



# MINUTES

## OFIA Meeting (2018 Conference) #11

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*Date | time* 6/14/2017 10:00 AM | *Meeting called to order by* Dave Tovell, Ontario Provincial Police

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### Location

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2050 Jane Street, Bldg. "A", Toronto – Toronto Police Forensic Identification Services, hosted by D/Sgt. Liz Benoit

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### In Attendance – Confirmed

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#### Executive

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

#### Regrets

9. **Andrea Hills, Director at Large**- Sergeant, Royal Canadian Mounted Police, Canadian Police College
10. **Bart Gilligan, Director of Equipment** – Staff Sergeant, Ottawa Police Service, Forensic Identification Services
11. **Brad Joice, Vice Treasurer, Director of Information** - Detective Sergeant, York Regional Police, Forensic Identification Unit

## Conference Committee Members

12. **Courtney Ervick** (TPS), Registration
13. **Tom Greer** (TPS), Speakers / Training
14. **Michelle Pflug** (Peel), Registration
15. **Sam Thompson** (York), Vendors and Sponsorship
16. **Ron Schistad** (OPP), Vendors and Sponsorship (*via teleconference*)

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## Approval of Minutes

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Minutes from last Executive meeting not tabled.

Minutes from last Conference meeting approved by Dave Tovell and seconded by Jeff Ward.

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## Executive

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Chair – Dave Tovell

Vice Chair – Brian Rogers

Secretary – Alan Benton

Treasurer – Jeff Ward

Vice Treasurer – Brad Joice

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## Directors

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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

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## Advisory Committees

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The 2018 OFIA Conference Committee.

**Liz Benoit** – *Chair/General Oversight*

**Jeff Ward** – *Budget*

**Shelley Heinrich & Bart Gilligan** – *Marketing*

**Courtney Ervick (TPS) & Michelle Pflug (Peel)** – *Registration*

**Alan Benton** – *Secretary*

**Tom Greer (TPS) & Rob Hofstetter** – *Speakers/Training*

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

**Brian Rogers** – *Venue*

**Bryan Fischer (OFM)** - *New Member*

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## Budget

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Not Discussed

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## Action Items from Previous Meeting

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N/A

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## Agenda topics

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### AGENDA

- I. Call to order
- II. Roll call
- III. Approval of minutes from last meeting.
- IV. Open issues -Actionable items from last meeting only.

- a) Venue
- b) Vendor/Sponsorship
- c) Speakers/Workshops
- d) Budget
- e) Registration
- f) Marketing
- g) Secretary

#### V. New business

- a) Venue
- b) Vendor/Sponsorship
- c) Speakers/Workshops
- d) Budget
- e) Registration
- f) Marketing

- g) Secretary
- h) Other

## VI. Adjournment

### **Opening Remarks – Dave Tovell**

Dave announces that Bryan Fischer of the Office of the Fire Marshal (OFM) is now a member of the OFIA Conference Committee. Bryan is also attending via teleconference.

**IV a) Venue** - Discussion about potential venues in Niagara Falls. Brian Rogers advises that Doubletree seems to be more willing to negotiate (we haven't started negotiations with anyone yet)

The Marriott has lots of classrooms, with a centrally located foyer. The foyer is in a good location with the break out rooms located around the foyer. We could put the vendors in the foyer.

Jeff Ward and Brian talk about discounted rates. We need to commit to 170 room nights to skate on other fees. Jeff advises we need to book 90% of the committed rooms (150 room nights). We would have to pay for the unsold room nights. Liz Benoit discusses penalties hotels impose for failing to provide enough delegates

Embassy Suites has a "L" shape structure...monitors needed for attendees to see speakers, no classroom. The layout doesn't seem to meet our needs and the Embassy Suites have priced themselves out of consideration.

Jeff thinks the Doubletree has the best setup.

Brian suggests if we do a 4-day conference we can accommodate all of our stakeholders – OFM, Tech guys, video, forensics, first day lectures, 2 & 3 day the groups split off, 4<sup>th</sup> day all groups back together. NRPS HQ is a 2-minute drive from the Doubletree and they can provide additional venue if needed

Dave – we need to get some structure to this conference and strike a committee

Liz – we can't try to keep everyone happy and allow this conference to morph into something we didn't intend on – we can't please everyone.

**IV b) Vendors / Sponsorship** - Rhonda Alcock feels we can attract the usual interested vendors.

Suggests we create sponsorship levels, bronze, silver, gold, platinum. Each level results in larger presence in program, position of display in hospitality area, etc.

Sponsorship for hospitality evening – higher visibility

Dave Tovell advises the venue group will need to get together with the vendor group so the vendor group knows what to offer the vendors.

Rhonda – we need to know what is our focus on the conference and have a statement. Dave advises he was going to throw some tag lines together after our Ottawa meeting.

Liz – TPS FIS Conference last week - 21 vendors \$750.CDN per vendor, NEC and another company provided additional funding for director’s reception. We must be careful with our main room speakers, some respondents complained the material was not relevant to them. Many of the attendees were SOCOs.

**IV c) Speakers / Workshops** - Tom Greer is still grinding through the feedback forms...we had a mixed bag of people. Dave Richard of the RCMP gave a presentation on R v. Borneyk (fingerprint analysis). Greg Olson gave two presentations on the missing Mexican students and accelerants on skin. There was no participation from Pathology and SIU felt left out.

Dave met with CFS last week on a different issue and brought up the OFIA Conference. CFS Executive will address their possible participation...they would like a full day for presentations.

Tom – we need to know what the structure of this conference is before we proceed.

Dave – The Executive needs to meet and define the structure of the Conference, either live or teleconference. Before that, we need to speak to the other stakeholders like tech, video, OFM, etc. and find out what they want. SurveyMonkey? Liz – we need quick results...not enough time for Survey Monkey

Dave asks Bryan Fischer what OFM wants in terms of training their own people, and what training they can deliver.

April to the beginning of May 2018 are the best dates for the Conference.

Dave - OFIA was mentioned by Chief Larkin at the OACP meeting this week in Kitchener.

**IV f) Marketing** - Shelley – do we have a list of managers of the Forensic Identification units yet?

Alan – we have a general list but Brad Joice agreed to take over the Directory. His Unit admin was to contact every police service to get a contact person.

Meeting ends at 1048hrs

**Room discussion Liz, Tom, Courtney, Michelle, Rob, Sam, Alan**

Discuss length of conference – a four-day conference sounds good, but it is a lot of work and not what we agreed to at the previous meeting. The length may affect attendance.

Discuss speakers at the TPS FIS conference last week, strengths and weaknesses. SOCOs don’t need specialist speakers like Melissa Giesche on fingerprints.

Tim Irish presented for OFM. Greg Olson did 2 presentations, Mexico and accelerants on skin. Jack Neri of the RCMP – mass casualty

Tom has spoken to Miguel Arias at Forensic Pathology. Since pathologists are becoming coroners too, we need to find out their training needs.

We can't be everything to everyone. We shouldn't try to take over the Video conference – they have their own audience and they fit it in on a four-day conference with 30 – 40 people. We should find out what they can provide to us and they would like to see from us.

Tom - If we are going to have a conference theme, then we need to ensure that the speakers and workshops reflect that theme

Theme – Interoperability?

Liz – I think the vendors from our conference would be interested in the OFIA conference. TPS holds their conference every other year (held in 2017 and again in 2019)

1100hrs - end

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## Resolutions

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## Action Items

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1. Dave will create a statement for OFIA promoting technology and excellence.

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## Next Meeting of OFIA

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6/20/2017 9:30 AM, Executive Teleconference

*Minutes prepared by Alan Benton*