

CIFFC ANNUAL REPORT

2016-2017



*CANADIAN INTERAGENCY FOREST FIRE CENTRE INC.
CENTRE INTERSERVICES DES FEUX DE FORÊT DU CANADA INC.*

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CANADIAN INTERAGENCY FOREST FIRE CENTRE INC.
CENTRE INTERSERVICES DES FEUX DE FORÊT DU CANADA INC.

1749 ELLICE AVE. WINNIPEG, MB R3H 1A6

April 1, 2017

To the members of the Canadian Interagency Forest Fire Centre Inc. Board of Directors;

On behalf of the CIFFC Management Committee, I am pleased to present this Annual Report of the Canadian Interagency Forest Fire Centre, for the year ending March 31, 2017.

Kim Connors
Executive Director
Canadian Interagency Forest Fire Centre

Corporate Profile

CIFFC

The Canadian Interagency Forest Fire Centre Inc. (CIFFC) is a federal letters patent non-profit corporation and is operated by all ten provinces, two territories, and the federal government. The primary function of CIFFC is the operation of the Fire Centre in Winnipeg, Manitoba. The Fire Centre is operated by a permanent staff of six dedicated individuals consisting of an Executive Director, two Managers (Operations and Strategic Planning), two Coordinators (Training, and Aviation and Equipment), and one Executive Assistant.

STRUCTURE

The corporate structure is comprised of four levels of management which direct, and are responsible for the operations of the corporation. The highest level of management is the Member Representatives comprised of appointees from the member agencies of CIFFC, the second level is the Board of Directors which is normally composed of Assistant Deputy Ministers responsible for wildland fire management and are appointed by the Members, the third level is the Management Committee which is normally comprised of Directors responsible for wildland fire management and are appointed by the Board of Directors, and the fourth level of Management is the Executive Director who is appointed by the Management Committee.

MEMBERS

The Members are the owners of CIFFC. They are required to meet once per year and their meetings are normally chaired by the Chair of the Board of Directors. They are responsible for approving the actions of the Board of Directors, changes to the Bylaws, and any other business the Members may wish to entertain.

BOARD OF DIRECTORS

The appointment of the Chair and Vice Chair of the Board of Directors (BoD) occurs at the annual meeting which is normally held each autumn. Unfortunately, the Chair from the Yukon Territory was not appointed for 2016. As per the Bylaws, the Board was lead by the Vice Chair from Newfoundland and Labrador from January through December 2016, and on January 1, 2017 Newfoundland and Labrador assumed the role of Chair as per the rotational schedule.

The BoD meets at least twice per year and is responsible at a corporate level to review and, if acceptable, approve the policies, business and strategic plans, annual work plan, annual report, annual budget, appointment of auditor's, auditor's report, and any other items as requested by the Members.

MANAGEMENT COMMITTEE

Similar to the corporate boards, the Management Committee (MC) is comprised of representatives from each of the member agencies. In addition, the MC also has one representative each from Parks Canada and Société de protection des forêts contre le feu (SOPFEU). The MC is normally chaired by the Chair of the Executive Committee, holds an annual general meeting in February of each year, and has as many teleconference meetings as required throughout the year. The MC is responsible through the Executive Director to manage the day to day operations of CIFFC, authorize expenditures, and prepare relevant documents for BoD approval.

EXECUTIVE COMMITTEE

The Executive Committee is appointed by and reports to the BoD. This Committee is comprised of four MC appointees who serve on a rotational basis. Membership on the Executive Committee is continuous for the Federal government. Parks Canada and SOPFEU are not entitled to participate in the Executive Committee. The Executive Committee manages, through the Executive Director, the human resource duties of the corporation and any associated policies and directives, the Manual of Administration, and the associated investments of the CIFFC Pension Plan. Appointees to the Executive Committee for the 2016 calendar year were MB – Chair, CA – Past Chair, YT – Vice Chair, and NB – Director at Large.

CIFFC VISION*

To be the global leader of safe wildland fire resource sharing, cooperation and mutual aid.

CIFFC MISSION*

To provide timely, effective and efficient support to member agencies for the enhance national wildland fire preparedness, safety and response capability while fostering a culture of continuous improvement in wildland fire management programs and policies by facilitating interagency and international cooperation.

CIFFC VALUES*

CIFFC's organizational value statements are an important strategic component, particularly in an interagency corporation. These values provide guidance for performance and conduct; they form the foundation of the CIFFC cooperative network. CIFFC values:

- a safety first attitude and culture in ourselves and our workforce;
- excellence and efficiency in all activities;
- the maximization of combined benefits to all member agencies;
- transparent, consultative, and fiscally responsible decision making;
- environmentally and socially responsible business practices;
- integrity and respect in all dealings among member agencies, staff, clients, and partners;
- resolution of issues through discussion and cooperation to achieve common goals; and,
- ownership of work and responsibility for decisions.

*CIFFC Strategic Plan—September 2013

Executive Director's Message

On behalf of the Management Committee I am pleased to present the Canadian Interagency Forest Fire Centre Inc. (CIFFC) 2016-2017 Annual Report to the Board of Directors. This report highlights significant activities and progress of the CIFFC for the fiscal year 2016/2017.

The CIFFC Board of Directors held the annual meeting of the corporation on October 25, 2016 in Kelowna, British Columbia. The Management Committee held their annual meeting during the week of February 7-9, 2017 in St. John's, Newfoundland and Labrador.

During 2016, CIFFC coordinated, on behalf of its member agencies, the hosting of the Australasian study tour group during the Canadian portion of their North American visit.

The 2016 wildfire season was very challenging for a few member agencies, particularly the Province of Alberta. The Horse River Fire had the greatest impact on the province and created world headlines when the entire city of Fort McMurray was evacuated. The 2016 season continuously challenged CIFFC and the remaining member agencies to meet high resource demands.

CIFFC's Canadian Multi-Agency Coordination (CMAC) Group and the CIFFC Strategic Planning Unit once again proved paramount in helping the member agencies predict, manage and prioritize the need for and utilization of scarce resources.

During the height of the fire activity in Alberta in 2016, CIFFC was forced to activate its Business Continuity and Operational Resilience Plan when a city watermain break forced the full evacuation of the CIFFC office for roughly three months. While not the ideal time to test this plan, the relocation of business operations proved highly successful with member agencies noting full continuity of service.

As a further test to CIFFC's resilience, CIFFC's bank accounts fell victim to fraudulent activity when a person or persons unknown from out of province created counterfeit cheques. A few of these cheques were cashed before the bank became suspicious.

The bright point in the middle of all these challenges came when CIFFC's Executive Assistant, Melissa, gave birth to a beautiful girl aptly named Grace.

A great accomplishment in 2016 was the approval of the updated Mutual Aid Resource Sharing (MARS) Agreement, which was modernized to allow member agencies to exchange resources for any activity associated with wildfire management. This much needed update came to fruition after 34 years of operating under the original MARS Agreement.

The first CIFFC Award was presented in 2016 to Brian Simpson, who had recently retired as Executive Director of British Columbia's wildfire program.

As can be appreciated, meeting all of the challenges and needs mentioned above required great effort, organizational commitment, and competency from CIFFC staff, along with close cooperation and collaboration from all member agencies. I would like to personally thank all those who worked diligently to help position CIFFC to best serve the needs of the member agencies during this very difficult year.

Kim Connors
Canadian Interagency Forest Fire Centre Inc.

Fire Centre Operations

Seasonal Summary

The 2016 Fire Season can be described as extremely challenging through May and early June with a prolonged, relatively benign period through late June, July, and August.

The fall of 2015 and winter of 2015/16 were drier and warmer than normal, and were followed by an early, warm, and dry spring in Western Canada attributed to the El Niño cycle. By mid-June the El Niño had waned and was replaced by a La Niña pattern and more seasonal weather. Prior to the weather pattern change, significant wildland fire activity was experienced within Alberta, British Columbia, Manitoba, and Ontario.

2016 will be remembered as the year of the Horse River Fire in Alberta (Fort McMurray). This incident would prove to be the most impactful wildland fire in recent Canadian history, burning nearly 590,000 hectares, and resulting in the loss of some 2,400 structures and the evacuation of over 85,000 residents from Fort McMurray and surrounding areas. Resources from within Alberta, across Canada, and internationally were rallied to help manage the fire, stretching the capabilities of resource exchange support systems.

Operations Centre

CIFFC's Operations Centre was bolstered through the escalated period of activity in May and June by member agency staff functioning in Liaison Officer, Information Officer, and Flight Coordinator roles. In addition, member agencies provided staff to fill roles as CIFFC representatives in the Government of Canada Operations Centre, and as CIFFC Inter Agency Resource Representatives (IARR) in the Alberta Operations Centre.

Through the remainder of the fire season, agency staff also provided support to the CIFFC Operations Centre in the National Duty Officer role. The continued efforts by member agencies to support the CIFFC Operations Centre have contributed significantly to the Centre's ability to sustain and improve our services during periods of surge activity.

At the start of the peak period of resource exchange in mid-May 2016, the CIFFC Fire Centre experienced a flood as the result of a main water line rupture which forced the evacuation of the Centre. The office building remained uninhabitable for the next 90 days while repairs were made. The resilience of CIFFC staff and a robust business continuity plan ensured member agency services were maintained while temporary premises were set up, and operations returned to normal.

Resource Exchanges

In 2016, the Operations Centre filled 138 Resource Orders resulting in the mobilization of 1,532 wildland Fire Management Personnel, 220 pumps, 10,000 lengths of hose, 13 skimmer and 5 land based airtankers.

A significant number of mobilized staff were Internationals, with approximately 300 firefighting staff from South Africa and 200 firefighters from the United States providing support to Alberta. Inter Agency Resource Representatives from both Australia and New Zealand also mobilized to the CIFFC Operations Centre in anticipation of additional international requests, however, these requests did not materialize as the national situation stabilized by the second week in June.

In addition to receiving International Resources, CIFFC member agencies also provided support to the United States with the mobilization of 4 land based airtankers and their associated birdog aircraft and Air Attack Officers. The Canada/United States Reciprocal Forest Fire Fighting Arrangement has been mutually beneficial and used nearly every fire season since 1982. Once again in 2016, the arrangement was truly reciprocal with resources flowing north to Canada (Alberta) in May through June, and south to the United States in August through September.

WILDLAND FIRE STATISTICS - 2016 AS OF DECEMBER 31, 2016												
	FIRES							HECTARES			PRESCRIBED FIRE	
	Full		Modified		Total		Total	Full	Modified	Total	Fires	Ha
	Ltg	Hum an	Ltg	Hum an	Ltg	Hum an						
BC	440	531	46	32	486	563	1049	93209	7157	100366	0	0
YT	9	19	20	5	29	24	53	10	21533	21543	0	0
AB	521	845	0	0	521	845	1366	741550.1	0	741550.1	24	2339.48
NT	42	11	128	8	170	19	189	8112.47	246868.4	254980.9	0	0
SK	79	152	92	41	171	193	364	14,289.6	227,318.2	241,607.8	1	6
MB	59	104	37	2	96	106	202	21,491	16,917	38,408	0	0
ON	149	465	24	10	173	475	648	7273.2	75840.0	83113.2	2	3096
QC	78	424	93	7	171	431	602	782	32589	33371	-	-
NL	12	68	3	8	15	76	91	10210.3	743.2	10953.5	1	87.0
NB	13	272	0	0	13	272	285	264.8	0	264.8	0	0
NS	11	263	0	0	11	263	274	754.9	0	754.9	0	0
PE	0	7	0	0	0	7	7	19.7	0	19.7	0	0
PC	10	17	15	1	25	18	43	4770.3	769.1	5539.4	15	2965.85
Tot	1423	3178	458	114	1881	3292	5173	902737.4	597145.9	1499883.27	43	8494.33

National Meetings – Committees and Working Groups 2016-2017

Board of Directors Meetings

The Board of Directors (BoD) held the annual meeting of the corporation on October 25, 2016 in Kelowna, British Columbia, and a conference call on April 15, 2016.

Highlights of the meeting were:

- Accepted and approved the audit report for the 2015/2016 fiscal year
- Appointed auditors for the 2016/2017 fiscal year
- Appointed officers for the 2017 calendar year
- Received a report on the many challenges presented during the 2016 fire season
- Approved the creation of the CIFFC award

Management Committee

The Management Committee held their annual general meeting February 7-9, 2017 in St. John's, Newfoundland and Labrador, and four conference calls to deal with regular business.

Highlights of the year for the Management Committee include:

- Approval of the updates Mutual Aid Resource Sharing Agreement
- Finalized the creation of the CIFFC award
- Recommendations to the Canadian Wildfire Preparedness and Response Plan
- Prepared for the arrival of the Australasian study tour group
- Held strategic discussion on the continuing wildfire pressures on the member agencies and the CIFFC Fire Centre
- Gave direction to CIFFC to organize a forum on gender and diversity in wildland fire
- Approved the extension of the CIFFC/SOPFEU translation model
- Approved updates and adjustments to the governance structure
- Prepared corporate documents for approval by the Board of Directors
- Approved and managed ongoing and newly proposed CIFFC projects

Resource Management Committee (RMC)

The annual RMC meeting was held October 22-24, 2016 in Kelowna, British Columbia. Both the Aviation and Training working group Chairs and Vice-Chairs joined the RMC on October 22. The meeting was held prior to the Wildland Fire Conference 2016.

The RMC also held 12 conference calls for the period ending March 31, 2017. During these calls the RMC covered a number of topics including:

- S-230 Crew Leader Training Standard was approved and implemented on January 1, 2017
- Interagency Exchange Standards (IES) for Type 1 crew leader, crew member, and crew was approved and implemented on January 1, 2017
- IES for Type 2 crew leader, crew member, and crew were approved and will be implemented on January 1, 2018
- Common terminology
- Invasive Species initial work on information gathering and process discussion were started, and a Project Team established to determine next steps
- S-100m Canadian Armed Forces (CAF) Training Standard was developed with CAF
- Issue of two letters of direction on the WFX-FIT (Resting Blood Pressure and turn-line on charged hose)
- WFX-FIT day to day activities transferred to the CIFFC Coordination Working Group
- Interagency Training Standards Needs Analysis (5-10 year road map for standards that we want to develop including interagency exchange standards)
- Supporting and submitting three project proposals: Type 2 Wildland Fire Fighter Circuit Performance Standard (T2FIT), Chainsaw and Air Attack Officer Training Standards.

2016 was the first full season of the Canadian Multi-Agency Coordination Group (CMAC), and has proven to be a good process during times of escalated wildland fire activity in Canada.

The RMC primary role continues to focus on managing the operational responsibilities while also taking a strategic approach to wildland fire management operations in Canada. The next annual meeting is planned for October 24-26, 2017 in Winnipeg, Manitoba.

Training Working Group (TWG)

The TWG held its 21st annual meeting October 23-24, 2016 in Kelowna, British Columbia. A portion of the meeting included a joint meeting with the Resource Management Working Group (RMWG). In addition to the annual meeting, quarterly conference calls were conducted.

Some of the TWG's accomplishments in 2016/17 include the completion of the Crew Leader Training Standard (S-230), and the release of the online S-134e Safety on the Fireline (French). Other activities include the near completion on the S-170 Hover Exit Training Standard, the commencement of course curriculum for Incident Management Team development (S-420 Command and General Staff), and the initiation of a full review of the Glossary of Forest Fire Management Terms.

In 2016/17, National Course deliveries included:

- S-490 Advanced Wildland Fire Behaviour – Hinton, AB - October 2016
- S-490 Advanced Wildland Fire Behaviour (French) – Quebec, QC - November 2016

TWG goals and objectives for 2017/18 are:

- Complete the development of a training standard for Chainsaw Operators (S-212)
- Complete the revision of the Glossary of Forest Fire Management Terms
- Complete an “Alpha Test” delivery of the S-420 Command and General Staff course
- Course maintenance and review for the S-290e Principles of Fire Behaviour
- To deliver the following National Courses in 2016/17:
 - S-490 Advanced Wildland Fire Behaviour course – Ontario - September 2017
 - S-490 Advanced Wildland Fire Behaviour course – Hinton, AB - October 2017
 - S-420 Command & General Staff (Alpha Test) – Fredericton, NB - December 2017
 - S-590 Wildland Fire Behaviour Specialist – Hinton AB - February 2018

Aviation Working Group (AWG)

The annual Aviation Working Group meeting was held in Kelowna, BC on October 22, 2016 ahead of the Wildland Fire Canada conference. Poor attendance due to travel restrictions limited the effectiveness of the meeting, which will have to be addressed in the future.

Much effort went into a project funded by the Canadian Security and Science Program, which was divided into two parts. The first was a training needs analysis for the function of the Air Attack Officer position; the second was a comparison and recommendation of simulation use in training based on site visits across the country. Part 1 was completed in October 2016 and presented to the AWG via conference call in November 2016. Part 2 is to be completed by May 2017.

The AWG was assigned the task of creating a training standard for the position of Air Attack Officer and explore the concept of typing this position.

With the media exposure of the Fort McMurray wildfire gaining international attention, foreign aviation assets were offered to Canada. The AWG will continue to work with foreign companies and governments, in accordance with Transport Canada, to ensure safety and eligibility of aircrafts.

The AWG will continue to develop best practices to ensure due diligence in the prevention of the spread of invasive species via exchange of aircraft.

The next annual meeting is planned for October 2017 in Quebec City, Quebec.

Coordination Working Group (CWG)

The Coordination Working Group is a new group developed to manage “operations” related issues associated with resource sharing, and to support the RMC to be more strategic in its thinking. The CWG held three conference calls over the course of the fiscal year. No face to face meetings have been held, and will not be until sufficient and substantial agenda items are identified. The focus of the group has been on the management of the Mutual Aid and Resource Sharing Agreement Implementation Guidelines and the day to day mechanics of resource sharing.

The CWG has progressed on identification of the new Situation Report requirements, and has made Fire Status and Type recommendations. The group has also collected and analysed WFX-FIT statistics, developed out-of-province testing protocols, clarified agency liabilities, and managed the WFX-FIT website. As the group matures and workloads are realigned it is anticipated that the CWG will assume more WFX-FIT related tasks. Diverting responsibilities from the RMC to the CWG needs to be done thoughtfully and consciously to ensure work plans are not out of balance with other expectations.

Equipment Working Group (EWG)

The Equipment Working Group held conference calls as required, but did not have an annual face to face meeting due to lack of travel approval.

The EWG will review and expand terminology to ensure commonality for equipment to facilitate exchange between agencies, and will provide guidance for non-CIFFC member agencies for inclusion in national availability.

The EWG will try to determine the most efficient method in recycling equipment whether being repaired by another agency, contractor, etc., to ensure that stocking levels are adequate for 2017.

Invasive species issues are growing as more agencies become concerned with increased spreading/contamination by equipment that is exchanged. The EWG will participate in a CIFFC project team in the development of best practices for the prevention of the spread of invasive species via exchange of equipment.

Pending approval, the next face to face meeting is planned for October 2017 hosted by CIFFC in Winnipeg, Manitoba.

Mitigation and Prevention Committee

The CIFFC Mitigation and Prevention Committee (MPC) is tasked with conducting work on behalf of the CIFFC Management Committee and the Wildland Fire Management Working Group. The MPC chair position rotated from NT to BC in 2016/17, with a CIFFC Director-champion from Newfoundland and Labrador. The MPC has participation from 12 provincial and territorial wildland fire management agencies, Parks Canada, the Canadian Forest Service, and cooperators including the Partners in Protection Association, FireSmart Canada, and the Institute for Catastrophic Loss Reduction.

The MPC is dedicated to developing and promoting programs and activities which reduce human caused fires, educate the general public on prevention, and empower communities and homeowners to incorporate FireSmart principles for community and property protection and loss mitigation.

The deliverables for the MPC for 2016/17 included:

- Implementation of an annual action plan to focus on specific community and homeowner protection initiatives. The action plan has been completed resulting in greater cooperation among the Working Group members, and sharing of resources, information and best practices. The initial focus is on promoting community and homeowner protection through the FireSmart program, and the prevention of fires resulting from human carelessness.
- Completion of a partnership agreement and governance model with Partners in Protection to deliver components of the community protection program. A multi-year contract between NRCan and PIP was executed to fund FireSmart program activities through the Wildland Fire Management Working Group annual allocation. Activities in 2016/17 included upgrading the bilingual FireSmart program manuals and instruction materials, expanding the community workshop program and the Local FireSmart Representative program across the member agencies, and preparing for Community Wildfire Preparedness Day 2017.
- A national survey of public understanding of, and effectiveness of, current wildfire prevention themes and messaging was conducted in partnership with the University of Saskatchewan. The survey will support the development of a national media campaign to raise the public profile of wildfire prevention, and results from the survey will be used to develop new prevention messaging and the renewed media campaign.
- A new contract with the University of Saskatchewan was executed, and preliminary development of a national survey of public understanding of the FireSmart program and effectiveness of FireSmart messaging was completed. The survey will be conducted later in 2017.
- As a follow-up to MPC participation in National Forestry Week 2016 in partnership with the Canadian Institute of Forestry, five additional CIF e-lectures were delivered by MPC members and partners, in partnership with the CIF in 2016/17.
- Development of a national fuels management database was completed and migrated to new information technology infrastructure at CIFFC. Entry of fuels management project data from several agencies was completed.

Fire Science Committee (FSC)

The Fire Science Committee held two conference calls and one face to face meeting during fiscal year 2016-2017. The annual business meeting was convened in Kelowna, B.C. in conjunction with the Wildland Fire Canada Conference in early October.

The FSC has struggled with its' identity within both the CIFFC organization and the greater Wildland Fire Science Community for some time. During the annual meeting there was considerable discussion regarding the roles and responsibilities of the FSC and associated expectations. One initial outcome was the expansion of the Fire Science Committee membership to include participants from outside the CIFFC organization to help build a true Community of Practice.

The FSC moved forward a project to investigate the feasibility of determining fire season severity from agency preparedness levels through an associated project proposal and charter. The 2-year project was accepted by the Project Management Committee (PMC) and approved by the Management Committee (MC) for funding in 2017-2018.

In addition, a project proposal and charter was prepared for a Horizon Scanning and Foresight Report. The project will help to provide strategic insight into Pan-Canadian research requirements and priorities. Likewise, this project was accepted by the PMC and approved for funding by the MC for 2017-2018.

The National Toolbox Project team completed their initial investigation and reported back to the FSC and IM/IT Committee. This joint project has several phases that will help address the issue of “orphaned” decision support tools.

The Fire Science Committee continues to share information amongst the membership on agency specific fire science initiatives. Collaboration occurs locally and regionally between entities, however true national coordination has been elusive. Completing a five-year strategic plan to integrate fire science to support resource sharing is a key goal of the committee for the next fiscal year.

Geospatial Working Group (GWG)

The GWG did not meet in person in 2016, and instead held the fall meeting via teleconference. This meeting included agency updates, as well as the following presentations:

- Rob Skakun – National Burned Area Composite
- Susan Reany-Iskra – CIFFC Project Management Cycle
- John Little – CFS National Fire Statistics
- Jamie Badcock & Jinkai Zhang – Fort McMurray Fire GIS Challenges and Solutions
- Peter Englefield – Fire symbology

The Spring 2017 meeting was also held via teleconference and included agency updates, as well as the following presentations:

- Josh Johnston from NRCAN – Tactical Wildfire Mapping System
- Peter Englefield – Fire symbology colors and standards

Work Plan Progress:

- Fall and Spring teleconferences were held, allowing the group to get together and share information and experience.
- Peter Englefield presented the information he has collected for agency symbology. Data collection will continue, discussions around the potential of agencies to adopt symbology standards to follow.
- After receiving presentations on the merits of a national burn severity program the agencies ultimately decided there was not enough interest to pursue such a product.
- Established folders to allow agencies to submit Burn Severity Methodologies and Fire Mapping Procedures in the CIFFC File Repository.
- There has also been significant progress on working with the DIP project team on the Fire Perimeter MDS30 project.

IM/IT Committee

The Information Management/Information Technology Committee held its annual meeting in Kelowna on October 23 – 24, 2017. A number of agencies were able to attend in person (BC, AB, MB, ON, QC, NS, NL, NT, and CIFFC) while CFS, NB, and SK joined in on the teleconference portion of the agenda on October 24th.

The agenda included updates on current IM/IT projects (Data Integration, CIFFC Portal, National Toolbox, Application Inventory, Benchmarking) and the Geospatial Working Group, as well as presentations on a number of topics:

- Status of G. Gordon's common language recommendations
- Changes to CIFFC project management
- Development of IM/IT Implementation Roadmap document
- NRCan / CFS National Fire Database (John Little / CFS)
- National response Plan update (Kim Connors)
- Web Feature Services
- British Columbia's new Wildfire One system
- Agency IM/IT initiatives / innovations / successes

The committee reviewed their first year of activity, including a status update on the 2016-17 work plan, and started work on their 2017-18 work plan.

Key Projects for 2016-17

- Data Integration Project – continued work on DIP including testing and refinement of agency data feeds and prototype input/reporting screens and development of DIP database. Development of standards for agency data feeds as joint tasks involving members of other committees/working groups.
- National Toolbox – in partnership with the Fire Science Committee complete Phase 1 of the toolbox project and commence work on Phase 2.
- CIFFC Portal – completed the business requirements for an updated CIFFC.ca
- National Application Inventory – completion of a simple inventory of applications used by member agencies.
- Webair – enhancements to application / Webair support, as well as a review of governance and funding models.

**CANADIAN INTERAGENCY FOREST FIRE CENTRE INC.
Statement of Financial Position**

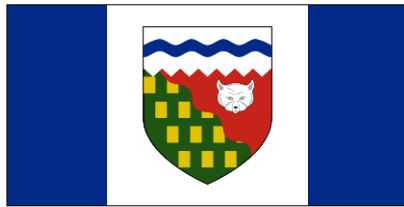
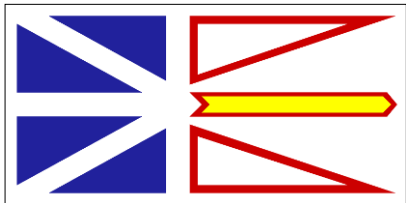
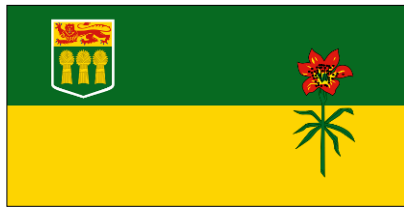
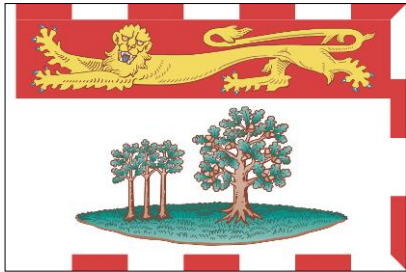
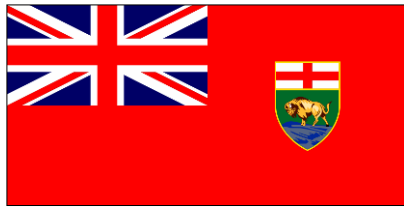
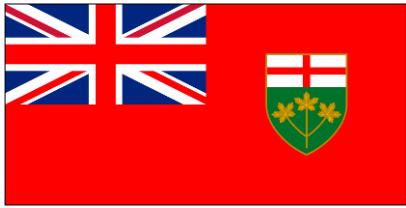
March 31	2017	2016
Assets		
Current Assets		
Cash and temporary investments	\$ 1,166,618	\$ 762,326
Cash held on behalf of other organizations (Note 4)	164,736	201,102
Due from members	221,519	700,859
Due from other organizations (Note 2)	32,341	165,736
GST receivable	405	340
Accrued interest	3,821	2,426
Prepaid expenses	12,745	4,554
	<hr/>	<hr/>
	1,602,185	1,837,343
 Accrued employee future benefits asset (Note 7)	 659,300	 392,700
 Capital assets (Note 5)	 253,968	 274,584
	<hr/>	<hr/>
	\$ 2,515,453	\$ 2,504,627
<hr/>		
Liabilities and Net Assets		
Current Liabilities		
Accounts payable and accrued liabilities	\$ 142,191	\$ 67,831
Accrued vacation pay	97,995	100,017
Due to other organizations (Note 4)	164,736	201,102
Deferred contributions - members (Note 6)	-	14,603
	<hr/>	<hr/>
	404,922	383,553
 Accrued employee future benefits liability (Note 7)	 125,142	 114,529
	<hr/>	<hr/>
	530,064	498,082
 Net Assets		
Invested in capital assets	253,968	274,584
Unrestricted	1,731,421	1,731,961
	<hr/>	<hr/>
	1,985,389	2,006,545
	<hr/>	<hr/>
	\$ 2,515,453	\$ 2,504,627

CANADIAN INTERAGENCY FOREST FIRE CENTRE INC. Statement of Operations

For the year ended March 31	2017	2016
Revenue		
Contributions from members		
Membership levy (see Schedule)	\$ 837,760	\$ 751,139
Resource exchange	325,622	510,342
Engine mount project	4,235	11,480
Interest	15,930	16,241
Miscellaneous	17,949	1,949
	<u>1,201,496</u>	<u>1,291,151</u>
Expenditures		
Salaries and benefits - permanent (Note 3)	569,467	507,730
Special projects	395,100	378,982
Office rent	93,707	83,566
Professional services	87,788	27,130
Employee group pension	66,529	56,176
Travel and automobile	54,623	52,613
Amortization	49,674	47,514
Facsimile and telephone	26,569	23,614
Employee group benefits	23,962	22,118
Computer operations	18,051	17,576
Accounting fees	17,632	10,911
Insurance	14,791	13,273
Office supplies and services	13,934	18,002
Repairs and maintenance	8,510	8,024
Postage and courier	3,206	3,622
Bank charges	2,419	2,267
Meals	2,087	4,964
Loss on disposal of capital assets	1,425	-
Advertising and sales promotion	1,185	2,479
Engine mount project	-	32
	<u>1,450,659</u>	<u>1,280,593</u>
Excess (deficiency) of revenue over expenditures before other item	(249,163)	10,558
Other Item		
Foreign currency exchange gain (loss)	<u>(93)</u>	<u>3,067</u>
Excess (deficiency) of revenue over expenditures for the year	\$ (249,256)	\$ 13,625



Progress Through Cooperation



CANADIAN INTERAGENCY FOREST FIRE CENTRE INC.
CENTRE INTERSERVICES DES FEUX DE FORÊT DU CANADA INC.