



MINUTES

OFIA Meeting (Teleconference) #18

Date | time 10/16/2017 1:00 PM | *Meeting called to order by* Dave Tovell, Ontario Provincial Police

Location

Teleconference

In Attendance – Confirmed

Executive

1. **Rhonda Alcock, Director of Information** - Detective Sergeant, Halton Regional Police, Forensic Services
2. **Alan Benton, Secretary** – Owner, BentonForensics.com
3. **John Ferrugia**, Sergeant, Durham Regional Police Service
4. **Bart Gilligan, Director of Equipment** – Staff Sergeant, Ottawa Police Service, Forensic Identification Services
5. **Tom Greer, 2018 Conference Committee** – Training Sergeant, Toronto Police Service, Forensic Identification Services
6. **Shelley Heinrich, Director at Large** - Detective, Waterloo Regional Police, Forensic Identification Branch
7. **Brian Rogers, Director at Large** - Staff Sergeant, Niagara Regional Police Service
8. **Sam Thompson, 2018 Conference Committee** – Detective Constable, York Regional Police, Forensic Identification Unit
9. **Dave Tovell, Chair** - Director, Ontario Provincial Police, Forensic Identification Services
10. **Jeff Ward, Treasurer** - Detective, Durham Regional Police, Forensic Identification Unit

Regrets

11. **Liz Benoit, Conference Director** - Detective Sergeant, Toronto Police, Forensic Identification Services
12. **Andrea Hills, Director at Large**- Sergeant, Royal Canadian Mounted Police, Canadian Police College
13. **Rob Hofstetter, Director of Training** - Detective, Peel Regional Police Service, Forensic Identification Services
14. **Brad Joice, Vice Treasurer, Director of Information** - Detective Sergeant, York Regional Police, Forensic Identification Unit

Approval of Minutes

Previous Minutes not 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

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) –

Budget

Not Addressed

Action Items from Previous Meeting

Conference Preparation addressed in Agenda

Agenda topics

2018 OFIA Conference

Conference Venue

Brian Rogers sent a package out to everyone with photos of the Doubletree and the capacity of the different rooms. With the venue information, we can now proceed with speakers and how everything is going to be arranged.

Dave Tovell needs an up to date contact list to put out a call for abstracts out with deadline dates and move on to discussing things like the vendor arrangements. We have the AGM coming up and we can have a face to face meeting.

Jeff Ward: We are thinking of going banquet style (with chairs around the tables) and have an idea of what the capacity will be.

Vendors

Rhonda Alcock: We are looking at where they will be situated, and I don't think that will be a big problem. We were looking at \$700. Per vendor, but there will be premium locations in the hall near the coffee and we haven't discussed a price for those vendors yet.

Based on the numbers from Toronto, we are looking at coffee sponsorships \$2K, lunch 3 – 5K. We spoke about Swag bags too, but I'm not sure who will take care of them, Registration maybe...

How will we distribute the letter? An initial mailout with a follow-up letter as well? How do we have them pay? A pay now, or a way of them paying online. I'm not sure if that's feasible.

Jeff: I think we can do an online payment for both vendors and delegates.

Rhonda: I will have it ready by November 2nd.

Dave: When Brad gets back we can get the website up and running for the conference, perhaps a separate page with all the information.

Rhonda: I think we agreed to \$700 for each vendor.

Jeff: We charge \$700, but the hotel also charges a \$50 fee per vendor.

Presenters

Jeff Ward: I was in California last week and spoke to the person at Orlando PD about the Pulse Nightclub shooting. He also does training for Cellebrite. Maybe he can do training for the techs. We saw a scaled back version that was an hour, but he can do half a day.

Tom Greer: Toronto is still concerned about Bosma because of the upcoming trial. Some of the Toronto officers will be involved in both trials and don't want any new information coming up in the Conference that could end up being used in court. General agreement to avoid using the Bosma investigation at this Conference.

Dave Tovell: We are interested in presenters for things like fire investigation, jurisprudence, and documents.

Submission deadline is February 2nd.

Those presenting must have their registration by March 16th.

We are putting this out to the academic world, it will be a great opportunity for them to get known. We will put out a pdf or something and something on the conference website.

Tom Greer: I've put this out to the National Police Service and what sort of travel or accommodation are we willing to offer for our secondary presenters? I was speaking to Dave Richard of the CPC. What are we willing to cover for someone from Ottawa? Even if we end up doing rotating presentations like they did at the IAFS.

Dave: Some people only had 20 minutes to speak about their particular area of expertise in an investigation, so for a fire investigation you had four or five people presenting their papers. We could do the same thing with something like a footwear comparison.

OFIA Budget / Registration

Jeff Ward: Nothing else on budget or registration. Just a reminder for those on the committees, we will be looking for 2018 dues in January.

Dave Tovell: Brad's not here, so what are we doing with the poster?

Jeff: We need to know what our theme is, and we can input the information and we are ready to go.

Dave: Can we do two versions? A general one and one later on with additional information?

Rhonda: I don't think we should have two versions. People tend to look at the first version and don't look at the small changes in the second version.

Dave: So, we'll hold off and wait to see where we are in two weeks with the Pulse shooting and Boston Marathon bombing.

Dave: We just need to get the information and the forms uploaded to the website. Some of the OFIA agencies might be better to approach potential vendors, but in the meantime, send everything to Rhonda.

John: We were looking at (*didn't catch name of company*) and their packages start at \$5K.

Jeff: We can look at other things as well, like an OFIA FB page to push notifications.

Dave: IAFS marketed their conference well. They had information out months in advance.

Jeff: Maybe we could push out the information at the AGM

AGM is November 21st at OPP Headquarters. It will be a general information session as well as appointing positions in the Executive.

Other Business

Jeff: is anyone testing for fentanyl?

Rhonda: We are using a buddy system during the assessment stage, using bleach and wearing PPE.

Tom: Anything that hasn't been tested by Health Canada but has a potential of fentanyl, we do the same thing with the buddy system. We want to dedicate a fume hood for this, but it is a matter of space. One day a month for processing.

Jeff: Durham Region had a large seizure of carfentanil. Does anyone have formal procedures in place?

Tom: If this the direction we are going with, a large powder box, something we can fit a fuming hood and access to an alternate light source. We are trying to do this in CBRN, but you can't have anything that is good for all situations.

Meeting ends at 1:47pm

Resolutions

Action Items

Next Meeting of OFIA

[Date | time] TBA Executive Teleconference

Minutes prepared by

Alan Benton