**STAC RF Awareness Committee Notes**

Meeting: March 1, 2016; 12:00 p.m.-12:30 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)
* Keith Ranney (Bell)
* Steve Miholic (Bell)
* Ofir Smadja (COMsolve)
* Dave Ramdeane (Bell)
* Iain Harrison (PSEC)
* Martin Piercey (PSEC)
* Nick Sarantinos (Netricom)
* Jeanne Piercy (PSEC)
* Scott Martin (Ericsson)
* Sam Fadlallah (Rogers)
* Greg Gasbarre (SEC Netricom)
* Carm Cirillo (Rogers)
* Mike Morgan (PSEC)
* Alex Williams (PSEC)
* Philippe Lavoie (TELUS)

Follow-up Activities:

* Nick to send out sign-up sheet and some information on the best practices document
* Dan to provide Nick with contact information for manufacturers and Nick to follow up with them directly
* Anyone else with contacts at manufacturers could send along as well

Meeting Notes:

1. Introductions

* Nick introduces self and confirms who else is on the call
* Notes that this is the first RF Awareness sub-committee call and will be used to establish what we’ll be working on in 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

* STAC committees are structured to encourage inclusion while recognizing that everyone has other time commitments as well
  + The RF Awareness 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
  + Keith Ranney is the subject matter expert lead for this sub-committee, Nick will typically be leading the calls and “assigning” work to volunteers

1. Proposed committee activities
   * Keith provides brief overview of RF Awareness committee mandate and provides examples of gaps in RF knowledge that are common in the industry
     + Committee will look at current practices and information and provide advice on which practices and information are the best
   * Have some initial ideas that this committee could be working on, but always looking for more:
     1. Identify safe work practices for working with and around wireless electronics with RF emissions
        + Create best practices document
     2. Maintain list of RF equipment calibrated to Safety Code 6 2015 limits
     3. Identify safety thresholds for various degrees of RF output utilized by towers
     4. Identify procedures for individuals who have been exposed to high level of RF emissions
        + Create best practices document
   * Keith notes that we can also take on additional projects, depending on how many people can contribute to the work
     + Notes that others can bring up additional RF issues or challenges that we can add to the list of things we can tackle as a committee
   * Nick suggests that immediate industry priority might be to verify what equipment is or can be calibrated to the new SC6 limits
     + - We currently know of the Narda S3
       - Have been told that the FieldSense personal monitor can also be calibrated to SC6/15 limits, but have not had this verified by anyone in the industry
         * First question is how we want to verify that something can be calibrated – Nick asks for thoughts on this

Dan notes that he has been in contact with three different manufacturers about calibration, but Narda is the only one who has been able to provide calibration certificate

Says FieldSense has not yet provided certificate, and neither has manufacturer for Guard and Guard XS (MVG)

Dan notes that most manufacturers get their calibration done at [ProComm](http://www.ptinc.org/index.html), but Dan says he has spoken to calibration manager (Phil Printup) who has said he does not yet have the equipment to do it right now but may in the future

* + - * Dan notes that other jurisdictions are not calibrated to new SC6 limits, and adds that old equipment must be calibrated to new limits
        + Notes that Radman monitors are not compliant right now, only calibrated to FCC limits in US
        + Nick asks what committee can be doing to help verify other products are calibrated

Dan says manufacturer must provide calibration verification documents

Notes that having this certificate could be legally significant

* + - * + Nick offers to try to get in touch with manufacturers on STAC’s behalf

Dan volunteers to provide contacts

* + - * In response to a question, Dan notes that Safety Code 6 says you must carry out actual measurements in nearfield instead of freeze equation or simulations, which can be used in far-field
        + Must wear personal monitors if working within the nearfield
      * Nick asks if there is anything else that can be done on this immediately: no answer provided
    - Nick notes that we can also start working on creating one of – or both – best practice documents
      * Asks for volunteers to start drafting list of what items would be included in each document
        + Lists will then be used to prepare notes, which will be brought back to sub-committee for review before a best practice document is actually written; will be additional opportunities for reviewing after first draft and subsequent drafts
        + Keith notes that people can also send notes to Nick about other topics they would like to see the committee work on
        + Nick says he will send out sign-up sheet in days ahead
        + Sam says he will have some people from Rogers who can provide input on best practices document starting next week
        + Keith says Bell will also be able to contribute
        + Martin says the PSEC will also be able to contribute
  + Dave asks whether we are looking for minimum representation for sub-committees
    - Nick says sub-committees will operate based on the time people can dedicate and will work hard to get people to work hard when need be
    - Notes that we will attempt to address any issues of lack of representation on specific committees or projects as they arise

4. Other business

* + RF awareness session at conference will be presented by Agnieszka Zubek (YRH) and hosted by Dan Reanud (Groupe Telecon)
    - Will address new SC6/15 limits and how they impact workers and the industry
    - Nick notes that Agnieszka has confirmed her attendance

5. Scheduling of next call

• Nick suggests that we continue a discussion between interested parties via email and reconvene for our next conference call in next few weeks

* Keith suggests next call during week of Mar. 21
  + General agreement