



MINUTES

OFIA Executive Meeting

Date | time 12/06/2017 10:00 AM | *Meeting called to order by* Jeff Ward, Durham Regional Police

Location

Toronto FIS

In Attendance – Confirmed

Executive

1. **Jeff Ward, Chair** - Detective Sergeant, Durham Regional Police, Forensic Identification Unit
2. **Brad Joice, Vice Chair** - Detective Sergeant, York Regional Police, Forensic Identification Unit
3. **Bart Gilligan, Secretary** - Staff Sergeant, Ottawa Police Service, Forensic Identification Section
4. **Rhonda Alcock, Director of Standards** - Detective Sergeant, Halton Regional Police, Forensic Services
5. **Liz Benoit, Conference Director** - Detective Sergeant, Toronto Police, Forensic Identification Services
6. **Rob Hofstetter, Director of Education & Training** - Detective, Peel Regional Police Service, Forensic Identification Services
7. **Brad Collins, Director of Communication**, Staff Sergeant, Ontario Provincial Police, Forensic Identification Services
8. **Todd Christie, Treasurer**, Detective, Peel Regional Police Service, Forensic Identification Services
9. **Thomas Greer, Director at Large**- Detective, Toronto Police Service, Forensic Identification Services
10. **Massimo Giuliani, Director at Large**, Sergeant, Hamilton Police Service, Forensic Identification Services
11. **Matthew King, Director at Large**, Detective, Niagara Regional Police Service, Forensic Identification Services
12. **Ron Schistad, Director at Large**, Video Analyst, Ontario Provincial Police

Regrets

13. **Alan Benton, Retired member** – Owner, BentonForensics.com
14. **Andrea Hills, Director at Large**- Sergeant, Royal Canadian Mounted Police, Canadian Police College
15. **Dave Tovell, Past Chair** - Director, Ontario Provincial Police, Forensic Identification Services
16. **Brian Rogers, Director at Large** - Staff Sergeant, Niagara Regional Police Service

Additional Attendees

Executive

Chair – Jeff Ward
Vice Chair – Brad Joice
Secretary – Bart Gilligan
Treasurer – Todd Christie
Vice Treasurer – Brad Joice
Past Chair - Dave Tovell

Directors

Conference Director – Liz Benoit
Director of Communication – Brad Collins
Director of Standards – Rhonda Alcock
Director of Education and Training – Rob Hofstetter
Director at Large – Thomas Greer
Director at Large – Matthew King
Director at Large – Andrea Hills

Approval of Minutes

Moved to adopt minutes from previous meeting is forwarded to the next Executive Meeting.

Chair Address

Jeff Ward

Jeff opening welcome to executive meeting and provided an explanation of the evolution of the association to the new members present including a description of the roll the association will play in support of members across the province and our mission statement.

Current Focus

Jeff Ward

Discussion with emphasis on the following:

- transition of the new Executive
- pass on gratitude to past members of the Executive for their work
- transition of Treasury and Communication to a single point of contact for each
- OFIA Exec email: reminder for everyone to monitor regularly
 - additionally a new password will be established and disseminated
- Explanation of the website as a repository of information with emphasis on sharing info

- reminder to sign-out of website if using on a shared computer system.

OFIA Membership

Jeff Ward et al

- Currently there are 20 paying services
- there is a need to promote to smaller services
- Jeff - to reach out to Coburg, Port Hope
 - other members are encouraged to fan out to get the message out to other services to join (including those with FIOs and/or SOCOs)
- Benefits from conference are wide ranging - directly benefit association members through support of training initiatives
- Brad:
 - No change in membership fee for 2018.
 - Consideration to develop Associate Membership
 - Colleges & universities
 - suggested faculty membership (important to have educators present at meetings)
 - Liz objects due to perceived conflict in revenue generation
 - Jeff: elected to defer discussion to later meeting (seconded)
- Todd: Timeline for membership registration:
 - 28 Feb is recommended date
 - Brad to communicate to membership

Main Focus of Conference

Liz Benoit et al

- has spoken with Jon Newman (CFS) regarding their interest with involvement in the conference
- interest with Colleen McCormack
- situation is revenue sensitive due to bringing in guest speakers
- there are resources available within our own Services
- Rob H. is compiling a list of presenters
- TPS is planning on funding/sending 4 x members
- currently engaging video people in supporting education and promoting OFIA
- Conference Training will be geared toward four streams:
 - FIS
 - SOCO
 - Video
 - Tech
- There will be no free delegates authorized
- Vendors:
 - to be allocated same amount of space
 - can sponsor lunches, etc
 - timeline for vendor registration
 - to be developed and added to communication plan (Brad)
- Agreement reached on the conference theme: Mass Casualty Response

- Day 1: Keynote speakers
 - Potential presenters:
 - Pulse Night Club (FBI)
 - Boston Marathon
 - possibility for Celebrite to assist in funding speakers
- Day 2:
 - established streams
 - social gathering following training
 - awards: poster boards, photos, music
 - Deb Smart (NRPS) volunteered to assist
- Registration
 - Courtney Ervick (TPS) to assist
 - on-line capability
 - CC payment
 - Hotel bookings directly with venue (Doubletree)
- Swab & Take-Aways
 - Speak to ventors to request that they send items to add to the bag
 - Matt King (NRPS) volunteered to assist with this
 - to include 'Welcome Package' with message from the Chair
- Speakers
 - Rob H. & Tom G.:
 - To send out call for abstracts (through OFIA Exec email)
 - Await and assess abstracts
 - plan meeting in early Feb '18 to determine proposed list of presenters
 - Tech Side:
 - John Farrugia (DRPS) has volunteered to assist
 - Video Side:
 - Ron and Eric have volunteered to assist
 - FIS and SOCO:
 - Rob & Tom is coordinate
 - Mass Casualty Presentation:
 - OPS is available to present of National Capital Mass Cas response plan and the portable morgue system (Sgts Chris Kiez & Sam Roberts)
 - Bart to coordinate
 - Opiod Exposure/Exhibit Handling Presentation/Workshop
 - including carfentanyl experience

- OPP UCRT: request abstract
- ***Important to funnel all abstracts to Rob & Tom
- Core structure of conference to be added to the Association Google Drive
- Cost for delegates: \$400 incl breakfast, lunch and coffee
- Venue: Doubletree Niagara Fall
 - to be added to the presentation material
- Cost for OFIA Exec:
 - registration is included
 - responsible for accommodations costs
- Cost for speakers:
 - OFIA to cover travel/accommodation/meals
 - Speaker fee? depends/TBC

Budget

Not discussed

Action Items from Previous Meeting

Not discussed

Agenda topics

Meeting ends.

Resolutions

Not discussed

Action Items

See above

Next Meeting of OFIA

3/01/2018 10:00 AM, Executive Teleconference

Minutes prepared by Bart Gilligan, SSgt. OFIA Secretary