



**Minutes of the Fitness Staff teleconference held 26 May 2016
4210 Labelle St, Ottawa**

*** OFFICIAL ***

File: 1180-1 (CFMWS/DFIT)

Present:

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<u>Item</u>	<u>Discussion</u>	<u>OPI</u>
1.	<p><i>Introductory Remarks</i></p> <ul style="list-style-type: none"> - Introduction of staff - Explain the agenda of the meeting - Explain the rules of the meeting; keep noise to a minimum and please keep your questions for the end of the meeting. 	Rick McKie
2.	<p><i>EFit Update</i></p> <p><i>a. Updates</i></p> <ul style="list-style-type: none"> - The formEfit system went live on 1 April 2016. - Thanks to continuing feedback a few bugs and glitches were discovered. - The ILS problem was a sequencing issue. As long as the evaluation is administered in the correct order there should not be any problems with the data going to HRMS. - An on-going issue is the iCloud pop-up. Currently in the process of fixing this bug. In the meantime, select cancel and the evaluation will continue as normal. No data will be lost. 	Tracy Campbell

	<ul style="list-style-type: none"> - Currently working on two updates to the system. The first one is scheduled for the summer 2016. The update will address the UIC and login issues on the Reservation website. The second update is scheduled for the month of December 2016, which will address the algorithm for the Fitness Profile. <p><i>b. Reporting</i></p> <ul style="list-style-type: none"> - CAF leadership reports with group plots showing trends within units or groups are not possible at this time. Various options are being considered for the future, but for now the only options are: <ul style="list-style-type: none"> i. HRMS/GUARDIAN/MPRR/EMAA should update in 48 hours with individual incentive level. ii. Once uploaded to HRMS, FORCE results/Fitness Profiles, ect are only available on the laptops for 30 days. Only way to group plot the fitness profile is by the event. iii. Individual, anonymous, unofficial results can be provided to CAF personnel using the business style cards provided. iv. For an official hardcopy use a DND 279 form. <p><i>c. Work tickets</i></p> <ul style="list-style-type: none"> - Please continue and encourage your staff to use the work ticketing system to submit any inquiries/issues/feedback/questions. We use that platform to generate reports and support the justification for future development by assessing overall impact. <p><i>d. DND 279 Forms</i></p> <ul style="list-style-type: none"> - DND 279 forms have been modified from protected B to protected A. - Effective immediately, please destroy all DND 279 forms, by using protected methods. - Before destroying, please ensure to inform the chain of command that it is no longer your responsibility to keep a copy (the member has a copy and the results are captured on HRMS). - We will send a memo regarding these changes. 	Dan Bourgoin
3.	<p><i>CSEP Update on recertification</i></p> <ul style="list-style-type: none"> - Insurance forms will be sent 27 May 2016 and the deadline is on 31 May 2016. - Renewals will be sent as soon as possible. 	Laura Stevenson
4.	<p><i>PSP Clothing</i></p> <ul style="list-style-type: none"> - We will send a request for proposals for a vendor that will be able to meet our requirements. - The clothing options will become more limited. There will only be 	Dan Bourgoin

	<p>a choice of two colors for the shirts (black/grey).</p> <ul style="list-style-type: none"> - Accolade doesn't currently have black shorts for women; they have the opportunity to buy their own shorts as long as they respect the dress code (must be black and knee length). - We are looking at the possibility of ordering PSP clothing electronically. - Until further notice please continue to order your PSP clothing through Accolade. - Please forward any good contacts for consideration. 	
5.	<p><i>Plan ahead to deliver CMTFE</i></p> <ul style="list-style-type: none"> - We are in the process of preparing the kits for 6 locations (Halifax, Valcartier, Ottawa, Esquimalt, Edmonton and Borden). We are aiming to have them completed February 2017. - We will give a refresher on the training/testing in order to continue to maintain our standards. - CMTFE testing will be done during the week of 29 May 2016, and again during the fall 2016. 	Dan Bourgoin
6.	<p><i>PFERC</i></p> <ul style="list-style-type: none"> - Braces and prosthetics will require a medical clearance in order to be used for the evaluations (med CHIT). They can create an advantage for the user, and can allow people to fall through the cracks by avoiding medical attention. - Personnel who have been identified as having to complete the CMTFE annually can request to go back to doing the FORCE Evaluation. The request is reviewed by the PFERC. 	Dan Bourgoin
7.	<p><i>OPS Manual</i></p> <ul style="list-style-type: none"> - The English version of the Ops Manual will be posted on the website, along with the tools. - You will have the ability to upload the file as the manual in whole, or by chapters. 	Dan Bourgoin
8.	<p><i>Upcoming Research Activities</i></p> <p>a. FORCE Combat</p> <ul style="list-style-type: none"> - The 3rd data collection was completed with 30 military personnel from Petawawa. - They each completed FORCE Combat 5 times in order to determine in which round they obtained their best result. They completed the evaluation with a 5 minutes rest between the march and the FORCE Evaluation. - There is no current standard for the break length between both; more studies need to be done. It will be looked into next year. - 2 more data collections will be done by April 2017. 	Tara Reilly

	<ul style="list-style-type: none"> - In September Jacquie will be conducting a data collection to determine performance enhancing training. It will be done in 3 steps, the first the participant will be training on their own, the second step, the participant will be training on their own using DFIT.ca, and the third step will be done with supervision. <p>b. Fitness Profile</p> <ul style="list-style-type: none"> - The calculations that convert FORCE evaluation results into Operational Fitness scores and Health-Related Fitness scores were based on a small stratified sample of CAF personnel. - In 2017, merit board points will be awarded to CAF personnel who reach the incentive level and therefore the calculations must be accurate and fair for CAF of all age and gender. - Operational Fitness scores are based entirely on the effort given during a FORCE evaluation. The health related fitness however involves an estimated calculation of aerobic fitness and any predictive based model has an inherent margin of error. Furthermore the relationship between maximal effort on the FORCE evaluation and predicted VO2 max requires a maximal effort across all 4 components of the FORCE evaluation. - Using the online calculator to only adjust one single value can cause an error in predicting VO2, affecting the health score. However the number of points associated with each component of the FORCE evaluation will calculate accurately. - Additional research has been scheduled to increase the stratified sample of CAF personnel; this will improve the health related fitness scores, in particular the calculation of a predicted VO2 max. Until that research is complete later this year, the algorithm used to predict VO2 must be interpreted with caution and the default 5% performance increase on the iPad is more likely to give realistic values. 	
9.	<p><i>FF Evaluation Maintenance Program Update</i></p> <ul style="list-style-type: none"> - R&D finished the FPFMP vs FORCE comparison study. - This year they will be completing both test until CFFM decides the way ahead for 17-18. 	Nicole Thomas
10.	<p><i>Fitness Equipment Grant for FF</i></p> <ul style="list-style-type: none"> - Fire marshals have funds for new fitness equipment for those who have been selected this year. A total of \$50 000 divided through 7-8 bases. - Coordinate with the fire Chief or representative to see what equipment they have and could need, and send your recommendations and quotes no later than 16 June 2016. - Divide list in “must have” and “nice to have”. 	Nicole Thomas

11.	<i>Roundtable</i> - CANSOFCOM to use the system instead of DND 279 forms; the talks are still ongoing and there are security concerns. They are looking at designing their own software.	All
12.	<i>Adjournment</i> The meeting was adjourned at 1500 hrs.	