

CIFFC ANNUAL REPORT

2018-2019



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

Contents

Corporate Profile	4
CIFFC	4
Structure.....	4
Board of DIRECTORS.....	4
MANAGEMENT COMMITTEE.....	5
Executive COMMITTEE.....	5
CIFFC VISION*	5
CIFFC MISSION*	5
CIFFC VALUES*	5
Executive Director’s Message	6
Fire Centre Operations	7
Seasonal Summary.....	7
Operations Centre.....	7
Resource Exchanges	8
National Meetings – Committees and Working Groups 2018-2019	9
Board of Directors Meetings.....	9
Management Committee.....	9
Resource Management Committee (RMC).....	9
Training Working Group (TWG).....	10
Aviation Working Group (AWG).....	10
Coordination Working Group (CWG).....	11
Equipment Working Group (EWG).....	11
Mitigation and Prevention Committee.....	12
Fire Science Committee (FSC).....	13
Meteorology Working Group	13
Geospatial Working Group.....	14
IM/IT Committee	14
2018/2019 Administration and Finance	16



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

1749 ELLICE AVE. WINNIPEG, MB R3H 1A6

April 1, 2019

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, 2019.

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 seven dedicated individuals consisting of an Executive Director, three Managers (Operations, Strategic Planning, and Fire Science and Information), one Coordinator (Training), one Executive Assistant, and one Administrative 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. The Board was led by the Chair from Canada from January through December 2018, and on January 1, 2019, Saskatchewan 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 2018 calendar year were NB – Chair, YT – Past Chair, CA – Vice Chair, and SK – 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 enhancement of 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) 2018-2019 Annual Report to the Board of Directors. This report highlights significant activities and progress of the CIFFC for the fiscal year 2018/2019.

The CIFFC Board of Directors held the annual meeting of the corporation on November 2, 2018 in King City, Ontario. The Management Committee held their annual meeting February 5-6, 2019 in Saskatoon, Saskatchewan.

CIFFC recruited two new staff members in early 2018. Ms. Maria Sharpe joined CIFFC in the newly created position of Fire Science and Information Manager and Ms. Anoosh Shinnan was hired as Executive Assistant.

The 2018 wildfire season was quite challenging for a few member agencies, particularly the province of Alberta. Other agencies such as Ontario and Yukon remained busy with some extreme peaks throughout the season.

International agreements with the United States, South Africa and Mexico were utilized during the season.

The CIFFC Award was presented to one recipient in 2018, Mr. Steve Roberts of Saskatchewan.

In November 2018, members of the Board of Directors, Management Committee, and CIFFC staff came together at a 1.5 day workshop in King City, Ontario in order to renew CIFFC's Strategic Plan. The 2019-2021 Strategic Plan has been approved, and work on the priorities identified is already underway.

As can be appreciated, meeting 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 2018 Fire Season was again another challenging year for the CIFFC organization with significant periods of escalated activity in several agencies over the course of the season from early May right up until mid-September.

Through the month of July there was significant competition for resources from agencies in need, notably Quebec and Ontario and towards the latter part of July, British Columbia as well. BC continued to have an active August and September, their annual cumulative totals of 2087 fires for an area burned of 1,353.861 hectares broke the previous seasonal record set in 2017.

To support the ongoing resource demands CIFFC again turned to international partners for assistance with over 500 Mexican Firefighters contributing to the efforts in Ontario and British Columbia (or both). Some 200 Mexican Firefighters worked part of their deployment in Ontario then followed up with another 14 days in British Columbia. In addition, New Zealand and Australian overhead staff and New Zealand initial attack crews also assisted in British Columbia.

The true reciprocity of the MARS agreement was evident as Canadian agencies supported each other with resources during different periods of the season as their internal fire situations either waxed or waned.

Operations Centre

The national preparedness level remained at Level 3 and above for 61 consecutive days from July 9 through September 7. Due to the increased activity the Operations Centre continued to rely on member agency staff to fill both the Duty Officer function as well as the CIFFC Representative (CREP) role as required.

Aircraft chartered through the CIFFC contract flew 48 missions transporting 3288 fire personnel across Canada and to and from Mexico. This season was the second for CIFFC to hold and manage the contract and additional efficiencies to requesting and invoicing were implemented. CIFFC staff assumed the requesting, tasking and management of the aircraft directly with the charter operator. This significantly improved the overall efficiency of the operation by streamlining the decision-making process.

Resource Exchanges

During the course of the fire season CIFFC responded to 263 Resource Orders (mobilizing 761 Initial Attack and 2005 Sustained Action firefighters, along with 522 overhead personnel. In addition, 15324 lengths of hose, 398 medium pumps and 41 airtankers were deployed.

A significant number of staff were again provided through our International partners, with Mexico contributing *742), Australia 28, New Zealand 67 and United States Federal Agencies 12 (compact resources not captured). Agency Resource Representatives from Australia, New Zealand, and Mexico were also mobilized to the CIFFC Operations Centre in Winnipeg to provide management and oversight for the various deployments.

*536 individuals - 206 were redeployed from Ontario to BC

Wildland Fire Statistics - 2018												
As of December 31, 2018												
	Fires							Hectares			Prescribed Fire	
	Full		Modified		Total		Total	Full	Modified	Total	Fires	Ha
	Ltg	Human	Ltg	Human	Ltg	Human						
BC	1290	518	247	31	1537	550	2087	1126182.56	227678.53	1353861.1	0	0
YT	13	28	20	6	33	34	67	11,526	74,098	85,624	4	4
AB	511	777	0	0	511	777	1288	59,809	0	59,809	29	3,144
NT	16	3	38	2	54	5	59	345.43	15391.31	15736.74	0	0
SK	54	241	108	13	162	254	416	17,294.80	101,689.50	118,984.30	1	1
MB	156	225	88	8	244	233	477	79,289	155,045	234,334	0	0
ON	787	373	156	11	943	384	1327	29047.1	236540.4	265587.5	3	149.7
QC	139	392	56	6	195	398	593	28430.4	34099.3	62529.7	0	0
NL	4	121	0	7	4	128	132	395.2	0.4	395.6	0	0
NB	263	19	0	0	263	19	282	304	0	304	0	0
NS	4	186	0	0	4	186	190	253	0	253	0	0
PE	0	10	0	0	0	10	10	12.51	0	12.51	0	0
PC	33	75	20	12	53	87	140	41082.29	33758.63	74840.92	18	675.80
Tot.	3270	2968	733	96	4003	3065	7068	1393971.288	878301.07	2272272.368	55	3974.497

National Meetings – Committees and Working Groups 2018-2019

Board of Directors Meetings

The Board of Directors (BoD) held the annual meeting of the corporation on November 2, 2018 in King City, Ontario, and a conference call on March 28, 2019.

Highlights of the meeting were:

- Accepted and approved the audit report for the 2017/2018 fiscal year
- Appointed officers for the 2019 calendar year
- Appointed auditors for the 2018/2019 fiscal year
- Approved the 2019-2021 Strategic Plan.

Management Committee

The Management Committee held their annual general meeting February 5-6, 2019 in Saskatoon, Saskatchewan, and four conference calls to deal with regular business.

Highlights of the year for the Management Committee include:

- Developed draft Strategic Plan 2019-2021
- Prepared for the Supreme Court of Canada hearing of the fitness exchange standard
- Directed that an After Action Review be held following the 2018 fire season
- Approved the CIFFC Surge Capacity Protocol
- Approved the plan for emergency replacement of the CIFFC Executive Director
- Approved CIFFC to host the 2021 Canadian Fallen Firefighters Foundation Ceremony
- Approved support for 2 agency staff to attend the Global Wildfire Conference in Campo Grande, Brazil.

Resource Management Committee (RMC)

The annual RMC face-to-face meeting was held October 23 - 24, 2018 in Sault Ste. Marie, Ontario. The meeting also included joint sessions with the Aviation Working Group and the CIFFC Executive Director. Some of the key points of discussion at during this meeting were:

- Agency Reports
- Type 2 Wildland Fire Fighter Training Standard
- International Readiness Deployment Plan
- CIFFC Letter of Declaration on discrimination or harassment
- 10-year review of the WFX-FIT
- ICS Canada

October 25, 2018, the RMC led the 2018 Wildfire Season After-Action-Review which produced many recommendations like:

- CIFFC contract jet
- Hours of work and duty day
- Type 2 crews use and capacity
- Agency Representative training and awareness
- Incident Management Teams and overhead personnel

The RMC also held 20 conference calls for the period ending March 31, 2019. During these calls the RMC covered several topics including:

- Working Group reports and updates.
- MARS Implementation Guidelines recommendations and approval.
- Resource Request for Assistance template.
- CIFFC courses and training standards.
- International Type 1 crew evaluations.
- Project Management Committee projects.
- Glossary definitions.
- ICS Canada

The RMC continues to ensure that the Aviation, Coordination, Equipment, and Training working groups remain their number one priority as well as ensure those working group receive the support needed to move their tasks forward.

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.

Training Working Group (TWG)

The TWG held its annual meeting October 16-18, 2018 hosted by CIFFC in Winnipeg, Manitoba, with a new TWG Chair.

As directed by the CIFFC Management Committee, the curriculum for the S-420 Command and General Staff was finalized along with a project submission for the development of instructors to deliver this course.

In 2018/19, National Course deliveries included:

- S-490 Advanced Wildland Fire Behaviour – Saskatoon, SK - October 2018

TWG goals and objectives for 2019/2020 are:

- Complete the development of a training standard for Chainsaw Operators (S-212)
- Start the development of the STLD/TFLD Training Standard (S-390)
- Conversion of 2 CIFFC online courses (S-290, S-291) to HTML

To deliver the following National Courses in 2019/20:

- S-490 Advanced Wildland Fire Behaviour course – Fredericton, NB and Hinton, AB
- S-590 Fire Behaviour Specialist course – Hinton, AB
- S-420 IMT Command and General Staff course – Prince Albert, SK

Aviation Working Group (AWG)

The Aviation Working Group held its annual meeting October 23-24 2018, hosted by Ontario in Sault Ste. Marie. Concurrently the Resource Management Committee held their annual gathering at the same location allowing the groups to meet, with the AWG providing an update on new initiatives.

During a targeted strategy session, the AWG identified a number of common issues to work on. Notably, most agencies had identified concerns with aviation position shortages both in the Air Attack Officer ranks as well as across the board for aviation IMT positions (HEBM, ASGS, AOBD

etc.) To that end the AWG strategies included; the redevelopment of the AAO training standard, standardizing AOBD briefings, prioritizing the AOBD training standard, and reviewing existing agency HEBM training as a first step to develop a HEBM training standard.

New Transport Canada regulations also resulted in a number of items added to the work plan relative to; monitoring the impact of fatigue regulations, investigating the requirements for Contemporary Crew Resource Management training and identifying opportunities to work towards UAS standards in conjunction with the regulator.

As always, the AWG also reviewed airtanker deployments and made some recommendations for the MARS Implementation Guidelines for clarity.

Coordination Working Group (CWG)

The Coordination Working Group held its' annual meeting in Winnipeg hosted by CIFFC from November 20 to 21.

The CWG spent some time identifying the common issues that all agencies are experiencing on deployments in order to focus and maximize efforts.

One of the recurring issues identified was the 12 hr. workday target for crews and the ambiguity of both the wording of the clause in the MARS Implementation Guidelines as well as the intent. Options will be developed in time for the 2019 fire season revolving around time free from duty and maximum duty day.

IMT shortages was identified as another priority amongst the membership. An initiative to roster type 2 teams will be implemented in 2019 to provide additional capacity. Additionally, it was recognized that Overhead staff should be held back on occasion for their highest and best use. Underutilization is recognized as a contributing factor to shortages of certified staff in particular roles.

As part of normal process improvement, several clauses in the MARS implementation Guidelines were amended along with other value-added suggestions that reduced duplication (e.g. DO calls reduced to once a week).

While some uncertainty exists between the roles of the CWG and the RMC the lines of responsibility are becoming less blurred as the CWG matures.

Equipment Working Group (EWG)

The Equipment Working Group's (EWG) fall meeting was held October 10-11, 2018 hosted by Ontario in Thunder Bay. The meeting was well attended with seven provincial/territorial/CIFFC representatives taking part. As with each of the meetings, the EWG looks at mechanisms to improve logistics and the development of national processes for equipment sharing, inventory, storage, maintenance, and recycling.

The topic of equipment refurbishment was reviewed. Not all MARS agencies have the capability to refurbish the equipment they loaned to other agencies, especially if equipment is only returned in the winter. Lending agencies will now state their preference for refurbished vs non-refurbished equipment being returned. There are opportunities to have other MARS agencies assist in the refurbishment of equipment that is returned late in the year.

An overview of each agencies' maintenance program was also completed by the EWG to determine whether servicing of equipment is being completed in-house vs. sourced out. A number of agencies use in-house mechanics however some contractors are being used by agencies. Some agencies are having difficulty recruiting to their vacant mechanics positions. While strategies to resolve the ongoing recruitment problem are being developed, MARS requests for mechanic support are expected to remain high.

The use of coloured hose coupling decals was discussed. It was agreed that each agency would start identifying their hose using a unique coloured decal in order to make it easier to identify hose being loaned out by member agencies. This project will be completed over the next few years.

The EWG agreed to continue to review the creation/revision of the National Standards that affect equipment and PPE clothing we currently use. These standards include CGSB, ULC, BNQ and NFPA PPE standards. The EWG will ensure they are represented on these committees.

The EWG ended their meeting with a tour of the Thunder Bay Fire Centre. Agency representatives were given a first-hand look at some of the specialty equipment that had been developed and was being used in the Thunder Bay facility. Valuable insight was gained by agencies taking in this tour.

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 is currently chaired by BC's representative, 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 MPC's efforts were limited by a decision of the CIFFC Management Committee and the WFMWG to provide only limited funding while CIFFC and the WFMWG considered the long-term direction and role for the Mitigation and Prevention Committee. The MPC did make progress on a number of projects by utilizing WFMWG funding and in-kind and alternate resources.

The activities of the MPC for 2018/19 included:

1. MPC Secretariat services

A part-time consulting position has been funded through the WFMWG to provide project coordination and administrative support to the Mitigation and Prevention Committee. The position also assists the Committee chair in supporting the CIFFC Project Management Committee.

2. FireSmart Canada program support

Through a multi-year contract between NRCan and the Partners in Protection Association, the WFMWG continued to support implementation and expansion of the FireSmart Canada program. WFMWG funding supports a range of activities, including development of the 3rd edition of the FireSmart manual for communities and homeowners, promotion of the FireSmart Community Recognition Program, development of a FireSmart Homeowner smartphone application and the FireSmart Home Partners program, training of program coordinators and assessors at the community level, and delivery of the annual Wildfire Community Preparedness Day.

3. Fuels management program effectiveness

A national database has been developed to capture information related to fuels management projects and case studies of wildfire impacts in fuel treatment areas. Progress was slowed by the length of time required to migrate the database to new technology infrastructure being implemented to support CIFFC and its member agencies. Some additional data entry has been completed, as well as entry of additional case studies.

4. Development of national prevention education resources

The MPC wishes to develop a generic wildfire prevention education package for use at the elementary and secondary school levels, that the wildland fire management agencies could adapt for use in school programs within their jurisdiction. Support was provided to an initiative in Saskatchewan to integrate mitigation and prevention programs into the curriculum in the Northern Lights School District.

Fire Science Committee (FSC)

The Fire Science Committee leadership transitioned from Dave Bokovay to Maria Sharpe in July 2018. The annual face to face meeting was held in Halifax, Nova Scotia on October 16-17, 2018. In addition to agency and project updates, the committee held an initial discussion around “What is the Current and Future State of the CIFFC Fire Science Committee?”. A number of agencies were able to attend in person (NT, AB, SK, NB, NS, SOPFEU, QC, and CFS) in addition to representatives from Academia (West and East). BC and SK joined by teleconference.

There were two reports completed this year under the leadership of the Fire Science Committee. The first was a report completed by MNP entitled “Horizon, Scanning and Foresight”. The report provides insights with respect to the future wildland fire management landscape. A National Conversation was held in November 2018 and report made publicly shortly thereafter. The second report “Using agency preparedness level (APL) to measure wildfire season severity” was set to investigate whether Agency Preparedness Level was an appropriate measure of wildfire season severity (Phase 1) and if not, to determine what was (Phase 2). The recommendation from the Phase 1 report and the newly published CIFFC Strategic Plan provides credence to the importance to determining a Wildfire Season Severity metric. In February 2019, the CIFFC Management Committee met and decided that Phase 2 was not a priority.

To strengthen national coordination of FSC initiatives, the committee will be conducting a rebranding exercise in Fall 2019 utilizing the recommendations of the CIFFC led “Integrating fire science to support resource sharing” strategic plan, the Horizon and Foresight report and in conjunction with Canada Wildfire to ensure the committee remains relevant and is aligned with the Wildland Fire Science Community in Canada.

Meteorology Working Group

The Meteorology Working Group annual face to face meeting was held in Quebec City, Quebec on October 30-31, 2018. Work Plan Progress:

- The invitation letter was sent to Environment and Climate Change Canada to extend an invitation to MSC to have a representative join the Meteorology Working Group (as recommended by the Fire Science Committee).
- The development of a national spot forecast standard is on-going. An inventory of agency spot forecasts is first being completed.
- A national red flag warning has been proposed. Alberta will pilot this initiative during the 2019 fire season and report back to the group in the fall.

- Info-Electronics Inc. gave a presentation at the MWG annual F2F meeting in Quebec City. They have partnered with Weather Decision Technologies Inc. to provide state-of-the-science weather detection, nowcasting, and forecasting systems and services. No agencies reported using their services at this time. CFS (NoFC) is engaging discussions with Info-Electronics to ensure they are aware of the data protocol and standards adopted by the DIP team.
- Proposal for funding for forecaster exchange was denied in for 2019 – working group to resubmit for 2020.

Geospatial Working Group

In addition to quarterly meetings, the GWG met face to face in conjunction with the IM/IT Committee in October in Winnipeg, MB. Work Plan Progress:

- A task team investigated the potential for standardized colours and breakpoints for fire danger maps and fire weather indices completed their report and determined there were a great deal of differences among agencies and recommended that the work continue under the Fire Science Committee.
- There are issues around geospatial administrative boundaries. There are agencies have different administrative boundary layers which causes issues with clipping fire polygons at intersecting borders. The working group were asked to submit their boundaries to the Chair to utilize as a communication piece around the importance of aligning these layers.
- There are inherent differences among agencies on fire mapping methods. A manuscript on Agency Fire Mapping Methods will be completed under the leadership of the GWG to identify the differences for data users rather than require a change within each agency.
- Spatial Polygon MDS30 has been completed in conjunction with the DIP Team.

IM/IT Committee

The Information Management/Information Technology Committee transitioned leadership from Susan Reany Iskra to Maria Sharpe in July 2018. The committee continued to meet monthly with its annual face to face meeting held in Winnipeg, Manitoba on October 23-24, 2018 in conjunction with the Geospatial Working Group. A number of agencies were able to attend in person (YK, NT, AB, MB, QC, NB, NS, NL, CFS and PC) while SK and ON joined in on teleconference.

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

- Mapping Standard Symbolology
- Data Management Plan
- Hotspot Monitoring
- Planet.com
- Manitoba Operations – facilities and IM/IT initiatives
- Agency IM/IT initiatives / innovations / successes

Key Projects for 2019/2020

- Data Integration Project – continue work on DIP including testing and refinement of agency data feeds to ensure SitRep is live by April 2019. Development of standards for agency data feeds continued as joint tasks involving members of other committees/working groups. To focus on data updating/archiving as well as data sharing.
- National Toolbox – A change request was submitted for task team to better articulate the next steps required around scope, ownership, funding, data licensing, support and management.
- CIFFC Portal – Website completed and the DIP has been moved from its current prototype environment into production. Summer 2019 will be the first year for the new website and sitrep.
- Webair – IM/IT Committee submitted a position on Webair to the Webair Task Team identifying the need to align with the data integration project standards if we decide to continue.

2018/2019 Administration and Finance

CANADIAN INTERAGENCY FOREST FIRE CENTRE INC. Statement of Financial Position

As at March 31	2019	2018
Assets		
Current Assets		
Cash and bank	\$ 1,365,758	\$ 1,211,702
Cash held in trust for other organizations	211,783	152,014
Due from members	560,939	38,727
Due from other organizations	343,982	169,469
Interest receivable	1,696	2,841
Prepaid expenses	29,124	14,435
	<u>2,513,282</u>	<u>1,589,188</u>
Accrued pension asset	1,416,000	1,424,700
Capital assets	<u>167,857</u>	<u>210,039</u>
	<u>\$ 4,097,139</u>	<u>\$ 3,223,927</u>

Liabilities and Net Assets

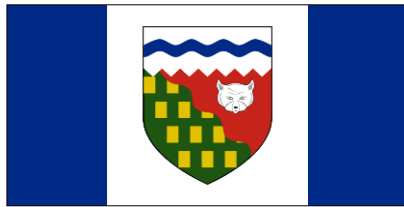
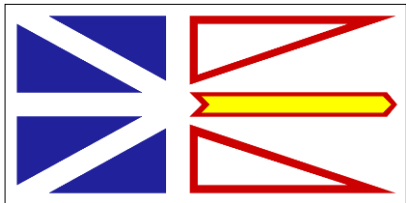
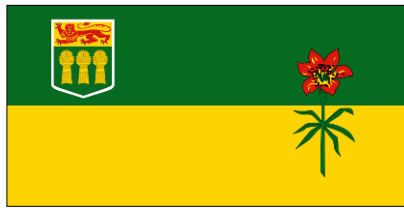
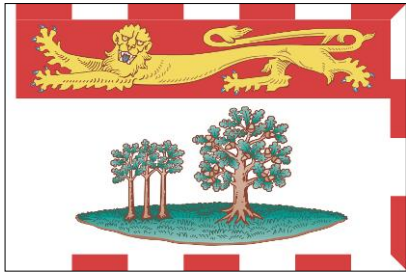
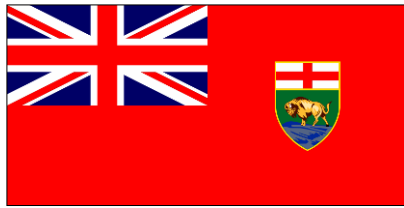
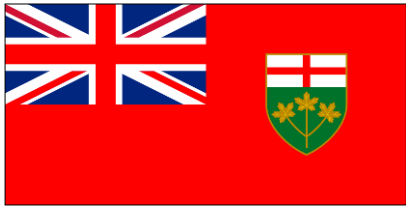
Current Liabilities		
Accounts payable and accrued liabilities	\$ 228,801	\$ 203,824
GST payable	84,199	13,353
Vacation pay liability	82,548	79,027
Due to other organizations	211,783	152,014
Deferred contributions from members	15,737	155,633
	<u>623,068</u>	<u>603,851</u>
Severance and sick leave liabilities	<u>151,016</u>	<u>141,271</u>
	<u>774,084</u>	<u>745,122</u>
Net Assets		
Invested in capital assets	167,857	210,039
Unrestricted	<u>3,155,198</u>	<u>2,268,766</u>
	<u>3,323,055</u>	<u>2,478,805</u>
	<u>\$ 4,097,139</u>	<u>\$ 3,223,927</u>

CANADIAN INTERAGENCY FOREST FIRE CENTRE INC.
Statement of Operations

For the year ended March 31	2019	2018
Revenue		
Contributions from members		
Membership levy	\$ 880,104	\$ 861,931
Resource exchange	1,270,709	422,317
Air charter administration fees	188,743	159,671
Interest	15,135	9,219
Engine mount project	3,500	4,009
Other	832	-
	<u>2,359,023</u>	<u>1,457,147</u>
Expenses		
Salaries and benefits	584,592	563,830
Special projects	539,490	495,165
Office rent	97,634	98,592
Travel and automobile	54,758	49,182
Amortization	50,039	52,465
Telecommunications	31,106	26,113
Pension	28,910	54,443
Accounting fees	27,485	22,012
Professional services	24,704	61,071
Information technology	22,071	22,992
Employee group benefits	20,191	22,041
Insurance	14,138	13,918
Office supplies and services	10,334	17,119
Advertising and promotion	9,248	1,803
Repairs and maintenance	8,922	7,776
Meals	5,100	5,276
Bank charges	3,498	2,665
Postage and courier	3,049	3,258
Air charter set-up costs	-	28,415
Training	-	250
Engine mount project	-	111
	<u>1,535,269</u>	<u>1,548,497</u>
Excess (deficiency) of revenue over expenses before other item	823,754	(91,350)
Other Item		
Foreign currency exchange gain (loss)	196	(34)
Excess (deficiency) of revenue over expenses for the year	\$ 823,950	\$ (91,384)



Progress Through Cooperation



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