



# Fitness Bi-Annual Telecom Record of Discussion

Date: 07-May-2018

Time: 1345 hrs

Location/Type: Teleconference

Meeting chaired by: Denis Couturier, Marcel Roy

Note taker: Kristine Bernard

**Attendees:** Daryl Allard-PSP HQ, Chris Giacobbi-PSP HQ, Dan Bourgoïn-PSP HQ, Caitlin Salisbury-PSP HQ, Stephanie Mile-PSP HQ, Shawn Cormier-PSP HQ, Todd Cirka-OUTCAN, Tina Hunt-St John's, Allison Power-St John's, Daryl Hayden-Gander, Cyril Brennan-Goose Bay, Adam Call-Goose Bay, Eric Plante-Greenwood, Morgann Davis-Greenwood, Josh-Leddicote-Greenwood, Lucas Hardie-HFX Stad, Isaac Habib-HFX Stad, Stacey Robicaud-HFX Stad, Kevin Delong- HFX Fleet, Jason Price-Shearwater, Sébastien Perigny-Lajoie-Gagetown, Jena Macleod-Gagetown, Ryan Cain-CFSU(O), Laura Stevenson-CFSU(O), Dominique Pharand-CFSU(O), Paul Butt-Kingston, Steve Brick-Kingston, Lindsay Clark-Kingston, Stephane Robert-RMC, Kendra Lafleur-Trenton, Ryan Meekes-Trenton, Rick McKie-Petawawa, Necole Miller-Petawawa, Peter Healy-Toronto, Nem Maksimovic-Toronto, Jordan Geehan-London, Paul Best-North Bay, Duane Farrell-PSP NTC, Scott Heipel-Meaford, Chris Merrithew-Winnipeg, Jim Mackenzie-Shilo, Joy McLaughlin-Moose Jaw, Dustin McKay-Moose Jaw, Nicole Bratten-Moose-Jaw, Jeff Rauscher-Portage, Graeme Hill-Edmonton, Brad Bailey-Wainwright, Josey Yearley- Cold Lake, Tina Schauerte-Yellowknife, Penny Blanchard-Esquimalt, Alyssa Jesson-Esquimalt, Lyndal Greig-Esquimalt, Kevin Elmore-Comox, Natasha Cusson-Comox, Shawn MacEachern-CANSOFCOM, Georgina-Dundurn

Item		OPI
1.	<p>Physical Performance Strategy – Brief overview of the strategy and status of its release</p> <ul style="list-style-type: none"> <li>- Follow-on from the PSP Symposium last fall where a lot of our focus was on the Physical Performance Strategy.</li> <li>- We were able to get on the Armed Force Council (AFC) agenda mid-march 2018.</li> <li>- Went relatively well; the commands basically signed off.</li> <li>- CDS directed some tweaks and amendments to the content of the strategy:               <ul style="list-style-type: none"> <li>• endorsed the framework; and</li> <li>• wants the language to be more directive - more emphasis put on the role of the unit command teams and the CoC accountability.</li> </ul> </li> <li>- Tweaks and amendments were applied .</li> <li>- Staffed to the CDS' office, where his staff have had a chance to</li> </ul>	<p>Daryl</p>

	<p>provide further insights.</p> <ul style="list-style-type: none"> <li>- Got the note last Friday (04-May-18) that all is ready to go.</li> <li>- Still need to schedule a brief with the CDS – at which point we fully expect the full sign off.</li>   <li>- Expectations from the B/W: <ul style="list-style-type: none"> <li>• Encouraged to familiarize yourself with the document and what it means.</li> <li>• A brief Dr. Mike Spivock has made available on the Sharepoint site for the PSP managers and F&amp;S managers – high level overview of strategy, should you wish to start to socialize your CoC.</li> </ul> </li>   <li>- Once the CDS endorses the Strategy, it will potentially be released nationally - local leaderships will come asking questions.</li> <li>- Importance to be up the speed, aware and ready to respond in terms of what it means for B/W, and what are the next steps.</li>   <li>- A little bit disappointed following the AFC, but the fact that the CDS was engaged certainly is a good sign in the long run.</li>   <li>- Somewhat delayed in where we wanted to be; but will make the Strategy better in the end.</li>   <li>- File is continuing to progress.</li>   <p>Q. Eric Plante – Greenwood: What is the timeline?</p> <p>A. It all depends on how quick we can get to the CDS and get a chance to brief him.</p> <ul style="list-style-type: none"> <li>- From our perspective – nationally we are simply looking at doing an announcement and then making the Strategy available. Nothing to in-debt.</li> <li>- In the spring – rolling out the comms plan.</li> <li>- Given where we are at this time; if we can get to the CDS in the next month or so – feasibly within the next 2-21/2 months to get to a place where we are able to release it nationally.</li> <li>- The activities are most of the comms efforts will be focused in the spring.</li> </ul>   <p>Q. Penny Blanchard - Esquimalt: Is the latest version available on Sharepoint?</p> <p>A. I believe the version we submitted to the CDS has been uploaded to the PSP managers Sharepoint site – To double check and post that version accordingly.</p> </ul>	

2.	<p>FORCE Evaluation for PSP employees</p> <ul style="list-style-type: none"> <li>- In Sept 2017, an email was sent out with info pertaining to staff FORCE evaluation results.</li> <li>- Section 7 of MEM – indicated more info on FORCE Evaluations for PSP-Fitness employees would be released in the summer of 2018.</li> <li>- This info is still expected for release this summer.</li> <li>- Will outline the expectations and timelines for all PSP fitness staff to complete FORCE evaluations.</li>   <li>- Update req'd to the staff roster for PSP Fitness staff</li> <li>- In order to make this process easier: <ul style="list-style-type: none"> <li>• we will require updated staffing info from each location;</li> <li>• we do not have an automated process to update our fitness staff roster (including those used for FORMeFIT)</li> <li>• Managers will be sent a spreadsheet to populate – used to create a more updated roster; and</li> <li>• Reminder: send email to Caitlin for any new Fitness staff – first and last name, position, PRI, gender and DOB in order to be added to the roster.</li> </ul> </li>   <li>- Elimination of DND 279 – using this method for only exceptional circumstance.</li> <li>- By updating the roster, have everyone info, there shouldn't be any issues using the system vs. DND 279 in the future.</li> </ul>	Caitlin
3.	<p>FORMeFIT kits update:</p> <ul style="list-style-type: none"> <li>- Still in planning phase – what updates need to occur and ensure we do not run into the same issues we had with last fall update.</li> <li>- Trying to minimize impact at all locations and to CAF personnel.</li> <li>- Currently looking to update the kits in Aug/Sep 2018.</li> <li>- Anticipation of a new algorithm after additional data collection analysis.</li> <li>- Anticipation of switching air card from Rogers to Bell.</li> <li>- As we have more info and timelines on the kits being shipped from your locations to HQ, we will communicate accordingly.</li> </ul>	Caitlin
4.	<p>FORCE Rewards Program</p> <ul style="list-style-type: none"> <li>- Entered into contract with Logistik Unicorps – will be our rewards supplier.</li> <li>- Choice main reason: <ul style="list-style-type: none"> <li>• currently managing the CAF Clothing Online uniform program;</li> </ul> </li> </ul>	Denis

	<ul style="list-style-type: none"> <li>• CAF personnel are already familiar with website.</li> <li>- Still in planning phase / working out the logistics.</li> <li>- Managers to start thinking about reward material being shipped to location and distribution of rewards program.</li> <li>- Main effort from the field: handing out reward.</li> <li>- Find a location to store inventory on monthly basis, and distribution easily accessible for CAF personnel to claim their rewards.</li> <li>- PSP staff to distribute the rewards.</li> <li>- Logistik Unicorps will handle the majority of the logistics: who has access to rewards and how is all tabulated and sent to the units – all should be done electronically with the use of the eFit system;</li> <li>- Logistik Unicorps to manage the program.</li> <li>- More information to be sent as the project moves along.</li> <li>- Hard launch scheduled: Fall 2017 – official date yet TBC</li> <li>- A few partners require confirmation WRT information transfer - data &amp; IT piece pending confirmation from our end.</li> </ul>	
5.	<p>Waist Circumference</p> <ul style="list-style-type: none"> <li>- As per previous discussions – possibility of standardize communication to the CoC when military personnel decline having their waist circumference measured during a FORCE evaluation.</li> <li>- We are still working on approved wording for the standardize messaging.</li> <li>- Anticipate to be released in a near future.</li> <li>- Reminder for staff using the FORMeFit system: <ul style="list-style-type: none"> <li>• Imperative to refresh events and reload participants prior to each evaluation session – this ensures the most recent information pertaining to the event is downloaded unto the kit for that session.</li> <li>• If you are in a location that does not permit connectivity – ensure the info is downloaded on the kit as close to the event as possible to ensure accuracy.</li> </ul> </li> </ul>	Caitlin
6.	<p>Reports</p> <ul style="list-style-type: none"> <li>- Moving along really well.</li> <li>- Almost at the end of its completion.</li> <li>- The data being managed and displayed on our platform is moving along nicely.</li> <li>- Promised L0, L1, L2, L3 back to the CoC – piece in development at the moment; access to the website from HQ.</li> <li>- Plan: launch in Q2 – a few loose ends to update before ensuring a solid launch.</li> </ul>	Denis

	<ul style="list-style-type: none"> <li>- During Shilo TAV – presented some of the data to the CoC – very well recv'd and very useful from their end.</li> <li>- Delivery: Access will be accompanied with training on the website, SOP for access and dissemination.</li> <li>- More info to follow.</li> </ul>	
7.	<p>Sandbags</p> <ul style="list-style-type: none"> <li>- Over last year – attempt to obtain a standing offer with PWGSC, to have a manufacturer of the FORCE kits and sandbags – process fell through Feb/March 2018.</li> <li>- Minimal interest for standing offer – no financial engagements on our end.</li> <li>- Now – looking to have a contract established with manufacturer for kits and sandbags.</li> <li>- Contract – financial engagements from our organization.</li> <li>- Working with ADM(MAT) to develop new contract – end of FY 2018/19.</li> <li>- Created a gap with current equipment available – Interim solution through NPF: <ul style="list-style-type: none"> <li>• Made a purchase for additional kits – delivery expected in fall 2018.</li> <li>• If there is a critical need of kits – thorough evaluation – advise POC Dan Bourgoin.</li> <li>• Current tight restrictions on the available equipment.</li> </ul> </li> </ul>	Marcel
8.	<p>Ops Manual – 3<sup>rd</sup> Edition</p> <ul style="list-style-type: none"> <li>- Revision completed – awaiting feedback from technical review, graphics and translation</li> <li>- ETA end 2018</li> </ul>	Marcel
9.	<p>CMFTE</p> <ul style="list-style-type: none"> <li>- Week of 30-Apr-18 - Info distributed WRT CANFORGEN – Calling out Annual Evaluation (25-29 June 2018).</li> <li>- Way-ahead – de-centralizing CMTFE – six locations will be receiving equipment in July 2018: <ul style="list-style-type: none"> <li>• Esquimalt</li> <li>• Edmonton</li> <li>• Winnipeg</li> <li>• Borden</li> <li>• Valcartier</li> <li>• Halifax</li> </ul> </li> <li>- B/W will forward their candidates to their closest testing site.</li> <li>- Ops Manual will be forwarded to the six locations for review prior</li> </ul>	Dan

	<p>to the CMFTE.</p> <ul style="list-style-type: none"> <li>- Evaluators training certification – 21-23 June 2018</li> <li>- Anticipate an influx of people requiring the CMFTE.</li> </ul> <p>Q. Eric Plante – Greenwood: Can I send someone from Greenwood to get the training?</p> <p>A. – Dan: Training is only available at those locations for the delivery of the CMTFE evaluations.</p>	
10.	<p>Dfit.ca</p> <ul style="list-style-type: none"> <li>- April release – new user interface (UI) – allows some improvements and makes the site more inviting for the users and PSP staff evaluators.</li> <li>- PSP library – Instructor to create new training program for CAF personnel.</li> <li>- CANSOFCOM programs now included into Dfit.ca</li> <li>- Continued feedback/suggestions are welcome for continuing improvement to the website.</li> </ul>	Marcel
11.	<p>Reconditioning Program</p> <ul style="list-style-type: none"> <li>- Follow-up Re-org announced last fall – moving forward</li> <li>- Experiencing some delays in providing copy of SOP's – combining both the SOP's and Report tool items in a single message</li> <li>- Draft of SOP's and Terms of Reference and Report tool – by end May 2018</li> <li>- DoA allocation of travel, equipment and professional development funds</li> <li>- Working groups – ongoing review of the Reconditioning Program</li> <li>- As announced last fall, several phases; phase 1 completed</li> <li>- 12-18 months for completed review</li> <li>- R4P rolled-out at some locations - mainly central and western / more recently eastern, Greenwood and Halifax</li> <li>- Retirement of Maj Crumback – file transferred to Maj Trudel; deployed until Aug 2018 – file is currently on hold</li> <li>- Stacey – Halifax: met with Maj Trudel 04-May-18</li> <li>- Marcel: will touch base with Maj Trudel</li> </ul>	Marcel
12.	<p>Firefighter Program</p> <ul style="list-style-type: none"> <li>- CFFM FPFE not rolled out in April 2018 – delayed until September 2018 related to equipment purchase.</li> </ul>	Denis

13.	<b>FSI Hiring Process</b> <ul style="list-style-type: none"> <li>- Feedbacks/recommendations received – proposed changes will be reviewed.</li> <li>- File on hold – will re-engage as soon as our major projects are on a completed end.</li> <li>- Removal of CSEP certification for FSI's qualification.</li> </ul>	Denis
14.	<b>Revision of the Fit Coord job description and hiring process</b> <ul style="list-style-type: none"> <li>- To start once changes have been completed for the FSI.</li> <li>- Possible consideration to remove the PT CSEP certification.</li> </ul>	Denis
15.	<b>CSEP</b> <ul style="list-style-type: none"> <li>- Renewal: once all the accurate info is in our files renewal is updated; delay at CSEP to process.</li> <li>- PDC's and proof of participation have yet to be received for many individuals.</li> <li>- CSEP audit will require submission of proof of participation on demand within 14 days.</li> <li>- Removal of CSEP CPT as part of the requirements for FSI – discussion with CSEP in June 2018 – how to ease the process of renewal for staff who do not require certification in the qualification of employment; keep renewal fees at minimum for our employees.</li> <li>- Intent to have it automated; similar to when procuring additional insurance – minimal administration requirements from CSEP and PSP HQ; keep fees at minimal.</li> <li>- More info to follow upon conversation with CSEP.</li> </ul>	Marcel
16.	<b>FS 2 Review</b> <ul style="list-style-type: none"> <li>- NTC worked on developing the on-the-job training packages for all our speciality evaluations.</li> <li>- More work to be done.</li> <li>- Local delivery soon - will allow the flexibility for managers to train and certify new employees on the speciality evaluations.</li> <li>- Speciality evaluations are not evaluated at all B/W.</li> <li>- Requested packages to be completed prior to making changes to the FS 2 course – at this time will remain status quo until packages are delivered to the field – avoid any gap in the training of new employees.</li> <li>- Completed the CANSOFCOM application process for CSOR and CJIRU.</li> <li>- Captured info for the FF evaluations – more work to be done</li> </ul>	Denis

	before the launch.	
17.	<p>National PSP Training Centre</p> <p>a. PSP Fitness and Sports Level 2 courses – reminder of course dates and requirements:</p> <ul style="list-style-type: none"> <li>- 1<sup>st</sup> course: 13-24 Aug 18</li> <li>- 2<sup>nd</sup> course: 20-31 Aug 18</li> <li>- Courses need to run full – support from managers is required to ensure these courses do run full.</li> <li>- Staff who are in the process of completing the FS1 course should already know the FS2 course they are projected to attend.</li> <li>- A WO will be communicated to participants in May to confirm details.</li> <li>- Certain exceptional circumstances may impact participation, however, staff who do not attend their projected serial without a valid reason and approved by the NM PSP Ops risk losing their spot and will be bumped to the end of the training line-up.</li> </ul> <p>b. NTC Marketing and Communication</p> <ul style="list-style-type: none"> <li>- PSP Courses updated calendar with descriptions will be published and available the week of 14 May 18.</li> <li>- Will include information related to fall 2018 delivery calendar</li> <li>- Will be offering a FS2 course in addition to a Fitness Coord Course.</li> <li>- Calendar will also be emailed to managers.</li> <li>- Military Courses updated and available on CAFConnection.ca</li> <li>- Delivery calendar for FY 18/19 related to Military F&amp;S Courses (BFTA, AFTA and UFSO) is now available on CAFConnection.ca – under Programs &amp; Services section, Military Personnel, Military Fitness.</li> <li>- Will be offering several BFTAs outside of Borden this FY, including Shilo, Kingston, Valcartier &amp; Gagetown.</li> <li>- OPI Kathy Dimakos, NTC Training &amp; Project Coordinator - For more info on any of the courses / info on how to register for PSP courses</li> </ul>	Chris
18.	<p>Round table:</p> <p>Eric Plante – Greenwood:</p> <p>Q. Can we have an idea on what the prizes will be?</p>	All



A. Denis: two pieces of clothing article / platinum reward: pin & clothing article; more to follow

Paul Butt – Kingston:

Q1. eFit system: Base statistic stats availability status?

A1. Denis: ongoing long term goal; we've seen some capabilities with IT (more in depth reporting) – more questions than solutions at this point - i.e. How will this be accessible to managers on base?

Q2. eFit system: Set-up dedicated line – will we be able to do updates or keep sending kits to HQ?

A2. Denis: At this time we are pulling the plug on the remote access piece – focus our efforts on the new architecture of the eFit system; keeping this feature into consideration when designing the new architecture.

Q3. Update on the standing offer for fitness equipment nationally?

A3. Marcel: req'd status of the situation mid-March 2018 with no results. Intent to follow-up within the next two weeks; understanding they want to move up in May 2018.

Evaluating the offers received, negotiating if they receive anything interesting that fulfills their requirements.

Rick McKie – Petawawa:

Q1. Status of the Reconditioning Course: will it be updated?

A. Chris: In DFIT court to be able to drive that; the NTC would be engaged in developing and delivering the content when DFIT is ready to move forward. A1. Denis: 1) SOP review – ensure all is align; 2) engage the NTC

Q2. Recertification process for the FORCE evaluators: will they reconsider the length of time that process takes in terms of the course length?

A2. Chris: When going through the FORCE evaluator's recertification process, it was important to ensure a robust recertification process in place, in order to maintain the integrity of the test. Ensure a straight forward and familiar recertification process in place, which causes less confusion as possible to the field, and fairly well aligned with other types of recertification out there (first-aid, Corporate NPP DoA, etc.). Looking at the recertification path itself is a lot shorter in terms of the initial qualification piece- approximately 20 hours down to approximately 9 hours.

Q2.1 Rick: same amount time from what we are seeing by two hours difference; still based on a full day.

A2.1. Chris: to be discussed further off-line.

Josey Yearley – Cold Lake:

Q1. Moving eFit kit update at later October like last year? Aug-Sep is a busy time with last minute evaluations.

A1. Marcel: potentially moving it earlier in the calendar; will have to re-engage some discussions on our end to confirm and re-evaluate the need of doing it early or after the merit board sits down like last year. Will take this into consideration when doing a full assessment of when the upgrade will be done.

Q2. Why we anticipate an increase in casting of the CMFTE?

A2. Marcel: The increase is not specifically for failures; for those on temp or perm – can't do the FORCE and expected to do the CMFTE; discussions with various stakeholders – 700 individuals who may not meet the U of S.

Penny Blanchard – Esquimalt:

Q1. Moving kit update to Oct-Nov; earlier would have an impact at location.

A1 Denis – eFit updates: We will consider all of the recommendations, however we want to ensure that it works as well with the potential conflict of the rewards programs.

Start preparing a solid plan in the event the kits updates will take place in Aug-Sep 2018.

We will do everything in our power to ensure the process is short term loss from your end – trying to compress the week(s) that you would lose your system.

Q2. Possibility to obtain a list from HQ of individuals who will have to do the CMFTE?

A2. Marcel: At this time, we haven't received information regarding that matter. If we do, will relate the info.

Q3. OJT package – Will there be a refresher for all the evaluations?

A3. Denis: The org of the package includes a supervisor checklist for FI to do, along with an online evaluation and a video to assist the staff in the explanation of all the evaluations.

Paul Butt – Kingston

Q1. When getting instructions from the CISM teams, they are unclear in what they are looking for in their testing; is it coming from Fitness section or Sports section?

A1. Marcel: Everything come from the Sports section; we rarely discuss about their requirements – we will mention it on our end; should also be

brought up to the RSD conferences.

Q2. Possibility of obtaining some training videos in order for the staff to know exactly what they are supposed to do?

A2. Denis: Some of the general managers or coaches are still assuming that everyone is familiar with express tests – there is a requirement to provide documentation for some of those specific evaluations which are not as in touch with or qualified to run anymore.

Telecom French – Q & A

Simon Toupin – Valcartier:

Q. FORMeFit kits updates – Have you considered pushing back the date to the end of October/beginning of November? August–September: promotion boards.

A. Marcel: This is being considered. The promotion boards start around September 21, so it is highly likely that we will bring the kits in conjunction with that date. Once all the FORCE results have been submitted, regardless of the deadline, we may then only have to bring back the kits. This is not 100% guaranteed, but it is one of the issues we are strongly considering at this time.

Simon Bélanger – St-Jean:

Q. Bell connectivity problems in Mega.

A. Marcel: If there are existing connectivity problems with Bell, but the Rogers network works well, we will try to keep you on the Rogers network.

Simon Toupin – Valcartier:

Q. Will the third edition of the Ops Manual also be published in French in 2018?

A. Marcel: The Ops Manual will be published in both French and English.

Simon Toupin – Valcartier:

Q. Will they attend the training from June 20 to June 24, before doing the annual evaluation?

A. Dan: Exactly. Depending on the number of candidates for the evaluation, they will have the opportunity to implement the experiences during the training. Ensure that everything is included and attempt to administer the evaluation.

Johanne – Valcartier:

Q. In the DAOD, a member who fails twice can choose to do the common tasks. Is this still the case?

A. Yes. This is recommended if they fail the FORCE evaluation twice.

	<p>They do, however, have the choice: only four components to pass. If they fail the four tasks of the FORCE Evaluation or the CMTFE, the impact is the same.</p> <p>Johanne Morin – Valcartier:  Q. cphysd.ca Website – Since the update, the search tool works much better; however, still cannot access CANSOFCOM – cannot find anything when trying to login.  A1. Marcel: Noted.  A2. Denis: Demonstrate how to access. Agree that it is not obvious. It should be a lot simpler.</p> <p>Claudie Descoteaux – Bagotville:  Q. What will happen to instructors who want to become coordinators, but have lost their certification?  A1. Denis: Ref 8b – We are planning to review the Fitness Coordinator position. There is a strong possibility that we will remove the CSEP certification for coordinators.</p> <p>Q2. Not for specialists?  A2. Marcel: Results on if we should remove CSEP certification for positions in the physical reconditioning program are minimal – 98% that certification will remain part of the job descriptions of these positions.</p> <p>Q3. Is there an update on the Firefighters Physical Fitness Maintenance Program – FORCE Evaluation and Firefighter Test?  A3. Marcel: The policy is still the same; they need to do both tests.</p> <p>Simon Toupin – Valcartier:  Q1. News on the MFSG?  A1. Denis: Gaétan has to send a report to the PSP Senior Managers and ask for an update. There is no information right now on this subject.</p> <p>Q2. Can we start spending without knowing the full amount?  A2. Denis: There is currently a full hold. If no more info today, we will attempt to convince them to start at 25% like last year. Included in my do-to list.</p>	
19.	Adjournment	
	- 1445 hrs	