



MINUTES

OFIA Meeting #9 (Conference)

Date | time 5/18/2017 10:00 AM | *Meeting called to order by* Dave Tovell, Ontario Provincial Police

Location

York Regional Police Service – Hosted by Detective Sergeant Brad Joice

In Attendance – Confirmed

Executive

1. **Rhonda Alcock, Director of Information** - Detective Sergeant, Halton Regional Police, Forensic Services
2. **Liz Benoit, Conference Director** - Detective Sergeant, Toronto Police, Forensic Identification Services
3. **Alan Benton, Secretary** – Owner, BentonForensics.com
4. **Rob Hofstetter, Director of Training** - Detective, Peel Regional Police Service, Forensic Identification Services
5. **Brad Joice, Vice Treasurer, Director of Information** - Detective Sergeant, York Regional Police, Forensic Identification Unit
6. **Brian Rogers, Director at Large** - Staff Sergeant, Niagara Regional Police Service
7. **Dave Tovell, Chair** - Director, Ontario Provincial Police, Forensic Identification Services
8. **Jeff Ward, Treasurer** - Detective, Durham Regional Police, Forensic Identification Unit

Regrets

9. **Bart Gilligan, Director of Equipment** - Sergeant, Ottawa Police Service, Forensic Identification Services
10. **Shelley Heinrich, Director at Large** - Detective, Waterloo Regional Police, Forensic Identification Branch
11. **Andrea Hills, Director at Large**- Sergeant, Royal Canadian Mounted Police, Canadian Police College

Approval of Minutes

Minutes from last meeting not approved. This is our first Conference organization meeting and not a regular Executive meeting.

Executive

Chair – Dave Tovell

Vice Chair – Brian Rogers

Secretary – Alan Benton

Treasurer – Jeff Ward

Vice Treasurer – Brad Joice

Directors

Conference Director – Liz Benoit

Director at Large – Bart Gilligan

Director of Communication – Brad Joice

Director at Large – Andrea Hills

Director of Standards – Rhonda Alcock

Director of Training – Rob Hofstetter

Director at Large – Shelley Heinrich

Advisory Committees

The 2018 OFIA Conference Committee is created during this meeting.

Budget

Not Discussed

Action Items from Previous Meeting

N/A

Agenda topics

Attendees

16 people – Attendance list distributed

1.	Alan Benton	BentonForensics.com	bentonforensics@gmail.com
2.	Ron Schistad	OPP	ron.schistad@opp.ca
3.	Liz Benoit	TPS	lisabet.benoit@torontopolice.on.ca
4.	Courtney Ervick	TPS	courtney.ervick@torontopolice.on.ca
5.	Thomas Greer	TPS	thomas.greer@torontopolice.on.ca
6.	Samuel Thompson	York	2007@yrp.ca
7.	Brad Joice	York	727@yrp.ca
8.	Dave Tovell	OPP	david.tovell@opp.ca
9.	Rhonda Alcock	Halton	rhonda.alcock@haltonpolice.ca
10.	Brian Rogers	Niagara	brog9694@gmail.com
11.	Erik Lauridsen	York	5724@yrp.ca
12.	Erik Griffen	Durham	8880@drps.ca
13.	John Farrugia	Durham	3110@drps.ca
14.	Jeff Ward	Durham	871@drps.ca
15.	Rob Hofstetter	Peel	2299@peelpolice.ca
16.	Michelle Pflug	Peel	3105@peelpolice.ca

Handouts

Embassy Suites & email – Brian Rogers

Opening Remarks – Dave Tovell

Dave discusses with the attendees key points from the last Executive meeting concerning the Conference.

We are projecting that the first OFIA conference will be held in either Fall 2017, Spring 2018 or Fall 2018.

Liz Benoit is heavily invested in the Toronto Police Conference during the week of June 5th 2017.

Brian Rogers discusses his meeting with the staff of Embassy Suites. They host the OHIA conference. Attendees were charged \$125.CDN / night and discusses the venue as illustrated in the handout.

Dates for OHIA Conference in 2018 are April 30 – May 4.

There is going to be a Canadian Identification Society (CIS) conference in the fall of 2017. Location not known.

Brian discusses current available dates at Embassy Suites.

Liz discusses attendance at the TPS conferences and indicates that the Service pays for 40 positions, but doesn't include accommodation. We might have trouble filling the conference since many services have cut back sending people. Brian – we would send people to an OFIA conference instead of sending them to the CIS conference.

Rhonda – what are our goals? What are we trying to accomplish? Some services send ident people to OHIA conference – they won't send to both OHIA and OFIA.

Some discussion about approaching OHIA to run a joint conference. Discussion of pros and cons.

Dave – we don't want to compete with our partners.

Discuss length of conference and what sort of format we want.

Erik Griffen (Durham Reg Video) says they have used other hotel venues in Niagara Falls for the Video conferences and that the Marriott Gateway provided good pricing and venue.

Brad – can't put it off too long - we need money to run a conference and we need to run a conference to get our funds for OFIA.

Brian – likes the idea of running a two day as it will cost services less

Dave would like to see something in Spring 2018, even if it is two days

John Ferrugia (Durham Reg Video) - Shrink focus for year 1 and get conference done for 2018. The Ontario Forensic Video Analysts' Association (<http://www.ofvaa.com/>) started up pretty small. They now have analysts from the US attending their conference for training and certifications.

1051hrs Dave asks for a roundtable on the conference format

Rob H. – Two days, one day lecture, one day workshops

Jeff – He has to have 2018 training budget by June 2, 2017. He didn't know CIS was going to do a fall conference. He is in favour of a 3 day conference to cover ident and tech. We have to get the info for the conference out by fall 2017.

Dave – wants to have a vote from the members of the Executive representing police services on holding a conference in the Spring of 2018

All in favour of Spring 2018 2 day conference – 7 in favour (Unanimous - Benton not included in voting, Gilligan, Heinrich and Hills not present)

Dave – Video and Tech Crime are part of OFIA, even though they have their own organization. They are recognized as a forensic discipline by the IAFS.

Ron Schistad (OPP Video) advises that they allow non-members from law enforcement to attend conferences

Liz discusses roles and responsibilities for a conference

Tom Greer discusses establishing logistics: Speaker, Venue, Vendors, Registration, Marketing

Brian - Venue – main room and some breakout rooms (4), book a tentative May 2018 date now for 2, potentially 3 days – 80 to 100 attendees

Potential speakers – Dave- Brian Fisher OFM. The Video Analysts have companies that offer certification training.

Liz – TPS Conference vendors are charged \$750 per booth, includes banquet.

Liz – coffee break sponsorships – it costs \$4 per person for sponsoring a coffee break

If we use the Free Crowd Comfort App to enter all conference information we don't have to spend money on printing programs.

Brad – let's get Conference Committee volunteers:

Tom Greer & Rob Hofstetter – *Speakers/Training*

Jeff Ward – *Budget*

Brian Rogers – *Venue*

Liz Benoit – *Chair/General Oversight*

Courtney Ervick & Michelle Pflug – *Registration*

Sam Thompson, Ron Schistad, Dave Tovell, Rhonda Alcock and Brad Joice
- *Vendors & Sponsorship* – **Brad** will be lead

Shelley Heinrich & Bart Gilligan – *Marketing*

Alan Benton – *Secretary*

Note* Jeff Myatt OPP (Impression Evidence Specialist) is interested helping the conference

Two target venues - Marriott Gateway and Embassy Suites

Liz – Venue questions to ask: will they hold us to a minimum attendance/room bookings, how much are the rooms, how much for parking, is there a minimum charge or per person for breaks and lunches, is internet included?

Liz will give vendor package to Brad

TPS FIS Conference June 6 - 9

Meeting ends at 1153am

Resolutions

1. OFIA will hold a 2 (or 3) day conference in the Spring of 2018.

Action Items

1. Alan will forward contact list to Tom Greer
2. Brian will continue research of Niagara Falls venues.

Next Meeting of OFIA

6/14/2017 10:00 AM, This is the 2nd OFIA Conference meeting with the Executive, at Toronto Police, 2050 Jane St., Bldg. "A"

Minutes prepared by Alan Benton