



# MINUTES

## 2019 OFIA Annual General Meeting

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*Date | time 27/11/2019 09:00 AM | Meeting called to order by Jeff Ward, Durham Regional Police*

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### Location

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Nottawasaga Inn, Alliston ON

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### In Attendance – Confirmed

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#### Executive

1. **Jeff Ward, Chair** - A/Inspector, 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. **Todd Christie, Treasurer**, Inspector, Peel Regional Police Service, Forensic Identification Services
5. **Trevor McLeod, Director of Communication**, Staff Inspector, Ontario Provincial Police, Forensic Identification Services
6. **Rob Hofstetter, Director of Education & Training** - Detective, Peel Regional Police Service, Forensic Identification Services
7. **Thomas Greer, Director at Large**- Detective, Toronto Police Service, Forensic Identification Services
8. **Drew Groves, Vice Treasurer**, D/Constable, Durham Regional Police Service, Forensic Identification Unit
9. **Rhonda Alcock, Director of Standards** - Detective Sergeant, Halton Regional Police, Forensic 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. **Liz Benoit, Conference Director** - Inspector, Toronto Police, Forensic Identification Services

#### *Regrets*

13.

#### *Additional Attendees*

Refer to Annex C.

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## Executive

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Chair – Jeff Ward

Vice Chair – Brad Joice

Secretary – Bart Gilligan

Treasurer – Todd Christie

Vice Treasurer – Brad Joice

Past Chair - Dave Tovell

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## Directors

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Conference Director – Liz Benoit

Director of Communication – Trevor McLeod

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 – Massimo Giuliani

Director at Large - Drew Groves

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## Opening Remarks

Trevor McLeod

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Remembrance of SSgt Jeff Harmer, OPP FIS

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## Chair Address

Jeff Ward

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- Jeff: opening welcome to attendees and introduction of OFIA Board of Executives.
- Outline of itinerary:

Time	Subject	Who
0800	Refreshments	Hotel
09:00	Welcome/Intros/Updates	Jeff

09:15	Financial Update	Brad J.
09:30	Training Update	Rob Hofstetter
14:00	CPC/OPC Update	Mike Vandergraff Laura Gorczynski
10:15	Break	All
10:30	CFS Update	Tony Tesserolo
11:30	Lunch	All
12:15	Board of Directors Elections	All
13:00	Canadian Friction Ridge Working Group Update	Della Wilkinson Daniel Hockey
14:00	Break	
14:15	Ontario Universities Research Partnership Opportunities	Laurentian Trent Ont Tech U of T
1500	Closing remarks	Jeff/Trevor

- Amendment to Bylaw:
  - Proposal to amend Bylaws to add statement limiting the number of executive members to 2 persons from the same police service:
    - Motion to pass: Matthew King
    - Seconded: Rob Hoffstetter
- Update on OPC training accreditation:
  - description of arrangements between OFIA and OPC on training and accreditation
- 2019 Training Conference:
  - partnered with TPS
  - very successful conference
- 2020 Training Conference:
  - Niagara Falls in May
  - details on website
  - request for abstracts to be issued in January
- Involvement with OFIA
  - encouraging members to become involved
- Collision Investigations:
  - developing training partnership to assist with communication and training proposals

- **Financial Update** **Todd Christie**

Motion to accept: Trevor

Seconded: Liz

- **Training Update** **Rob Hoffsetter**

- BPA
  - Basic Course Feb 2019
  - Math & Physics Course
  - BPA program coordinator Michelle Pfugg (OPC)
- OFIA Training Conference
- DVI
- Rewriting Ministry Accreditation Standards
- Symantics Tech Crime
- Distortion of Latent Prints
- other: shooting recon, firearms
- on-going: discussion of best practices through OFIA internal communications
- For 2020:
  - request for abstracts
  - training survey
- Shooting Recon:
  - creating a new model based on BPA
    - basic course
    - math and physics
    - certification and reporting

### **CanFRWG Update**

**Della Wilkinson/Daniel Hockey**

IFIS Scientific Technical Support - Update

- Standards
  - OSAC FRS
    - International standards
      - OSAC (Organization of Scientific area Committees)
        - Bio/DNA
        - Chem
        - Physics/pattern
        -
      - ISO (International Standards Organization)
        - Crime scene to Courtroom
      - SDO (Standards Development Organization developed from American Academy of Forensic Sciences)

- document drafts publically available online:
    - <http://www.nist.gov/topics/forensic-science/friction-ridge-subcommittee>
      - contains ACE-V roadmap, best practices, standard and guidelines
      - Update on
        - Conflict Resolution
        - Verification
          - erroneous exclusions are most commonly observed error and should be verified
          - limited studies avail
          - OSAC provides scenarios where blind verification are recommended
    - documents in progress:
      - examination method:
      - consultation
      - reporting
      - ABIS (auto biometric information system)
- National Standards
  - CanFRWG
    - now 22 member community from coast to coast
    - intro new website sponsored by OFIA ([www.canfrwg.ca](http://www.canfrwg.ca))
    - - reviewed website content
        - document review
          - position papers:
            - Court evidence
            - Impartiality statement
            - Bornyk-type disclosure
            - Identification Conclusions
          - annual legal updates and court decisions
          - Old SWGFAST standards
          - article reviews
    - removal of term “uniqueness” by OSAC
    - Best Practices for Exclusion (developed by Jeff Myatt OPP FIS)
    - Ground truth fingerprint dataset
    - RCMP Proficiency Test
      - five 1 to 1 comparisons
      - Analysis phase:
        - number of clear minutiae
      - Discussion:
        - implementation of proficiency testing in Ontario
        - interest in proceeding
        - agreement in having colleges administer
        - OPC studying possible implementation

- inconclusive and errors:
      - certification suspension
      - pending training
      - requirement to challenge proficiency test again
    - agencies will require to review policies
  - Other research:
    - 500ppi vs 1000ppi images
      - to study with AFIS
      -
    - RECOVER system by Foster & Freeman
      - finger marks from fired/unfired cartridges
      - vacuum chemical fingerprint development system
      - very successful results: developed identifiable fingerprints on 12% of cases
      - testing included IED
      - study to be published in the near future
- Standardized Documentation (ACE-V Form)
  - online form demonstrated
  - CSIpix studying including it in application

**CFS Update:**

**Tony Tesserolo**

- Directors Office (Tony Tesserolo)
  - Forensic Laboratories Act (Ont)
    - introduced as a result of mother risk issue
    - forensic testing for drugs using hair samples
    - testing non-accredited lab
    - lead to review and creation of standards
    - Ministry lead
    - does not include traditional police forensics at this time
    - requirement for accreditation if police undertake the use of forensic methods (ie. RapidDNA)
    -
- Toxicology (Alex Stryjnik)
  - reviewed case intake and case load
  - case load increase due to DRE program
  - predominantly pathology support vs forensic officer support
- Biology (Jack Laird)
  - High Volume Program

- reviewed HVS case submission data
    - Oct 1st: new submission criteria
  - Rapid DNA
    - vendors (ie ANDE, ThermoFischer) are pursuing partnerships with police agencies to introduce the technology to the front line
    - CFS evaluated system in 2015 (1st gen), experienced several difficulties with the technology
    - currently there is uncertainty with reliability and effectiveness of technology even with the advances in the technology
    - future trend may resolve issues
    - if/when adopted - may have impact police lab accreditation
    - discussion: dealing with continued growth in submissions and evolving processes to accommodate greater through-put
- Chemistry (Amy Peaire)
  - submissions remain constant
  - relevant vs less relevant analyses
  - New service: Chemical Identification and Comparison
    - previously done by toxicology (stomach contents and objects)
  - narcotics and pharmaceuticals go to Heath Canada (two diff labs)
    - Drug Analysis Lab
    - Pharm Lab
  - new reporting structure
  - GSR kit updates (same kits - new process)
  - Collaboration. establishing feedback network thru new portal:
    - <http://www.cfsgov.ca/ContentOD/WebFormRNDNew.aspx>
    - discussion on collection of GSR from vehicle, recommendations to be added
- Physical Sciences (Amy Peaire)
  - Firearms Unit
    - 100%+ increase in cases since 2014
    - improved turnaround from for exam 60 to 45days (approx)
    - IBIS currently backlogged - 4 mos
    - FastTRAX Pilot Project
      - provide fast investigative leads on shooting occurrences
      - fired or cartridge screening for IBIS only
      - prelim linkage: 3 days
      - 59 cases (354 exhibits)
      - 30.5% immediate IBIS linkage
      - 1.6 day average TAT
      - Next steps for FastTRAX
        - F/A Investigative Aid Letter
          - for IBIS linkages
          - available now to all police agencies
        - Packaging
          - instrumental in the success of pilot
          - Priority IBIS service now avail to all
            - cartridge cases only
          - Requires prior approval

- Test fires: from one firearm in a plastic bag in bubble envelope
- Exhibit items - 1 cartridge case per plastic bag inside a bubble envelope
- appropriate label placed on bubble envelope
- envelopes in sealed property bags
- all details on CFS website

**Financial Update**

**Todd Christie**

- Statement attached at Annex A
- Assoc in good position financially

**Board of Directors Elections**

**Jeff Ward**

12:30: Several positions are vacant - each is 2yr commitment unless stated

Chair: nominate (Matt): Brad Joice seconded: Liz.

V-Chair: nominate (Trevor): Rob Hofstetter seconded: Brad

Secretary: nominate (Trevor): Bart Gilligan seconded: Rob Acclaimed (1 year commitment)

Treasure: nominate (Brad): Todd Christie seconded: Liz Acclaimed

Vice-Chair: Rob Hofstetter Acclaimed

Directors-at-Large:   Jeremy Ashley  
                               Brad Donais  
                               Lisa Racine  
                               Tom Greer  
                               Jennifer Savage

12:45 Elections closed.



- Introduction of new OPC team:
    - Greg Mcguire
      - footwear
      - tire
      - human remains
      - plan drawing
    - Tracy Bloomfield-Mactavish
      - death investigation
      - human remains
      - videography
    - James Mertland
      - fingerprints
      - shooting scene examination
    - Michelle Pfugg
      - BPA
    - Rob Rigole
    - Rick McGowen
  - New OPC FIS Section General Office Attendant and email address:
    - TBI
  - Ministry Accredited Standards review with OFIA
  - FIS Recertification
    - review of format
    - proficiency based practicals
    - new concept for police forensics
  - Develop standardization programs for
    - BPA
    - Firearms/Shooting recon
    - Footwear
  - Mass Disaster training
  - Human remains
  - redrafting all course training standards
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- Court obligations: OPC request to ensure officers on FIC have no court obligations
  - Course registrations: course loading and joining instructions now live on OPCVA
  - considering using OPCVA as a forensic knowledge database for a relevant forensic information

**Forensic Training - Universities**

- Trent University Barry Seville PhD
  - review of several forensic programs
  - availability for research
  
- UofT Teresa Cabral
  - review of specialist, major & minor degree programs
  - internship program

- research in multiple forensic disciplines
- crime scene house
- Annual forensic science day: April 4th, 2020
  
- Laurentian University Dr. James Watterason/Rick Devine
  - review of forensic science and masters degrees (MFS)
  - 1-yr acceleration masters program
  - new forensic crime scene lab
  
- Ontario Tech University Dr Nelson Lafreniere et al
  - YouTube presentation
    - undergraduate
    - graduate
    - research opportunities

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### Closing comments

Brad Joice

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Thank you to presenters and attendees.

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### Budget

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1. Refer to Annex A: Financial Update
2. Refer to Annex B: Member Services Paid

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### Action Items from Previous Meeting

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Approval of minutes from the 2018 AGM

Motion to approve: Brad Joice

Seconded: Liz Benoit

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### Resolutions

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See above.

27/11/2019 16:00 PM, 2018 OFIA Executive Meeting

*Minutes prepared by Bart Gilligan, Secretary*

**2019 Financial Statement – Year End****2019 Financial Statement – Year End****Income**

1. 2018 Year End TD Account Balance	\$ 32,346.79
2. 2019 TPS/OFIA Conference (NET of expenses)	\$ 30,077.47
3. 2019 Membership Dues 5,400.00	\$
<b>TOTAL INCOME</b>	<b>\$67,824.26</b>

**Expenses**

4. 2019 OFIA Subsidized Courses (NET of income) (DVI, ADLP, Semantics21)	\$ 7,932.65
5. 2019 I.A.I. Conference (Two delegates)	\$ 7,427.03
6. 2019 AGM Venue deposit	\$ 2,501.50
7. CanFRWG Website Sponsorship	\$ 169.80
8. CPC Meeting/Eastern Region Tour	\$ 904.22

9. OHIA Administration (Banking, Website, Paypal fees,etc)	\$ 716.15
10. 2020 Educational Conference Venue deposit	\$ 9,007.50
<b>TOTAL EXPENSES</b>	<b>28,656.85</b>

**CURRENT ACCOUNT BALANCE \$39,165.41** *(as of Nov 20, 2019)*

**Notes:**

**Income - TPS owes \$900 for the ADLP training course participation.**

**Expenses - Remainder of AGM Venue fee due at today's conclusion.**

**MEMBERSHIP LIST (DUES PAYMENT RECEIVED (AS OF NOVEMBER 2019))**

<b>Agency</b>	<b>Contact Person</b>	<b>Email</b>
South Simcoe PS	Terri McCallum	Terri.McCallum@SouthSimcoePolice.Ca
Ottawa Police	Bart Gilligan	gilliganb@ottawapolice.ca
Durham Regional PS	Jeff Ward	jward@drpa.ca
Office of the Fire Marshal & Emergency Management	Jenny Lake	Jenny.Lake@ontario.ca
RCMP	Tina Lafrance	tina.lafrance@rcmp-grc.gc.ca
Woodstock Police	Michelle Wilkinson	mwilkinson@woodstockpolice.ca
York Regional PS	Brad Joice	727@yrp.ca
Brockville Police	Steve Rogers	srogers@brockvillepolice.com
Brantford Police Service	David Bauer	dbauer@police.brantford.on.ca
Guelph Police	Brandy Henderson	bhenderson@guelphpolice.ca
OPC	Rob Rigole	Rob.Rigole@ontario.ca
OPP	Trevor McLeod	Trevor.McLeod@opp.ca
Hamilton	Massimo Guiliani	MGiuliani@hamiltonpolice.on.ca
Halton PS	Rhonda Alcock	
London PS	City of London	
SIU	Kathleen Faulkner	kathleen.faulkner@ontario.ca
Peel Regional PS	Michael Donnelly / Lola Wilson	lola.wilson@peelpolice.ca
Thunder Bay	City of THunderBay	Canada Post

Cobourg	Vicky Darbyshire	christine.zealand@cobourgpolic.com
Toronto	Thomas Greer	Thomas.Greer@torontopolice.ca
St. Thomas	City of St. Thomas	Canada Post
Windsor	City of Windsor	Canada Post
Barrie PS	Aaron Geertsema	ageertsema@barriepolice.ca
DND	Marie-Eve Caron	MARIE-EVE.CARON@FORCES.GC. CA
Kingston PS	Darcy Pettie	dpettie@kpf.ca
Belleville	Jeremy Ashley	jashley@police.belleville.on.ca

**ANNEX C****2019 OFIA AGM PARTICIPANTS**

<b>Agency</b>	<b>Name</b>	<b>Email</b>
Belleville Police Service	Jeremy Ashley	jashley@police.belleville.on.ca
Brantford Police Service	David Bauer	dbauer@police.brantford.on.ca
Durham Regional Police	Jeff Ward	JWARD@drps.ca
Durham Regional Police	Andrew Groves	agroves@drps.ca
Durham Regional Police	Shannon Piette	692@drps.ca
Guelph Police	Brandy Henderson	bhenderson@guelphpolice.ca
Halton Police	Rhonda Alcock	rhonda.alcock@haltonpolice.ca
Halton Police	Dave McDougall	David.McDougall@haltonpolice.ca
Hamilton Police	Massimo Giuliani	mgiuliani@hamiltonpolice.on.ca
<del>Kingston</del>	<del>Darcy Pettie</del>	dpettie@kpf.ca
London	Terri Jackson	tjackson@londonpolice.ca
Niagara Regional Police	Lisa Racine	Lisa.racine@niagarapolice.ca
Niagara Regional Police	Mathew King	mathew.king@niagarapolice.ca
Niagara Regional Police	Jennifer Savage	jennifer.savage@niagarapolice.ca
Niagara Regional Police	Terry Smith	terry.smith@niagarapolice.ca
OFM	Richard Derstroff	richard.derstroff@ontario.ca
OPC	Michelle Pflug	michelle.pflug@ontario.ca
OPC	Greg McGuire	greg.mcguire@ontario.ca
OPC	Laura Gorczynski	laura.gorczynski@ontario.ca
OPC	Tracey Bloomfield McTavsh	tracey.bloomfield-mctavsh@ontario.ca
OPC	James Murtland	james.murtland@ontario.ca

OPP	Al MacDonald	al.r.macdonald@opp.ca
OPP	Nicole Burley	nicole.a.burley@opp.ca
OPP	Tony Gabrielli	tony.gabrielli@opp.ca
OPP	Trevor McLeod	trevor.mcleod@opp.ca
Ottawa	Bart Gilligan	gilliganb@ottawapolice.ca
Ottawa	Julie Dobler	doblerj@ottawapolice.ca
Ottawa	Chantal Pombert	pombertc@ottawapolice.ca
Ottawa	Rachelle Fillion	fillionr@ottawapolice.ca
Ottawa	Jennifer Tennant	tennantj@ottawapolice.ca
Ottawa Police	Cameron Graham	grahamc@ottawapolice.ca
Ottawa Police	Alain Boucher	BoucherA@ottawapolice.ca
Ottawa Police	Tara Edwards	EdwardsT@ottawapolice.ca
Peel Regional Police	Todd Christie	Todd.Christie@peelpolice.ca
Peel Regional Police	<del>Brian Kennedy</del>	1548@peelpolice.ca
Peel Regional Police	<del>Greg Janisse</del>	1911@peelpolice.ca
Peel Regional Police	Rob Hofstetter	2299@peelpolice.ca
Peel Regional Police	Tonya Hackenbrook	3297@peelpolice.ca
RCMP	Della Wilkinson	della.wilkinson@rcmp-grc.gc.ca
RCMP	Daniel Hockey	daniel.hockey@rcmp-grc.gc.ca
RCMP	Dr. Rolanda Lam	Rolanda.Lam@rcmp-grc.gc.ca
Toronto Police	Liz Benoit	Lisabet.Benoit@torontopolice.on.ca
Toronto Police	Tom Greer	Thomas.Greer@torontopolice.on.ca
Toronto Police	Brad Donais	bradley.donais@torontopolice.on.ca
Toronto Police	Aimee Lukings	aimee.lukings@torontopolice.on.ca
TPS	Carolina Linley	carolina.linley@torontopolice.on.ca



TPS	Irv Albrecht	irv.albrecht@torontopolice.on.ca
Woodstock Police	Michelle Wilkinson	mwilkinson@woodstockpolice.ca
York Regional Police	Brad Joice	727@yrp.ca
York Regional Police	Jill Smith	5150@yrp.ca
York Regional Police	Kelly Rogers	1022@yrp.ca
York Regional Police	Andrew Cholmondeley	1661@yrp.ca
York Regional Police	Stephen Walls	5832@yrp.ca
York Regional Police	Mirian Young	5827@yrp.ca