



BIANNUAL FITNESS TELECONFERENCE

Minutes

Date: November 8, 2016

Time: 0900–1000 hrs

Location/Type: C111

Meeting chaired by: Denis Couturier

Note taker: Michelle Breton

Attendees: Denis Couturier, Rick McKie, Nicole Thomas, Daniel Bourgoïn, Kerry-Ann Dow, Marcel Roy, Phil Newton.

Item		OPI	Action
1.	Canadian Armed Forces Fire Protection Services	Nicole	
	<p><i>University of Alberta: review of our firefighter pre-selection standards</i></p> <ul style="list-style-type: none"> - A few women will take the test for data collection. - If needed, older participants may be asked to take the test. - The study should be completed in the 2016/2017 fiscal year. - Once the report has been reviewed, changes recommended by the University of Alberta will be implemented. - Changes will mostly reflect equipment updates. There may also be changes in the test order: we will determine if the treadmill can be moved to a different day from the six tasks, to provide more flexibility in conducting selection tests. <p><i>DND 2205F and 2485 Form Distribution</i></p> <ul style="list-style-type: none"> - Send the HQ copy to Nicole Thomas as soon as tests are completed. <p><i>OUTCAN</i></p> <ul style="list-style-type: none"> - Use of eFit system in the United States: a few small problems occurred in getting approval from U.S. military bases. - The first round of data collection will take place in January/February 2017. - Members in the United States are advised to 		

	take the FORCE test when they return to Canada; give them priority and send the form to HQ.		
2.	FORCE Evaluation for Army Reserve	Denis	
	<ul style="list-style-type: none"> - The initiative was approved by the Armed Forces Council; the funding required was established at the Council. - Asked to identify required funding for the 2017 fiscal year. The request was made, however, the initiative should start in April 2017. We requested a funding pressure, which was not approved. It was our intention to hire employees in January and have them trained at the Training Center for the launch of the initiative in April 2017. - We do not expect approval for our funding request, and we will wait and see if our funding for 2017 is approved. - Employee hiring will be planned once funding is approved. - Plan B for training of new personnel to be hired: tentative date is set for September 2017. 		
3.	Accolade	Dan	
	<ul style="list-style-type: none"> - New website for ordering PSP clothing. - A common problem encountered when ordering PSP clothing is back orders. - This new system will allow you to see what is in stock and provide a delivery date. - Shipping charges will be included in clothing prices, however, there will be extra charges for expedited shipping (1–2 days). - There is approximately \$15,000 to \$20,000 in inventory. A large selection of clothing like this impacts the quantity of clothing ready to be delivered. To solve this, only two colours will be available: black and white. This will help us increase our most popular fitness inventory. - Inventory will increase in spring when clothing grants are distributed. - The system should be ready to process orders on November 23, 2016. - Managers will continue to be responsible for the budget. - Individual orders may be placed with a credit 		<p>Send clothing items to show different sizes.</p> <p>Send an email to promote Accolade's new website.</p>

	card; clients need to create an account on the website.		
4.	eFit Update	Phil	
5.	FORCE Evaluation Equipment	Denis	
	<ul style="list-style-type: none"> - At the beginning of FORCE evaluations, necessary equipment needed to be created, and subsequently approved for bases. This was done through the NPF supply system. - The public procurement process began in August 2015: the process is moving forward gradually. - Creation of a statement of work and meeting with the Public Works Department. - The supplier will be chosen in April 2017. - The supplier will be responsible for equipment production. - In the meantime, increase sandbag stock, order 100 FORCE kits through NPF to sustain bases until April 2017. - Daniel Bourgoin will distribute the kits. - Kit ordering and distribution will be done through the supplier, and equipment expenses will become a local responsibility. 		
6.	Sports	Marcel	
	<p><i>Sports Program Policy</i></p> <ul style="list-style-type: none"> - DAOD for the sports program. L2 currently reviewing it. The deadline is November 14. - The points raised are very positive and very few changes to be made. - Send the DAOD in December to have it reviewed by the legal department. - Publish the DAOD at the beginning of the 2016/2017 fiscal year. <p><i>Review Chapter 5 of the PSP Operations Manuel</i></p> <ul style="list-style-type: none"> - Final review; the chapter should be published at the end of the 2016/2017 fiscal year. - Publication of two other manuals/reference guides: CAF Sports Championship Operations Manual, formerly the CAF Sports Rulebook. - Publication of a reference guide to assist individuals with their requests when they wish to participate in sports events outside the base or 		

	<p>in civilian sports events. The manual will facilitate the processing of requests sent to HQ as well as on the local level by the base or wing commanders.</p> <p><i>Reminder</i></p> <ul style="list-style-type: none"> - Report for CAF Sports Day. Submission deadline is December 1, 2016. 		
7.	Adjournment	Denis	
	<ul style="list-style-type: none"> - The meeting was adjourned at 0935 hrs. 		