



MINUTES

OFIA Meeting #7

Date | time 1/26/2017 10:00 AM | *Meeting called to order by* Dave Tovell, Ontario Provincial Police

Location

Toronto Police Service – Forensic Identification Services, 2050 Jane Street, Building “A”, Toronto – Hosted by Liz Benoit

In Attendance – Confirmed

Executive

1. **Rhonda Alcock, Director of Information** - Detective Sergeant, Halton Regional Police, Forensic Services (*via telephone link*)
2. **Alan Benton, Secretary** – Owner, BentonForensics.com
3. **Bart Gilligan, Director of Equipment** - Sergeant, Ottawa Police Service, Forensic Identification Services (*via telephone link*)
4. **Andrea Hills, Director at Large**- Sergeant, Royal Canadian Mounted Police, Canadian Police College (*via telephone link*)
5. **Rob Hofstetter, Director of Training** - Detective, Peel Regional Police Service, Forensic Identification Services
6. **Brad Joice, Vice Treasurer, Director of Information** - Detective Sergeant, York Regional Police, Forensic Identification Unit
7. **Dave Tovell, Chair** - Director, Ontario Provincial Police, Forensic Identification Services
8. **Jeff Ward, Treasurer** - Detective, Durham Regional Police, Forensic Identification Unit
9. **Liz Benoit, Conference Director** - Detective Sergeant, Toronto Police, Forensic Identification Services
10. **Brian Rogers, Director at Large** - Detective Sergeant, Niagara Regional Police Service, Forensic Services Unit (*via telephone link*)

Regrets

11. **Shelley Heinrich, Director at Large** - Detective, Waterloo Regional Police, Forensic Identification Branch

Approval of Minutes

Dave Tovell asks for approval of minutes. Rob Hofstetter and Jeff Ward second. Approved.

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

None at this time.

Budget

Report by Treasurer Jeff Ward - \$9,998.04CD in the account

Action Items from Previous Meeting

Agenda topics

- a) **Letter to OACP – Dave Tovell**
- b) **Secretary Financial Report – Jeff Ward**
- c) **Training Report – Rob Hofstetter**
- d) **Internet / Communications Report – Brad Joice**
- e) **By Law / Charter Discussion – Dave Tovell**

New Business

Handouts previously distributed

OFIA Formal Agenda

OFIA Charter Draft by Dave Tovell

OHIA Charter

Handouts

Minutes from last meeting

1014 Meeting begins. Chair Dave Tovell. Minutes from the November 27 – 29 distributed to those present. Dave asks for approval of minutes. Rob Hofstetter and Jeff Ward second. Motion approved.

a) Letter to OACP – Dave Tovell

Dave has completed the letter but doesn't have it with him (on laptop). Will Email to Executive.

b) Secretary Financial Report – Jeff Ward

Jeff distributes the financial statement and explains it.

Jeff and Brad Joice have spoken to Tony Tessarolo about the financial structure of OHIA. They have three bank accounts. OHIA has an annual asset level under \$30K. Jeff has received advice not to incorporate as a Not For Profit organization until we reach that level.

We will keep it simple.

Create our organizational structure before we start collecting fees.

Jeff has set up the account so either him or Brad Joice can sign.

We have agreed on the \$200.CD/yr agency fee.

We would like to start receiving funds from some services for 2017.

We need to create an annual contact list for sending out OFIA information.

Discussions about methods of receiving payment and u/k if resolution with RCMP membership.

Jeff wants to get the OFIA by-laws written so we can start contacting agencies and vendors.

c) Training Report – Rob Hofstetter

Rob and Shelley have talked about what kind of training to provide by April. They have spoken to some agencies and there is interest in palm training. Shane Turnidge from Peel Region has retired (like Alan Benton) and can teach 2 one day palmprint courses for OFIA for \$1600 (\$800 per course) He is now a consultant and has experience teaching with the Canadian and Ontario Police Colleges.

Rob says Peel Region can host a course and Liz says Toronto can hold the other course.

Liz says that any member agencies that have paid to be in OFIA will get comp spots, any non-members will have to pay \$150. This will attach value to the course and encourage agencies to pay their annual fee.

Dave wants Rob and Shelley to put together the paperwork to make this happen.

Rob wants to know if OFIA will hand out a certificate for attendance, such as he gets from BPA workshops for his CV. Alan Benton agrees and advises that the length of instruction should be included as well on the certificate. We should also retain a course training standard and attendance records.

Dave talks about archiving records of attendance / certificates, possibly in the cloud, or available on the website. Rob suggests that students can log into their account in the members area of OFIA to access their training records.

Talk about other training opportunities. Rob mentions expert witness – Liz says that her Training Sergeant, Tom Greer, has taught expert witness at the CPC and could offer expert witness training. Some FIO's in Toronto are concerned about getting qualified as experts.

1045 Bart Gilligan says that shooting scene is a hot topic in Ottawa. Discuss possibility of drawing from police resources to run something. Alan Benton and Brad Joice were involved in the OPC course and had assistance from Grant Sutherland, Shaun Stanley and Mike Kamstra. OPC has advised they will hold a Shooting Scene course in 2017, but haven't replaced Alan Benton or contacted Brad Joice who have taught on the course since 2010.

Discussion of having committees for each of these specialties such as BPA.

d) Internet / Communications Report – Brad Joice

1052 Brad contacted Barrie Webbuilder that he has dealt with before that costs \$250.CD/yr. Includes hosting, domain and e-commerce. They will build a website for us for \$500.CD but Brad think he can create his own site. He has access to the "OFIA.ca" domain.

1053 Andrea Hills comes on line and joins the meeting.

Brad says there are a lot of templates to choose from.

1059 Dave puts forward a motion to put \$250.CD towards getting our website started. Liz and Jeff second the motion. Carried by the Executive.

e) By Law / Charter Discussion – Dave Tovell

Dave Tovell advises that the Charter is based on the one distributed at the earlier meeting at OPP HQ. He has made some changes but this draft is a living document. Open for discussion. The Executive will meet a minimum of one a year.

Re-jig the titles/responsibilities of the Directors and to bring them into line with objectives.

Registrar Director from Charter will be incorporated into the other assigned roles.

Past Chair doesn't exist yet.

11 on the executive for 9 positions – we will have 12 positions when we have a Past Chair

Dave will amend the Charter as per discussions and distribute them to the Executive for approval.

Discuss creation of by-laws and differences between the OFIA charter and OFIA bylaws. Dave will start creating bylaws as needed.

Fiscal end of year for OFIA will be the end of April.

Jeff asks if he needs approval from the Executive before he sends out a letter asking for 2017 agency member fees. Alan Benton advises he should go ahead because we don't have a by-law on correspondences yet.

New Business

Sending letter to OACP, Chiefs of Police & Commissioner to announce OFIA. Dave will send it to us for our comment.

Brad wants to know if we should have a separate letter for Unit Commanders.

Dave discusses whether this should go through the OACP first, whether they should distribute our correspondence...

Brad will notify the attendees of the last meeting to let them know what is happening. There is already a lot of common knowledge about OFIA in the community.

Jeff suggests that we target March 1st for distribution.

1205 Discussion on advertising our presence. Possibly rent a table at the TPS FIS Conference June 6 – 9, 2017 or the OHIA conference – 1st week of May 2017. Consider asking OHIA if they will let us attend gratis to see how they operate, especially Liz, our Conference Director!

Action Items from Meeting 6

1155

1. Done
2. Done
3. Done – We won't put in the application that we have voluntary payment for 2017.
4. Done
5. Carry forward
6. Dave has drafted the letter
7. Strike this – we have moved forward with the website

Roundtable

Brian – Nothing

Andrea – Nothing

Bart – Composite artist discussion

Liz – nothing

Rob – Nothing

Alan – Nothing

Jeff – Nothing

Dave - Nothing

Resolutions

1. Dave puts forward a motion to put \$250.CD towards getting our website started. Liz and Jeff second the motion. Carried by the Executive.

Action Items

1. Create contact list from different police agencies for sending OFIA information.
2. Dave will send OACP / Chief's draft letter Monday for comment.
3. Rob will prepare a request for training for April 2017 palmprint course.
4. Dave will start creating by laws.
5. Jeff will create a Google cloud account to keep OFIA documents
6. Jeff will create email addresses for OFIA based on position rather than name. Main email will be executive.ofia@gmail.com (or something like that)

Next Meeting of OFIA

4/26/2017 9:00 AM, hosted by Bart Gilligan in Ottawa

Minutes prepared by Alan Benton