



Canadian Association of Fire Investigators

Minutes

Annual General Meeting

September 22nd, 2010

14:00 – 16:30

Hilton Harbourfront Hotel
Saint John, New Brunswick

1. **Call to Order**

Kim Ayotte, National President called the 2010 Annual General Meeting to order at 14h00

2. **Establishment of Quorum – National Executive Secretary** Kim Ayotte President, called upon Kathryn Cyr, National Executive Secretary, to determine if a quorum was present. The Secretariat indicated that a quorum existed.

Following CAFI members were in attendance: Kim Ayotte, Peter McAdam, Daniel Langlois, Pierre Yelle, James Bennett, Ron Sefton, Jean Grenier, Trevor Bain, Scott Broad, Steve Sylver, Tom Littlechild, Dave Balderson, Tim Hinds, Dave Balderson, Gary Daneff.

Guests: Blaine Wiggins, Wayne Shields,

3. **Acceptance of the Agenda** It was moved by Peter McAdam, seconded by Daniel Langlois to accept the agenda with the following amendment that item number 7.2 be moved to the end of the committee reports, that committee report item 7.6 be reported on by Pierre Yelle and that agenda item 8 be moved to the end of the agenda.

CARRIED

4. **Approval of the October 1st, 2009 Annual General Meeting**

It was moved Jean Grenier seconded by Peter McAdam to approve the minutes of the 2009 Annual Meeting.

CARRIED

5. **Opening Remarks – President**

Kim Ayotte thanked the membership for allowing him to represent the association for the past two years. During the strategic planning session two years ago three main goals were set. 1st was to improve customer support 2nd improve membership communications with more timely information sharing, revised website. Special recognition to James Bennett for the outstanding job he has been doing as the editor of the Journal. 3rd goal was to provide more standard base training and third party accreditation. Long term goals are to be a more modern association, through lobbying and developing strategic partnership.

Motion to accept the President's report moved by Daniel Langlois and seconded by Dave Balderson

CARRIED

6. **National Executive Secretary Report**

Kim Ayotte introduced Kathryn Cyr as the new National Executive Secretary effective August 1st 2010. Kathryn reported that she has been working with the webmaster on website training and updates. Kathryn has begun communications with the current printer and distributor of the Journal to look at ways to be more cost effective. Will review membership applications and procedures including the cost of implementing on-line payment for new and renewing memberships.

Motion to accept the National Secretary report moved by Dan Langlois and seconded by Peter McAdam.

CARRIED

7. **Committee Reports**

7.1 **Financial Report – Pierre Yelle / Ron Sefton**

Ron Sefton reported that the current bank balance as of September 14 2010 was \$15,007.52. Outstanding accounts payables include printing and distribution of the summer and fall Journals at the approximate cost of \$10,000.00. Details report will be provided after September 30th 2010 year end.

Motion to accept the draft year end financial report moved by Scott Broad and seconded by Peter McAdam.

CARRIED

7.2 **Awards Committee – Daniel Langlois**

Award committee and National Executive thanked and recognize outgoing National Executive Secretary Ron Sefton for his time and contributions to the association over the past 8 years. Plaque was presented by Kim Ayotte.

Daniel Langlois put forth a motion that an honorary lifetime membership be presented to Dr. Ray Prime, Centre for Forensic Science for his contribution to the industry. Requested that the President write a letter to Dr. Prime and invite him to the fall CAFI Executive meeting and present him with the award and plaque.

Motion to accept the awards committee report moved by Daniel Langlois and seconded by James Bennett.

CARRIED

Action Item: Peter McAdam to send invitation to Dr. Prime.

7.3 **Editorial Committee** – James Bennet

James congratulated the Association on its 30th anniversary and thanked his committee members for their work and support. The greatest challenge for the Journal and editorial team is finding good content. Invites all association members to submit articles. James advised the executive that he has been the editor since 2006 and it is time for them to start thinking about succession planning.

Motion to accept the editorial report as presented was moved by Peter McAdam and seconded by Dan Langlois

CARRIED

Discussion: Jean Grenier asked whether including French articles has ever been considered. Mr. Grenier was encouraged to join the committee and assist with French content. Peter McAdam present the options of posting the Journal on the website in a member only section.

7.4 **Advertising Committee** – Stephen Hawken

The advertisers for the Journal remain essentially unchanged. We have a new advertiser, Walter Fedy Partnership, beginning in the next issue for a half page B&W ad. The main item I would suggest that the National committee discusses is the price of our advertising.

Business Card Size	\$125.00	8
1/4 Page	\$250.00	0
1/3 Page	\$375.00	3
1/2 Page	\$500.00	7
Full Page B/W	\$1000.00	0
1/2 Page Colour	\$1000.00	4
Full Page Colour	\$2000.00	0

All the above rates are the annual cost for four issues. The advertising rate has not been increased for at least ten years. It is excellent value for money. Other industry magazines are around \$1500 for one issue of a quarter page Ad.

I wouldn't suggest increasing to anywhere near that level, as those magazines have greater volume and are more focused on the prospective

clients for our advertisers. However, I feel it is appropriate to increase our Ad rates.

The lower level ad rate particularly, could be increased without it affecting any company's bottom line significantly or scaring away advertisers. The upper levels are probably at the limit of what we can expect advertisers to pay for our current circulation.

I invite the executive to suggest new rates.

Additionally, there is another advertiser revenue stream that we could tap into, such as equipment suppliers for Fire Department equipment and safety equipment. Since the bulk of our members are from the fire service, we should appeal to the various suppliers and manufacturers.

I haven't had time to develop this side, but if someone on the committee would take the bull by the horns and approach some prospective advertisers/equipment suppliers - I think it would provide both excellent advertising to get to their target audience/buyer and also provide us extra revenue to subsidise the Journal.

I look forward to hearing suggestions or volunteers to drive this idea forward.

Motion to approve the advertising committees report as submitted moved by Daniel Langlois and seconded by Dave Balderson

CARRIED

Action Item: Kim Ayotte suggested that the committee put forth recommendations for rate increase.

- 7.5 **Membership Committee** – Ron Sefton
We have 619 members as of September 15 2010

Motion to accept the report moved by Dan Langlois and seconded by Tim Hynds.

CARRIED

Action Item: Kathryn Cyr will be looking into on-line payment for membership for the 2011 membership and review membership forms.

- 7.6 **Training & Certification Committee** – Daniel Langlois
Committee would like to develop a membership needs assessment survey focused on information and training. Daniel Langlois will work with local college students on the development on the survey and once approved by the executive circulate to the membership using survey monkey.
(include training report presented at the executive meeting)

Motion to accept membership needs assessment survey moved by Kim Ayotte and seconded by Scott Broad

CARRIED

Action Item: Executive to meet by October 5 2010 on the needs assessment survey as well as what type of training we would like to see at next year's annual general.

Discussion: Jean Grenier representing the Quebec chapter wanted to know what if any discussion and resolution had been had with regards to members paying for a certification program that was held in Quebec. Members are quite upset as they believed they were paying and attending a session that would provide them with a Fire Investigators Certification but it appears that this is not the case. Kim Ayotte advised that this was not a CAFI sanctioned event further discussion need to be had and should include Geoff Beechey who was CAFI National president at the time.

7.8 **Website Committee** – Peter McAdam

Over the past two years the CAFI website at www.cafi.ca has undergone a complete renovation. The new website uses a Microsoft based program called Content Management Studio. It has a clean professional look and is easy to navigate. I have found the program to be complex enough to meet our needs and yet intuitive to use when updating content on to the site. Our website design, server and technical support come from World Wide Web (Manitoba) Inc. Grant Michaud and his staff have provided capable support since we began this project.

For the future, we plan to expand the Members Area and populate it with content. Currently, registration forms to our events have to be downloaded, printed and faxed back to us. We plan for them to be interactive. We will also provide the ability to pay for events and merchandise on-line using secure encrypted technology.

The Journal, our magazine is for most people, the face of CAFI. The hard copy edition is itself a statement of our existence. Our members like to have it on display in their offices and to have the ability to read it leisurely over a morning coffee. However, the technology of today, with smart phones and mobile internet demands that we keep up. The Website Committee will be conducting our own investigation into the best method for our association to use to bring The Journal on to our website. A good vehicle for cross-content implementation would be a photo contest for a website gallery and the winner's photo chosen for The Journal cover.

With direction from the National Executive, the Website Committee plans to implement these changes over the course of the next mandate.

Motion to accept the Website Committee report as presented was moved by Kim Ayotte and seconded by Scott Broad.

CARRIED

Action item: That the website committee looks into social media such as twitter and face book.

7.9 **Nominations Committee** – Daniel Langlois

Call for nominations was circulated to the membership and posted on the website prior to the AGM. The nominations committee received one application from Scott Broad to sit as 2nd Vice-President for the 2010-2011 year.

Motion to accept the nominations report was moved by Dan Langlois and seconded by Peter McAdam.

CARRIED

8. **Nominations and Election Process**

8.1 **Passing of the President's Gavel**

Incoming President's remarks – Peter McAdam

Thank you for your votes of confidence. I will try to live up to your high expectations. Thank you Kim Ayotte and the outgoing National Executive Board for your guidance and stewardship over the past two years. In particular, I would like to thank Ron Sefton who is stepping down into retirement from his role as National Executive Secretary. For the past eight years, Ron was the common presence of CAFI. Ron put our financial accounting system into a modern data base. He also researched and recommended our current printers, Barrie Press and sourced a better distribution process, which has resulted in cost savings and greater efficiencies.

I would like to welcome Kathryn Cyr as our new National Executive Secretary. Kathryn has for several years managed the day to day affairs, event planning, bookkeeping, and website maintenance for other associations in the Nation's Capital. I am looking forward to working with her and I am sure CAFI will benefit from her experience and professionalism.

CAFI's purpose is to represent fire investigation in Canada and to provide a forum for education, training, professional discussion and networking. We are the Canadian voice of fire investigators. This is our niche.

Our legal system has evolved simultaneously with and separately from other western democracies since Confederation. This evolution directly affects the fire investigator's profession. Fire investigators must contend with legislation covering human rights, privacy, evidence gathering, subrogation, court conduct including evidentiary testimony and other procedures. Our members, particularly those new to the field would be interested in having some of these explained, in particular those laws or regulations that are unique to Canada. In addition, I am sure that our representatives in office who create legislation would be very interested in learning how these laws affect their constituent fire investigators.

Education and training in fire investigation in Canada is available on-line, in person, in classrooms and through association. This is often a piecemeal process where the fire investigator grafts the scientific or technical education received formally with an informal hands-on experience gained on the job. CAFI is not a school or standards setting organization, but we will maintain that the information we provide addresses and meets the court accepted procedures as expressed in the Guideline for Fire Investigation, NFPA 921.

CAFI is a national association. We have representation across the country. We are aware that the majority of our members are located in and around our larger cities. It is no surprise that the most active chapter is in South-Central Ontario. The presence of a vibrant chapter in Quebec has given us great incentive to improve our communication in either official language. We have had active chapters in Eastern Ontario, Boreal Ontario, Northwestern Ontario, Manitoba, and Southern Alberta. It will take some effort, but we can do this again. If what we can provide is relevant to the needs of fire investigators in Canada, they will join with us. At the same time, we have to be realistic about being all things to all people. We have very sparse representation in some areas. It might make sense to look at consolidation of some regions based on geography, history, and population.

I would like to invite you to comment on these or any other issues you may have concerning this association and fire investigation in Canada.

8.2 Introduction of the 2010-2011 National Executive

President: Peter McAdam, Toronto Fire Services

1st Vice-President: Pierre Yelle, Office of the Fire Marshal of Ontario

2nd Vice-President: Scott Broad, Giffin Koerth Inc.

Past President: Kim Ayotte, Ottawa Fire Services

National Executive Secretary: Kathryn Cyr, Kathryn Cyr & Associates

9. Chapter Reports

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No reports submitted

Action Item: Peter McAdam to follow up with Jason Reed from the South Central Ontario Chapter on the status of the November training session.

10. **Regional Directors Reports:**
(Ask Scott Broad for a copy of his report).

Jean Grenier from Quebec Chapter reported that they recently elected a President, 1st and 2nd Vice President. Developed and advertised a training session for June 12 but cancelled due to lack of interest. Will look into offering other sessions.

Motion to accept the two regional reports was moved by Dan Langlois and seconded by Peter McAdam

CARRIED

Action item: National Executive Secretary to forward Mr. Grenier the current list of active Quebec members.

Discussion: Dan Langlois expressed frustration by the lack of communications between the national executive and the chapter directors. Mr. Langlois suggested that perhaps the executive should focus their efforts on one chapter at a time.

11. **Old Business**
No old business

12. **New Business**
Kim Ayotte presented a motion that CAFI continue their partnership with CAFC (Canadian Association of Fire Chiefs) in hosting their annual conference for the new three years. Moved by Dave Balderson and seconded by Scott Broad.

CARRIED

Committee updates:

National Affaires:	Kim Ayotte, Dan Langlois
Political Affaires:	Kim Ayotte
Budget & Finance:	Pierre Yelle, Kathryn Cyr
Nominations & Awards:	Dan Langlois
Training:	Pierre Yelle, Kim Ayotte, Scott Broad
Website:	Peter McAdam, Kim Ayotte, Kathryn Cyr
Membership:	Peter McAdam, Kathryn Cyr
Advertising:	Steve Hawken, Kathryn Cyr
Editor:	James Bennett, Peter McAdam

13. Call to Adjourn