

**Private Security/Investigators Policy Committee**  
**September 16, 2021**  
**Minutes**

The Private Security/Private Investigators Policy Committee of the Board on Public Safety Standards and Training held a regular meeting on September 16, 2021 at 10:00 a.m. in the Boardroom at the Department of Public Safety Standards and Training located at 4190 Aumsville Hwy SE Salem, Oregon. Chair, Thomas Thomas, called the meeting to order at 10:00 a.m.

**Committee Members:**

Thomas Thomas, Chair, Private Security Industry  
Benjamin McNulty, Vice-Chair, Private Security Industry  
Ben Bower, Armed Security Representative  
Raul Herrera, Alarm Monitor Representative  
Michael Holsapple, Private Investigator  
Al McGee, Retail Industry  
Benjamin McNulty, Private Security Industry  
Edward Sharpe, Health Care Industry  
Frank Wilson, Private Business or Governmental Entity That Utilizes Private Security Services  
Les Youngbar, Public Member

**Absent Members:**

Helena Snyder, OSB Appointed, Private Investigator  
Richard Valencia, Unarmed Security Representative

**Guests:**

Jason Yurgel, Private Investigator

**Staff:**

Suzy Herring, Professional Standards Division Director  
Jeff Henderson, Private Security/Investigator/Polygraph Program Manager  
Jennifer Howald, DPSST Rules Coordinator  
Shelby Alexander, Executive Support Specialist

**1. Introductions**

**2. \*Minutes – July 22, 2021**

Approve the minutes of the July 22, 2021

- *Les Youngbar motioned to approved the Meeting Minutes from the July 22, 2021 Private Security/Investigator Policy Committee meeting. Al McGee seconded the motion. The PSIPC voted by roll call where the motion passed unanimously.*

### **3. \*Proposed Rule Changes for OAR 259-061-0010: Fee Increase for Private Investigators Licensure Program**

Presented by Jennifer Howald

On July 22, 2021, DPSST presented a proposed rule change to facilitate a fee increase for the Private Investigator Licensure Program. The intent of the proposed fee increase and the proposed rule change was to address an expected budget deficit that is the result of inflation over time of DPSST's administrative costs. Administration costs include, but are not limited to, staffing, supplies, travel, technology services, rent, and legal costs.

As part of the presentation, staff explained that the proposed rule change would include a public comment period.

DPSST received three verbal comments during a rulemaking hearing and 15 written comments during the comment period.

In recognition of the PSIPC discussion and the comments received, DPSST conducted an additional review of the Private Investigator Licensure Program's projected income and expenses with the goal of minimizing a fee increase in the short term.

It was determined DPSST will be able to manage the private investigator program budget fluctuations internally for the 2021-2023 biennium. As a result, DPSST will postpone the \$110 fee increase for the private investigator and provisional investigator licenses.

DPSST recommended the approval of an amended rule change to implement the administrative fee increases for late renewal applications and duplicate/replacement cards.

DPSST will continue to monitor the needs of the program and may return to the PSIPC in the future to recommend adoption of a fee increase for the private investigator and provisional investigator licenses.

- *Michael Holsapple motioned to accept the amended proposed changes to OAR 259-061-0010. Al McGee seconded the motion. The PSIPC voted by roll call where the motion passed unanimously.*

### **4. \*Proposed Rule Changes for OAR 259-060-0500: Fee Increases for Private Security Provider Certification and Licensure Program**

Presented by Jennifer Howald

On July 22, 2021, DPSST presented a proposed rule change to facilitate a fee increase for the Private Security Provider Certification and Licensure Program. The intent of the proposed fee increase and the proposed rule change was to address an expected budget deficit that is the result of inflation over time of DPSST's administrative costs. Administration costs include, but are not limited to, staffing, supplies, travel, technology services, rent, and legal costs.

As part of the presentation staff explained that the proposed rule change would include a public comment period. DPSST received four written comments during the comment period.

It was determined DPSST will need to move forward to implement the fee increase as proposed.

The fee increase is necessary to ensure the program will have enough revenue to cover expenses for the 2021-2023 biennium and to maintain the program's current service level into the next biennium.

- *Thomas Thomas motioned to approve the proposed changes to OAR 259-060-0500. Frank Wilson seconded the motion. The PSIPC voted by roll call where the motion passed unanimously.*

#### **5. Next Regularly Scheduled Meeting –November 16, 2021**

- *Chair, Thomas Thomas, addressed the Private Security/Investigator Policy Committee and adjourned the meeting at 10:27 a.m.*