agency Updates – Agency Director, Phil Castle

Director Castle began the agency updates by thanking the Board members and staff in attendance, specifically for the time commitments made to attend each meeting. Director Castle also acknowledged former BPSST Chair, Sheriff Matt English, whose portrait is now on the Boardroom wall.

The agency recently conducted a 5% reduction exercise that is currently being reviewed by the state Chief Financial Officer (CFO), which will be returned to DPSST with approval from the Governor's Office, and sent to the Legislative Financial Office (LFO) for final submission. Once accepted by the LFO, the Board will be informed so that everyone may see if any types of reductions were accepted. It is important to note that this is simply an exercise and not an execution of definitive decisions.

As previously shared, the F-Building project (Main Street building), sustained persistent damage from internal wind shear throughout the years and renovations are currently ongoing in segmented sections so as to not lose scarce training space. Thanks to DPSST's partnership with the Oregon Military Department, there are three tents meant for overflow training to compensate for the temporary loss of space. Director Castle stated that without agency partnerships, DPSST could not operate properly, and listed specific instances this year where collaborative endeavors occurred to address safety issues.

In terms of internal operations at DPSST, staff take student surveys seriously, with safety and quality being guiding principles. Director Castle and Deputy Director McAlpine both review every individual survey and pursue action accordingly in the hopes of constantly improving response strategies.

The agency is also placing added emphasis on instructor development by revamping the Instructor Development Course (IDC) program to make it more challenging and consistent with the adult learning environment on campus. The IDC will have evaluations that are either pass or fail and a final project that must be completed by new instructors. DPSST's Academy Dean, Gerod Rayburn, is currently leading this effort by collaborating with other states to assess best practices and programs.

Director Castle also thanked Fire Training Manager, Kayla Ballrot, for preparing the Winter Fire School (February 21-22, 2026), that currently has 200 individuals enrolled and is still open. DPSST was awarded approximately \$450-500k through the Assistance to Firefighters Grant in 2023 and 2024, to buy and maintain props around the state. This is a federal grant, so DPSST has been collaborating with the relevant federal bodies, who administer an entirely new set of rule requirements.

Moreover, the Center for Policing Excellence (CPE) is composed of a three-person curriculum development team that manages 2,000 hours of curriculum. Director Castle gave context on the composition of the CPE team, and their indispensable assistance in developing the Forecasting Report. This document helps build DPSST's schedule and facilitates communication between the Governor's Office and the Legislature, while giving a clear picture of the hiring and retention trends among law enforcement across the state.

The CPE team also conducted a limited study on why people choose to enter and leave law enforcement agencies titled, "The Choosing to Serve Report," and is posted on DPSST's website. Director Castle urged all members to read this report in conjunction with the finalized Forecasting Report, where it will also be posted onto the agency's website as well.

To share key data points from this study, there are 172 law enforcement agencies in the State of Oregon with roughly 6,081 sworn officers. Of these, 76% of participants responded to the survey thanks to DPSST staff's insistence. 11% (669) of these officers are female and the rate of female officer employment is gradually increasing in turn.

Oregon is also witnessing an increase in military applicants, specifically those from out-of-state with a trend towards Army and Marine backgrounds. This is notable because of recent efforts by local Chiefs and Sheriffs recruiting out-of-state, therefore resulting in an increased representation of this population. However, applicant loss remains a challenge with failed background checks, interviews, and unmet minimum qualifications being the leading causes. Agencies estimated that the 10% voluntary and 7% involuntary separation rates during the probationary period were primarily the results of FTEP failures and overall reevaluation of career trajectory.

Statewide there are approximately 475 officer vacancies, with large agencies accounting for over half this number. Agencies estimate that 21% of all total separations are not due to retirement, and that these officers in question are leaving with an average of 4 years at their home agency. Fortunately, there is an average forecasting error of just 3% in 2025, which is excellent since this is how DPSST plans its classes accordingly. The forecasted wait-time for new hires also remains well below the 90-day statutory obligation.

The respondents to the survey are as follows:

- 108 municipal agencies
- 36 sheriffs' offices
- 15 specialty
- 8 Tribal
- 4 campus
- 1 OSP

Additionally, there are 12 large agencies (100 or more sworn officers), 44 medium agencies (26-99 sworn officers), 116 small agencies (25 or fewer sworn officers). Director Castle states that although the Forecasting Report has a 3% error rate, a new tool has been recently developed by partners at Portland Police Bureau, who had a successful recruitment along with Oregon State Police, in the form of an "Off Template" class to accommodate additional classes as officers are hired.

This is a staggered course that utilizes a 20-person course template that operates a week later than the regularly scheduled 40-person course to run venue spaces efficiently and simultaneously. DPSST is using this tool to maintain consistent volumes and remain open to agencies that have immediate hiring needs after comparing recent data to a spike in DPSST's error rate due to budget concerns dictating hiring surges and declines over the last two years. As a result, DPSST still controls its predictability to stay within statute.

Director Castle then transitioned to sharing his top concern as DPSST's leader after attending the IADLEST conference in June with Deputy Director McAlpine. As a current IADLEST Board member, Director Castle sought to understand what other states were doing at an operational level. Most states operate what is called a "POST," which is the regulatory side of law enforcement similar to DPSST's Professional Standards and CPE units combined.

On the contrary, the "academy side" focuses on developmental education and training. Some states have multiple of these operations to manage from a single "POST." Oregon is fortunate to not only be among a handful of consolidated agencies across the country, but also for being the largest. Its uniqueness as an institution cannot be understated, but unlike a true college campus, DPSST does not have 3 months off per year to renovate its facilities, train its staff, and allow this same staff to recover. This is not sustainable, and Director Castle's top concern thus lies in maintaining staff and student safety at the current speed and volume of operations.

DPSST is currently exploring ways to stay within statute and take pressure off its staff and facilities. Ideas for potential solutions will be presented at the next regularly scheduled Board meeting in January 2026, yet an example of an emerging solution can be observed within the campus' dormitory. DPSST has approximately 360 beds across three floors, but the building in which they are located is over 20 years old. This space will only continue to get busier in the winter and spring, and there is not enough time to vacate the building for significant maintenance.

Plumbing is a key concern, and any substantial leak could cause untold harm which is why DPSST is planning steps to address this for the near future. Additionally, when the buildings on campus were originally constructed, water was trapped within the cement on the floors and the pooled-up water eventually leaks out, further adding to DPSST's concerns. DPSST will continue to share its plans and progress with the Board as time progresses.

Deputy Director McAlpine reminded the Board about the upcoming telecommunications graduation and next week's segment of the 3-day, off-road vehicle training in Roseburg under the Five-Corners Plan, which is in jeopardy due to the current reduction exercise, and where she will be in attendance with Fire Program Manager Kayla Ballrot. The Deputy Director also placed emphasis on the incoming 20-person OSP and PPB classes, meaning that DPSST will be at capacity while running this program and its other multi-disciplinary courses for the next 5 months, but invited Board members to check-in on progress in the meantime.

Professional Standards Division Director Marie Atwood welcomed Chief Hensman, Sheriff Hunter, and D.A Lynch as future Board members, along with announcements regarding the upcoming Private Security and Moral Fitness Workgroup on October 30. This latter team has clarified and strengthened the guidelines for all public safety professionals and could result in substantial changes to the standards, definitions, legal concepts, and rules that apply to DPSST's Professional Standards cases on the committee and Board levels.

As this group begins its process of solidifying the changes DPSST would like to implement into legal rules, the committee and Board will continue to be updated. Division Director Atwood also noted the November round of Legislative Days beginning on November 17, which is a 3-day session during which DPSST does not anticipate any impacts or changes with this commencement.

Lastly, the Board officially changed the rules and requirements for the public member position on the Applicant Review Committee with the consent agenda item vote conducted at the present meeting. Now, the ARC member who would be a representative of the Board has been expanded to include any member of the current Board, and if a member wishes to serve, nominations will be taken at the upcoming January 2026 Board meeting.

- *Chair Codding thanked DPSST for the updates and shared his appreciation for the partnerships made in public safety by the present group at this increasingly challenging moment.*

8. Next Meeting Date: January 22, 2026, at 9:00 a.m.

- *With no further items or questions to discuss, Chair Codding adjourned the meeting at approximately 9:41 a.m.*

Administrative Note:

These minutes reflect the order of the discussion/voting items as they appear on the official meeting agenda. The actual order in which they were discussed may vary.