



Record of Discussion

Date: 9 Dec 14

Time: 1330

Location/Type: Labelle G107

Meeting chaired by: Denis Couturier, SMFD&S

Note taker: S Chernow

Attendees:

Terry Sweeney, Halifax

Kevin Delong, Halifax

Mike Almond, Halifax

Eric Plante, Greenwood

Fred Williams, Greenwood

Bill Cromwell, Gagetown

Ed MacDougall, Gagetown

Tina Hunt, St. John's

Nancy Woolfrey, Gander

Eileen Duplooy, Goose Bay

Connie Tetarenko, CFSU(O)

Valerie Savard, CFSU(O)

Jeff Lauzier, CANSOFCOM

Paul Best, North Bay

Tim Morris, North Bay

Becky Olstad, Petawawa

Paul Butt, Kingston

Kendra Lafleur, Trenton

Jason Branscombe, Borden Trng Ctr

Melissa Crawford, Meaford

Steve Hope, DPSP Meaford

Ginger Lamoureux, Shilo

Jim Mackenzie, Shilo

Al Brazeau, Winnipeg

Josey Yearly, Cold Lake

Tovah Fenske, Cold Lake

Graeme Hill, Wainwright

Tim Murphy, Edmonton

Dave Rothermund, Suffield

Penny Blanchard, Esquimalt

Andy Moorhead, Comox

Simon Toupin, Valcartier

Pauline Boulianne, Bagotville

Pierre-Luc Desormeaux, St. Jean

Sebastien Beauregard, St. Jean

Guy Boudrias, CFSU(E)

Item		Action/OPI
1.	Director of Fitness Training and Development (Course Catalog) Overview	Jason Branscombe
a	<ul style="list-style-type: none"> All new hire names should be sent to Evelyn Keller to coordinate training. 	
b	<ul style="list-style-type: none"> The training courses have been evaluated and changed slightly to better meet the requirements of the Fitness positions and program. At the end of the training calendar there is a schedule for other courses that will be offered. Some courses are online or in the form of webinars, but some will take place at the Training Center. 	

	<ul style="list-style-type: none"> • Fitness and Sports Level 1 will be offered on-line throughout the year. It is expected that all new hires will complete FS1 during their probationary period. • Fitness and Sports Level 2 will be offered twice /year. 	
c	Equivalencies for Qualification Courses	
	<ul style="list-style-type: none"> • Fitness & Sports Level 1 <ul style="list-style-type: none"> - All new hires will participate in this course. 	
	<ul style="list-style-type: none"> • Fitness & Sports Level 2 <ul style="list-style-type: none"> - Fitness & Sports Instructor Course - PERI QL5 	
	<ul style="list-style-type: none"> • Fitness & Sports Level 3 <ul style="list-style-type: none"> - Tactical Athlete Instructor Course 	
	<ul style="list-style-type: none"> • Reconditioning Level 2 <ul style="list-style-type: none"> - Physical Exercise Specialist Course 	
	<ul style="list-style-type: none"> • Fitness Coordinator Level 2 <ul style="list-style-type: none"> - Fitness Coordinator Pilot Course (Apr 2014) - Fitness Coordinator Content Developers - PERI QL6a and QL6b 	
d	General Information from Q & A	
	<ul style="list-style-type: none"> • The Fitness Leader position is still valid and used on some bases 	
	<ul style="list-style-type: none"> • PES are grandfathered if they have completed the "Physical Exercise Specialist Course" 	
	<ul style="list-style-type: none"> • Fitness Coordinator Level 2 are grandfathered if they have completed those courses: Fitness Coordinator pilot course April 2014 Fitness Coordinator Content Developers PERI QL6a and QL6b 	
2.	CMTFE	Marcel Roy
a	Evaluation Process (2015)	
	<ul style="list-style-type: none"> • There will be two evaluations / year; March 2015 and Fall 2015 (date TBD). • All information will be given to FSD's to request the names of those requiring CMTFE. Evaluations will be done at CFSU(O). • Units will load names for CMTFE through FSDs. • New DAOD is in the final stages prior to release. Until the new one is released, the old DAOD is still in effect. 	
b	CMTFE Kits	
	<ul style="list-style-type: none"> • Kits should be ready by the end of FY 15-16. Concerned bases will get their kits afterward. 	
	<ul style="list-style-type: none"> • Kits will be sent initially to Edmonton, Borden, Ottawa, Valcartier, Halifax and St. Jean. 	
	<ul style="list-style-type: none"> • When the CF EXPRES was in place, there was about 20-30 individuals per year, which required a CMTFE. 	
3.	FORCE Bags	

a	<ul style="list-style-type: none"> • Most are aware of problems encountered with some of the bags. Approximately 38% of the bags rec'd were defective. We have about 2000 bags ordered, but won't be able to meet the demands from all of the bases. An additional 3000 bags will be ordered and we hope to replace them all asap. • Please advise asap if you have any more defective FORCE bags. 	
	<ul style="list-style-type: none"> • We know the grommets were defective and are replacing them with a heavy duty grommet. 	
	<ul style="list-style-type: none"> • We are working to have the bags available through the public procurement system as a National standing offer. 	
b.	PSP Fitness Evaluation – CF EXPRES	
	<ul style="list-style-type: none"> • You will soon be receiving a letter from the National Physical Fitness Policy and Standard Coordinator regarding the CF EXPRES fitness evaluation for all PSP fitness staff. Deadline for submission is 13 Mar 15. 	
	<ul style="list-style-type: none"> • The CF EXPRES evaluation for all PSP fitness staff, and is a job requirement as per HR directive sent in Nov 2006. 	
	<ul style="list-style-type: none"> • It is strongly encouraged that those grandfathered by the directive still complete the CF EXPRES fitness evaluation. 	
c.	PSP CSEP Certification	
	<ul style="list-style-type: none"> • You will soon be receiving a letter from the National Physical Fitness Policy and Standard Coordinator regarding CSEP renewals and which positions are locally or centrally funded. Deadline for renewal is 20 Mar 15. 	
	<ul style="list-style-type: none"> • Professional Development Credits (PDC) will be required for CSEP-CEP. 	
	<ul style="list-style-type: none"> • There is still a requirement for staff to be CSEP certified, and there is more to the CPT than just the evaluation, so that qualification is still required. 	
4.	CFMWS Website (Corporate)	Nicole Thomas
	The corporate website has been reorganized and more information has been added to facilitate communications with FSD's, FI, FC etc.	
	<ul style="list-style-type: none"> • The Home page will have various boxes with descriptions of specific evaluations, manuals, forms etc. Official communications will be Ops Manual, Official policies or standards etc. This will ensure all staff have access to the most recent documents and reference materials. 	
	<ul style="list-style-type: none"> • Although SharePoint has been used for this in recent years, SharePoint was not designed as a file storage site, but as a file sharing site for working documents. An additional issue was that not all FI's had access to SharePoint. The website allows for full access to all staff and eliminates the need for attachments in emails. 	
5.	Fitness Profile/Incentive	
	<ul style="list-style-type: none"> • There is no definite date for the release of the new Fitness Profile. The four locations used for the initial Fitness Profile will likely be used again to collect data in the pilot in Spring 2015, with full implementation in April 2016. 	

6.	Close	Denis Couturier
	The next teleconference will be schedule in Feb 2015	