**STAC Contractor Qualifications Committee Notes**

Meeting: March 3; 1:00 p.m.-1:30 p.m. (EST)

Next call:

Will be scheduled for the week of March 21, 2016

DIAL IN INFO: Toll-free: 1-866-234-0247; Local (Toronto): 416-443-4589

Conference ID: 612392

Attendees:

* Nick Kyonka (STAC)
* Ed Hachey (SBA)
* Stephanie Berry (Trylon)
* Terence Saar (Bell)
* Jeff Selby (Trylon)
* Denis Darveau (Videotron)
* Iain Harrison (PSEC)
* Jon D’Alessandro (WireIE)
* Serge Charron (SBA)
* Peter Devries (TELUS)
* Justin Sousa (Gravisys)
* Nicholas Parker (WireIE)
* Greg Gasbarre (Netricom)
* Keith Ranney (Bell)
* Ryan Brown (WireIE)

Follow-up Activities:

* Committee members to reach out to trusted trainers to ask them to get in touch with Nick about any open training sessions STAC could advertise on its calendar
* Committee members who do pre-qualification to send copy of checklists to Nick at nkyonka@stacouncil.ca

Meeting Notes:

1. Introductions
* Nick introduces self and confirms who else is on the call
* Notes that this is the first Contractor Qualifications sub-committee call and will be used to establish what we’ll be working on in the weeks ahead and how we see that work playing out
* Provides disclaimer about discretion on calls and CWTA Competition Act compliance policy
1. Committee structure
* Nick notes that STAC committees are structured to encourage inclusion while recognizing that everyone has other time commitments as well
	+ As such, the Contractor Qualifications sub-committee will at times be broken down into smaller teams to complete individual tasks or projects
	+ Individuals are not obligated to take part in committees or project teams, but we do expect that everyone will follow-through on the commitments they make
	+ Stephanie Berry, from Trylon, and Ed Hachey, from SBA are the subject matter expert leads for this sub-committee, Nick will typically be leading the calls and “assigning” work to volunteers
1. Proposed committee activities
* Ed provides brief overview of the Contractor Qualifications committee and the type of issues that this committee could help address
	+ Committee wants to bring consistency to variables required to work for operators or contractors across the industry so that:
		- Can ensure that everyone is qualified in a similar way
		- Can make it simpler for different contractors to provide services to different entities and in regions across the country
	+ Nick notes that this committee’s work could involve writing documents that identify steps contractors can take that would ensure they qualify across the board, regardless of which jurisdiction they’re working in or regardless of which pre-qualification process they must go through
* Nick notes that primary activity identified for this committee in weeks ahead will be to start identifying various prequalification requirements and to work on benchmarking the most robust qualifications in each area
	+ Ie: What can contractors do to ensure they are compliant regardless of where they are bidding for work or with who
	+ Stephanie notes that most operators and contractors who do pre-qualification do so with good intentions to ensure quality of work and safety of workers
		- Different activities designed to satisfy the same intentions can lead to burdensome costs for contractors and sub-contractors who must maintain multiple qualification systems
		- Notes that most pre-qualification systems don’t go so far as to verify workers’ certifications
* Nick notes that the committee also has some continuous work that we’d like to start going on immediately:
	+ Ongoing project is to identify training opportunities offered by qualified personnel that we could advertise on the calendar section of our website
		- Nick suggests that one way to do this is to have people reach out to trainers to ask them to email Nick with information about available training sessions and dates
			* Nick notes that trainers should be advised to state who referred them, as Nick will be following up with those individuals to confirm
		- Denis notes that Videotron started auditing process two years ago that looks at each rigger and the specific training they have received; have also been checking the equipment they are using and whether that equipment meets standards
			* Found that one contractor found this out and actually scrapped all of their crews’ harnesses and bought new ones
			* Denis wonders if there is a duty as the operator to get into this level of granularity during audits
				+ Nick notes we should also consider what level of granularity STAC should get into in its contractor qualification documents (ie: should we be looking at specifying proper equipment?)
			* Ed says committee objective is to outline when the owners & operators will be looking for and then identify what the standardized pre-qualification items would be at both the company level and at a personal level
				+ Does not think we should be getting down into physical inspection side of things
			* Stephanie says that checking harnesses and equipment is necessarily part of the pre-qualification process, but may ask as part of the process to sign off that they will send their people with the appropriate equipment
				+ Denis notes they don’t do physical inspection, but ask for logs demonstrating annual inspections
				+ Greg says when Netricom sends a crew out to govt. sites, the crew is required to carry an information package that the govt. agency may or may not ask to see: includes info on whether equipment has been inspected and when, among other things

General agreement that all contractors should have packages available on site

General agreement that this committee should be tasked with developing a “master plan” of what should be included in qualification packages

Stephanie proposes that anyone on committee that does pre-qualification of either companies or employees should send their checklists to Nick

* + - * + Jon asks whether we will be concerned about other stipulations, such as how many climbers are allowed on a site at once, etc…

Ed says we want to put a guideline in place to identify for everyone what it takes to work for various entities, but notes this will not guarantee ability to do work in all cases

Denis notes that Videotron also qualifies individuals and turns away crews if some workers are qualified

Ed says this committee will also look at rationalizing any additional restrictions, though this may be further down the road

* + Another project we can work on, if applicable, is to identify any training topics that aren’t currently covered by the industry
	+ Nick notes that we are also looking for additional activity ideas for this committee and asks that anyone who has any thoughts on additional work this committee could be doing please send their ideas to Nick
1. Other business
	* Nick notes that there will be a session about Contractor Qualifications at the conference that will also be aimed at opening up a dialogue about some of these issues
		1. Ed and Stephanie will be leading this discussion, so if you have any specific thoughts about issues that you’d like to see addressed, please feel free to send them to Nick and he will pass them along to Ed and Stephanie
2. Scheduling of next call
	* General agreement that the next call be scheduled for the beginning of the week of Mar. 21 and should be scheduled for 45 minutes or an hour