



Notice of Annual General Meeting
of the
Fire Investigation Association of Alberta
Chapter 38, International Association of Arson Investigators

TAKE NOTICE THAT an Annual General Meeting of the members of the Fire Investigation Association of Alberta will be held at the Holiday Inn Suites and Conference Centre located 1101 – 4th Street, Nisku, Alberta, on the 22th day of November, 2022, at about the hour of 17:15 in the afternoon for the following purposes:

1. To consider the financial statements for the year ending September 30, 2021
2. To appoint an auditor for the financial year October 1, 2021, to September 30, 2022;
3. To approve any amendments to the Bylaws;
4. To ratify the appointment of directors and officers for 2022 – 2023 ;
5. To transact any other business as may properly come before the Members of the Fire Investigation Association of Alberta prior to any adjournment thereof.

DATED this fourth day of October, 2022

Fire Investigation Association of Alberta – President's Message

After a whirlwind first year as your President. Our Association has done a great job finding the "new normal" in life after Covid-19. As much as the pandemic has impacted our life and changed the way every does business, some constants have remained. The Fire Investigation Association of Alberta has great people and we provide great training with a bright future.

In April, I was able to represent the FIAA at the International Association of Arson Investigators (IAAI), International Training Conference (ITC) in Jacksonville Florida. The conference was well attended, although total international delegates were down due to travel restrictions. I had the opportunity to participate in world class training and networking with six fellow Canadians. The FIAA has a long tradition of presenting the outgoing IAAI President with a white, Smithbuilt Stetson hat. FIAA Past President Hunker was able to keep the tradition alive through a virtual presentation for the past two years, I was able to present outgoing President Toth with his Stetson in person at the AGM. I was given a Colorado Avalanche goalie mask in return. This stung a few months later when his Avalanche eliminated my beloved Oilers in the NHL playoffs. When the Avalanche were presented with the Stanley Cup, I sent a quick email to President Toth congratulating his team on the win and to remind him that it took Cale Makar (a good old Alberta boy) to lead his team to victory. Networking at training events can lead to life long connections and I encourage everyone to take advantage of these opportunities.

In 2022, we were able to host two training sessions. The first was held in June, where 40+ investigators attended the Electrical and Appliance Related Fire seminar. This course was impacted by covid restrictions and had been postponed two previous times. When it finally came together, it felt strange to be sitting in one room together, instead of sitting at a computer monitor but it didn't take long before attendees became comfortable and training felt like it was back to normal. It was a great 3 days filled with theory and hands on learning. A great deal of positive feedback was received.

The second seminar of 2022 was the National Wildfire Investigation Workshop and Evidence Collection Technician (ETC) Practicum. A partnership with Alberta Agriculture and Forests was developed to bring Investigators together from the public, private and wildland sectors to discuss trends and learn new skills related to wildland fire investigations. An ETC Practicum was added to allow members who have submitted their ETC course material an opportunity to complete their practical testing and obtain their professional designation. This course sold out quickly.

The FIAA since its incorporation in 1981 has maintained a high degree of professional standards and ethics as well as providing training for our Members. I pledge to continue working hard in my second year, building our Association on the foundation laid by the Board Members who have worked so hard to make the FIAA what it is today.

I hope that you are as excited about our future as I am and look forward to upcoming training in 2023. Any Association is only as strong as its Membership and I am honored to play a small part in it. As a group we have done great things in the last forty-one years and I look forward to the next forty-one and beyond. Please reach out to me at tmistal@stonyplain.com if you have any questions.

Be Safe

Trevor Mistal

fiaa.ca Website report summary AGM 2022

Highlights of changes and updates to the fiaa.ca website for 2022.

- The board of directors page and the committees page were updated after the last AGM.
- Tickets and payments for the 2022 Electrical and Appliance seminar and the 2022 National Wildfire Investigation Workshop were processed through the website.
- Payment processing with PayPal hasn't had any issues all year.
- Prices and appropriate discounts were appropriately applied for memberships.
- Mass emails were not going out in September but that was resolved by contacting Sitewyze who applied a plugins update.
- Due to some users not receiving emails, we've implemented text messaging (SMS) for membership renewal reminders and notifications.
- Updated the fiaa.ca/history page with long-term membership recognition.
- The ability to renew your membership for multiple years was added.
 - If you wish to renew for **multiple years**, please proceed through the checkout multiple times. (ie. checkout with Annual Membership, then go back to this page, and checkout again (and again for each subsequent year). Our system will increase your expiry date by 1 year each time. So if you go through the checkout 3 times, your expiry date will have 3 years added to it. There's no limit to the number of times you can go through.
- You can also renew memberships for other users.

Chris Shannon

October 2022

Annual General Meeting

FIRE INVESTIGATION ASSOCIATION OF ALBERTA Chapter 38 – International Association of Arson Investigators

Date: Wednesday, September 15, 2021

Location: Holiday Inn & Suites, 1100 – 4th Street, Nisku, Alberta

Proper notice for the meeting having been given and a quorum being present, President Glen Hunker declared the meeting duly constituted.

1. Call to Order

1.1. Meeting was called to order at 15:03 by President Glen Hunker.

1.2. Approval of Current Agenda.

Motion: To strike #6 from the Agenda (redundant)

Moved: Jay Melvin

Seconded: Len Raymond

CARRIED

2. Announcements

2.1. Acknowledge Notice of Meeting & Waiver of Notice.

2.2. Minute of Silence.

2.3. President Hunker would like to thank the Membership for their patience with the difficulties encountered with the website. Thank you to Chris Shannon for the huge amount of time he put in trying to get things working.

3. Approval of Draft Minutes from the 2020 Annual General Meeting

3.1. Approval of 2020 Annual General Meeting minutes.

Motion: To approve the draft minutes from the October 15, 2020 AGM as circulated.

Two typo corrections to be made.

Moved: Steve Maertens-Poole

Seconded: John McDermott

CARRIED

4. President's Report

4.1. President Hunker provided the following report:

As my final term of your Chapter President comes to a close, I was concerned that I would become the first person, in the history of the FIAA, to host no training courses during my term as Chapter President. Thankfully COVID

restrictions were eased, and we were able to coordinate and host today's training session.

Again, we have been forced to reschedule both of our planned course offerings into 2022. Please see the FIAA Website for updated dates and locations of our 3 – day spring course offering: Electrical and Appliance Related Fire Investigations and our 3 day fall course offering: National Wildfire Investigation Workshop PLUS on day four don't miss out on the 1 day ECT (Evidence Collection Technician) practicum.

The 2021 IAAI – ITC was cancelled for the second time in as many years. Due to travel restrictions, attendance at the 2021 IAAI – AGM was not possible. Alternatively, I arranged to virtually present an Alberta white Stetson to both IAAI; outgoing President Rick Jones and Past President Barry Grimm, via Zoom, during the virtual AGM.

I would like to say a huge thank you to the Board of Directors and the executive for their support during my term as your President. I appreciate each one of you and your willingness to invest time to ensure the success of the FIAA. The entire team has always been willing to jump in and help with whatever task required completion.

I would also like to acknowledge the extra time investment required to ensure that the following areas operated smoothly: Website, Membership, and the Flash Point newsletters. Thank you to the committee chairs; Chris, Trevor, and Jay for your oversight of these portfolios.

To the FIAA membership, thank you for your continued support of this great organization. I know the world has experienced things over the past two years that most would have never thought possible, but our Association has weathered the storm and continues to remain strong.

I would like to congratulate and welcome Trevor Mistal to his upcoming executive appointment as President of the FIAA.

I know that the Chapter 38 of the IAAI will continue to thrive under the very capable leadership of yourself and the incoming Board. I look forward to continuing to serve the membership in my role as Immediate Past President.

5. Treasurer's Report

- 5.1. Treasurer's Report was submitted by Glen Hunker.
- 5.2. This report is reflective of the FIAA financial position for the annual reporting period from September 2019 – 2020. The FIAA fiscal year is from September 30th to September 30th of each year.
- 5.3. Presented with this report is the "Unaudited" financial report as prepared by Mr. Neil Ramsay of Ramsay & Company Chartered Accountant. They are the appointed accounting firm of the FIAA.

- 5.4. The auditing process for this record has been completed by two member Audit committee comprised of Glen Hunker and Chris Shannon.

Motion: To appoint Ramsay & Company as Auditors for 2021 - 2022.

Moved: Glenda Dales Seconded: Len Raymond CARRIED

- 5.5. Ramsey & Company indicates the equity value of the Association for the 2020 fiscal year was \$93,765.00 This was an increase of \$4,648.00 from the 2019 fiscal period at \$89,117.00.

- 5.6. Total revenue for the FIAA in 2020 was \$23,571.00 and total expenses were \$18,923.00.

- 5.7. Revenue decreased by \$50,417.00 between the 2019 and 20120 period and as would be expected, expenses decreased by \$34,878.00 for the same period.

- 5.8. Current assets for the 2020 period are \$91,926.00. Liabilities are \$1,797.00.

Motion: To accept the Treasurer's report as presented.

Moved: Jay Melvin Seconded: Trevor Kotowich CARRIED

6. Membership Committee Report

- 6.1. Membership report was presented by Trevor Mistal.

- 6.2. We have 128 active members.

- 6.3. FIAA has another 31 members who have expired in 2020 who Trevor will continue to reach out to in hopes of renewing and strengthening our membership. Our active members bring a combined 1,200 years of FIAA membership.

- 6.4. The \$105.00 annual membership fee keeps the FIAA as a major provider of quality investigator training and maintains its strong reputation in the International investigation community. The FIAA will continue to offer half price memberships to attract new members.

- 6.5. There have been six new members since our last AGM. Trevor urged all current members to reach out to co-workers, friends, and acquaintances to promote the FIAA. New members bring new experiences and new energy which allows our Association to grow and flourish.

Motion: To accept the Membership report as presented.

Moved: Mike Zajac Seconded: Chris Shannon CARRIED

7. Training & Education Committee Report

- 7.1. Presented by Glen Hunker.

- 7.2. This information was provided for in the President's report with today's course being the first and only course provided this year due to the COVID-19 pandemic.

Information only

8. Website

- 8.1. Chris Shannon presented the Website Committee report.
- 8.2. Some users are reporting not receiving the automated reminder email 2 weeks before their membership expires. He has confirmed that the FIAA's system is sending those emails out, and last year, they added a feature to reduce the likelihood they will get classified as spam.
- 8.3. There is currently a major problem with the payment portion of the website, as of the end of August. The website company Sitewyze is aware of the problems and have their developers looking into solutions. Payments are not reliably processed, and errors sometimes prevent users from proceeding to complete a payment.
- 8.4. The website is extremely slow (taking over 10 seconds for every page), which may be related to the above problem. Sitewyze is aware of this problem as well.
- 8.5. Notices have been put on the website informing users of the problem and it is hoped the issues will be resolved shortly.

Information only

9. Unfinished Business

- 9.1. The sea can is now home to the majority of the FIAA belongings.
- 9.2. The conference table and chairs which was donated by Tom Littlechild are still located at Belfour Restoration. Tom stated that he has no use for it and has requested a new home for the furniture. Suggestion to take pictures of it and put it up for sale on the website.

10. New Business

- 10.1. Special presentation awarded to Jay Goupil for his dedication and excellent workmanship in putting together a great Flash Point newsletter.
- 10.2. It was with great pleasure and honor that President Trevor Mistal on behalf of the Board presented Scott Hanelt with a Lifetime Membership.
- 10.3. Election of FIAA Board of Directors.
 - 10.3.1. Elections were run by Past President John McDermott and Past Presidents Tom Littlechild and Don Rosland assisting with counting of the ballots.
 - 10.3.2. Two names were presented and received for vacant director positions.

- 10.3.3. The following members have allowed their names to stand for the following positions:

POSITION		NAME
1.	President	Trevor Mistal Stony Plain Fire Department
2.	1st Vice President	Jay Goupil Regional Emergency Services – Regional Municipality of Wood Buffalo
3.	2nd Vice President	
4.	Treasurer/Secretary	Glenda Dales Mundare Fire & Rescue
5.	Director	Chris Shannon Shannon & Associates Engineers Ltd.
6.	Director	Darryl Shyian Retired - Imperial Oil
7.	Director	Al Weicker Precise Fire Investigations / FireStorm Consulting Group Inc.
8.	Director	Lawrence Hogg Trochu Fire Department
9.	Director	David Hines Orata Engineering
10.	Director	Russell Murphy Department of Forestry – Wildfire Division
11.	Director	Steve Maertens-Poole Edmonton Police Service
12.	Director	Chris Shannon Shannon & Associates Engineering Ltd.

- 10.3.4. Three nominations for Director position were received:

Scott Hanelt, Medicine Hat Fire Service
Trevor Kotowich, St. Paul Fire Service
Devon Stout, Leduc County Emergency Services

- 10.3.5. Election was held. Ballots recounted by Past Presidents, John McDermott, Don Rosland and Tom Littlechild.

- 10.3.6. Position of 2nd Vice President was filled by acclamation by Mike Zajac.

Motion: To destroy ballots

Moved: John McDermott

Seconded by Trevor Mistal

CARRIED

10.3.7. The Board of Directors for the 2021– 2022 year is:

POSITION	NAME
1.	President Trevor Mistal Stony Plain Fire Department
2.	1st Vice President J.F. (Jay) Goupil Regional Emergency Services – Regional Municipality of Wood Buffalo
3.	2nd Vice President Mike Zajac County Of Wetaskiwin Emergency Services
4.	Treasurer/Secretary Glenda Dales Mundare Fire & Rescue
5.	Director Steve Maertens-Poole Edmonton Police Service
6.	Director Lawrence Hogg Trochu & District Fire Department
7.	Director Al Weicker Precise Fire Investigations Ltd. / FireStorm Consulting Group Inc.
8.	Director Darryl Shyian Retired - Imperial Oil
9.	Director Trevor Kotowich St. Paul Fire Department
10.	Director Russell Murphy Agriculture & Forestry–Wildfire Management Branch
11.	Director Chris Shannon Shannon & Associates Engineering Ltd.
12.	Director Scott Hanelt Medicine Hat Emergency Services

10.4. Trevor Mistal, President welcomed all new Board Members and thanked outgoing Directors.

10.5. 2022 AGM date to be announced at later date.

10.6. Final Presentation by outgoing President Glen Hunker to incoming President Trevor Mistal of the President's coin.

10.7. Presentation of Plaque and gift to outgoing President Hunker by President Mistal

11. Q & A

12. Adjournment

Motion: To adjourn annual general meeting at 16:20.

Moved: John McDermott **Seconded by:** Scott Hanelt **CARRIED**

Minutes recorded by Glenda Dales.

DRAFT



Membership Report – 2022 FIAA AGM
Trevor Mistal –FIAA President, Membership Board Chair

October 27, 2022

Removal of Covid 19 Federal, Provincial and Municipal restrictions allowed the Fire Investigation Association of Alberta to get back to what we are good at, hosting training and providing a networking channel for our members. This allowed 2022 to be a bounce back year for our Association. The global pandemic has slowed the world economy and the FIAA was not immune. Our members standing strong, have allowed us to weather the storm and are enter a new era. Our 186 members have not regressed during the global pandemic, but now its time to grow. The past three years have tested the will and mettle of everyone and this has made the FIAA even stronger.

We are always looking to highlight the value the FIAA provides its members. In 2023 there will be a mix of new and old courses brought forward. I am excited for next year. The strength of the Fire Investigation Association of Alberta has always been our members.

Your \$105 annual membership helps keep the FIAA as a major provider of quality investigator training and maintain our strong reputation in the international investigation community. The FIAA is committed to growing our association. There was not a huge increase in new members in 2022 but the FIAA will continue to provide new members with a half price registration fee for their first year. Please spread the word to attract new members.

I ask all current members to reach out to co-workers, friends and acquaintances to promote the FIAA. New members bring new experiences and new energy which allows our Association to grow & flourish.

If you are expired, please renew your membership online or contact myself for assistance.

Thank you for your support and look forward to what is on the horizon for 2023. If you have any membership related questions, please contact me at tmistal@stonyplain.com or 780-691-0075.

Be Safe
Trevor Mistal



Fire Investigation Association of Alberta

Board of Directors Candidate Nomination Form

Are you an active member of the FIAA and want to have positive influence on the direction of the Association? The Board of Directors wants you!

General Elections for FIAA are held every September at the Annual General Meeting. If you or an FIAA Member you know meet the criteria to be a Director of the Board for the FIAA and are interested in either nominating an FIAA member or yourself, get your nomination in today!

P.O. Box 3555

Sherwood Park, AB
T8H-2T4

(780) 497-8610

Website:
www.fiaa.ca

Eligibility Criteria

- ◇ Member in good standing of the Fire Investigation Association of Alberta (FIAA), Chapter #38 of the International Association of Arson Investigators.
- ◇ Member in good standing of the International Association of Arson Investigators (IAAI).

It's your Association. It's your Board. Get involved today!

Your commitment while on the Board of Directors involves active committee involvement, Board meeting attendance 10 times per year (8 teleconferences, 2 face-to-face) and a desire to see your successful Association continue to move in a positive direction.

FIAA Committees include:

- | | |
|-------------------------------------|------------------------------------|
| ◇ Training & Education Committee | ◇ Corporate Committee |
| ◇ Membership Committee | ◇ IAAI Affiliation Committee |
| ◇ Flash Point News Letter Committee | ◇ Accreditation Committee |
| ◇ Merchandise Committee | ◇ FIAA Bylaw Committee |
| | ◇ Website & Social Media Committee |



FIAA Board of Directors Nomination Form

Candidate Name: _____ FIAA #: _____ IAAI #: _____

Occupation: _____ Address: _____

Email: _____ Phone: _____

Date Received: _____ By: _____, Past President

**A photograph and brief biography of the candidate must be attached to each nomination.
Incomplete nominations will not be accepted.**

Fire Investigation Association of Alberta

**Financial Statements
September 30, 2021
(Unaudited - see Notice to Reader)**

RAMSAY & COMPANY LLP

Phone 780-434-8818
Fax 780-434-8922
Email: admin@ramsaypc.ca

8836 60 Avenue NW
Edmonton, Alberta T6E 6A6
Canada

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Fire Investigation Association of Alberta as at September 30, 2021 and the statement of receipts and disbursements for the year then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these financial statements may not be appropriate for their purposes.

Edmonton, Alberta
January 21, 2022

RAMSAY & COMPANY LLP
Chartered Professional Accountants

Fire Investigation Association of Alberta
For the year ended September 30, 2021
Statement of Receipts and Disbursements
(Unaudited - see Notice to Reader)

	<u>2021</u>	<u>2020</u>
Receipts		
Seminars	\$ 4,200	\$ 12,103
Memberships	8,798	10,185
Interest and other	2,423	978
Merchandise sales	<u>130</u>	<u>305</u>
	<u>15,551</u>	<u>23,571</u>
Disbursements		
Advertising and promotion	1,105	1,265
Amortization	738	440
Insurance	1,885	2,241
Interest and bank charges	610	853
Meetings and seminars	2,497	4,799
Memberships, dues and licenses	441	238
Merchandise	84	2,548
Office and administration	973	473
Outside services	1,801	3,477
Professional fees	2,255	2,142
Telephone and utilities	-	171
Travel	<u>868</u>	<u>276</u>
	<u>13,257</u>	<u>18,923</u>
Excess of receipts over disbursements	2,294	4,648
Members' equity, beginning of year	<u>93,764</u>	<u>89,116</u>
Members' equity, end of year	<u>\$ 96,058</u>	<u>\$ 93,764</u>

Fire Investigation Association of Alberta
September 30, 2021
Statement of Financial Position
(Unaudited - see Notice to Reader)

		<u>2021</u>	<u>2020</u>
<u>Assets</u>			
Current			
Cash		\$ 64,498	\$ 61,814
Term deposits		26,061	25,362
Accrued interest receivable		36	319
Inventory		<u>5,396</u>	<u>4,431</u>
		<u>95,991</u>	<u>91,926</u>
Equipment			
	<u>Cost</u>	<u>Accumulated Amortization</u>	
Trailer	\$ 8,846	\$ 8,777	69
Seacan	3,927	1,100	2,827
Computer	<u>4,150</u>	<u>4,148</u>	<u>2</u>
	<u>\$ 16,923</u>	<u>\$ 14,025</u>	<u>3,636</u>
		<u>\$ 98,889</u>	<u>\$ 95,562</u>
<u>Liabilities</u>			
Current			
Accounts payable		\$ <u>2,831</u>	\$ <u>1,798</u>
<u>Members' Equity</u>			
Members' equity		<u>96,058</u>	<u>93,764</u>
		<u>\$ 98,889</u>	<u>\$ 95,562</u>