

**Private Security/Investigators Policy Committee**  
**February 18, 2025**  
**Minutes- Draft**

The Private Security/Investigators Policy Committee of the Board on Public Safety Standards and Training held a regular meeting on February 18, 2025, at 1:30 p.m. in the Boardroom at the Department of Public Safety Standards and Training located at 4190 Aumsville Hwy SE, Salem, Oregon. The Chair, Daniel Lenzen, called the meeting to order at 1:30 p.m.

**Committee Members:**

Daniel Lenzen, Chair, Private Security Industry  
Jeromy Hasenkamp, Vice-Chair, Private Security Industry  
Ken Berg, Manufacturing Industry  
Ben Bower, Armed Security Representative  
Scott Creager, Private Business / Government Entity Utilizes Private Security Services  
Raul Herrera, Alarm Monitor Representative  
Nate Nakasone, Unarmed Security Representative  
Samantha Schrantz, Private Investigator  
Matthew Schulz, Healthcare Industry Representative  
Helena Snyder, Private Investigator OSB (Oregon State Bar)

**Members Not Present:**

Dustin (Alex) Stone, Hospitality Representative

**Staff:**

Suzy Herring, Private Security/Investigator/Polygraph Program Manager  
Jennifer Howald, Legislative and Administrative Rules Coordinator  
Juan Lopez-Hernandez, Professional Standards Executive Support Specialist  
Chantel Hawes, Compliance Specialist  
Kathy McAlpine, DPSST Professional Standards Division Director  
Sam Tenney, DPSST Public Information Officer  
Phil Castle, DPSST Director

**1. Introductions**

- *Presented by Chair Daniel Lenzen*

**2. Approve October 15, 2024, and November 19, 2024, Meeting Minutes**

- *Approve meeting minutes from October 15, 2024, and November 19, 2024*  
*Ken Berg motioned to approve the meeting minutes from October 15, 2024, and November 19, 2024, Private Security/Investigator Policy Committee meetings. Helena Snyder seconded the motion. The PSIPC voted by roll call, and the motion passed unanimously.*

**3. Informational Update on the Fee Increases for the Private Security Entity, Private Security Provider, and Private Investigator Certification and Licensure Programs**

- *Oregon Administrative Rules (OAR) 259-059-0070, 259-060-0500, and OAR 259-061-0010 Presented by Jennifer Howald*

**4. Private Investigator Subcommittee Applicant Appointments**

- *Motion to appoint Private Investigator Subcommittee Applicant Helena Snyder*
  - *Helena Snyder abstained from voting. Nate Nakasone moved to appoint Helena Snyder to the Private Investigator Subcommittee. Ben Bower seconded the motion. The PSIPC voted by roll call, and the motion passed unanimously.*
- *Motion to appoint Private Investigator Subcommittee Applicant James Allister Odd*
  - *Helena Snyder abstained from voting. Matthew Schulz moved to appoint applicant James Allister Odd to the Private Investigator Subcommittee. Ken Berg seconded the motion. The PSIPC voted by roll call, and the motion passed unanimously.*
- *Motion to appoint Private Investigator Subcommittee Applicant Cassandra Ruwaldt*
  - *Helena Snyder abstained from voting. Raul Herrera moved to appoint applicant Cassandra Ruwaldt to the Private Investigator Subcommittee. Samantha Schrantz seconded the motion. The PSIPC voted by roll call, and the motion passed unanimously.*

**5. Motion to appoint Private Investigator Subcommittee Chairperson Helena Snyder**

- *Helena Snyder abstained from voting. Samantha Schrantz moved to appoint Helena Snyder as Private Investigator Subcommittee Chairperson. Raul Herrera seconded the motion. The PSIPC voted by roll call, and the motion passed unanimously.*

**6. Agency Update**

- *Presented by Suzy Herring, Kathy McAlpine, and Phil Castle*
  - *Overview of current processing dates. Staff have done a wonderful job of working on the backlog and as of the inclement weather office closure, applications are current.*
  - *There is recruitment for new committee members to replace those whose terms are ending in July.*
  - *Staff are working on the information that was requested regarding entities and foreign entities. That data will be provided at a future date.*
  - *Armed surveys are still out. Steve is still collecting the data and will provide that at a future date.*
  - *Working on getting PI Subcommittee vacancies filled.*
  - *Endorsements—working with Jennifer Howald after the legislative session is over to review our ability and what allowances are through statutes and/or rules.*

- There will be an updated process on remote authorization applications.
- Carissa White & Suzy Herring are heading to the Oregon Festival & Event Association and will be speaking for one session.
- Director Phil Castle announced that Kathy McAlpine has been appointed the Deputy Director of DPSST due to the retirement of former Deputy Director Bill Steele. She will be staying over Professional Standards until a new director of Professional Standards is hired.
- Currently in the middle of legislative session. Bills include financial bill HB 5032 that Director Castle will be testifying on, other bills that will affect DPSST are being closely monitored.
- Kathy McAlpine made comments regarding the private security backlog and that it is worthy to recognize Suzy Herring & the team doing the hard work to get the backlog resolved.
- Working to keep constant communication with the committee to make sure that they stay updated on the progress of the department.

**7. Meeting adjourned at 2:05 p.m. Next Regularly Scheduled Meeting – May 20, 2025, at 1:30 p.m.**

*Administrative Notes:*

*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.*

*All documents reviewed and discussed in this meeting are subject to Oregon Public Records Law (ORS 192.410 to ORS 192.505). These documents can be requested by contacting DPSST at [dpsst.records@dpsst.oregon.gov](mailto:dpsst.records@dpsst.oregon.gov).*