

STAC Contractor Qualifications Sub-Committee Meeting Notes

Meeting: July 26, 2016; 2:00 p.m.-3:00 p.m.



Structure, Tower &
Antenna Council
Conseil des structures,
pylônes et antennes

Next Call: TBD

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

Conference ID: 612392

WebEx Address:

Action Items:

- Prequalification project team to meet in weeks ahead to review additional documents
- Nick to type up written notes on prequalification documents reviewed so far and distribute to committee

Attendees:

- Nick Kyonka (STAC)
- Ed Hachey (SBA)
- Asma Arefeen (Rogers)
- Bassam Jaafar (CATEK)
- Brad Poulin (Vista)
- Brent Hrywkiw (WSP)
- Carm Cirillo (Rogers)
- Cesar Galvez (Telecon)
- Denis Darveau (Videotron)
- Gord Lyman (eSystem Training)
- Greg Gasbarre (Netricom)
- Jason Wolf (WesTower)
- Jeff Selby (Trylon)
- Jodi Aly (Bell)
- Justin Sousa (Gravisys)
- Manny Montoya (SBA)
- Mathieu Coulombe (Bell)
- Nick Sarantinos (Netricom)
- Nick Wilkerson (SBA)
- Peter Devries (TELUS)
- Rick Lee (WireE)
- Rob Popien (Tbaytel)
- Roy Holland (Rogers)
- Sam Fadlallah (Rogers)
- Sarwat Rabbani (CATEK)
- Sheldon Lee (Roehampton)

Meeting Notes:

1. Prequalification "Roadmap" Project

a. Status Update

- We have collected prequalification documents from 13 different companies so far, including from wireless providers, hydro companies and third-party templates
- A group of us met in mid-July to start going over the first batch of documents we received
 - Started identifying questions in those questionnaires as either generic questions or those that are business specific
 - Example of a generic question would be one that asks you to include the name and job title of the highest corporate personnel
 - Example of a business specific question would be one that relates to different types of work that a contractor could be doing for a company
- Still looking for prequalification information or contacts at the following companies in particular:
 - Corus
 - BC Hydro
 - Hydro Quebec
 - Thunder Bay Hydro [update: received]
 - Hydro One
 - CTV
 - Global

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- The small group also identified a need for a more comprehensive list of functional contractors that may need to qualify, committee brainstorms following preliminary list:
 - Backhoe operators
 - Surveyors
 - Electricians
 - Fencers
 - Roofers
 - Snow removal
 - Radio & battery installers
 - Antenna verification
 - Crane operators
 - b. Review of documents received
 - Nick suggests that group review some of the work that the small group did earlier this month, and that we then continue on with that work as time permits
 - Notes that it would also be helpful to start identifying each question as to whether it's one that would be in an ideal questionnaire or not
 - Committee members go through combined questionnaires file to review work completed by team and to identify which questions would be considered for "ideal" questionnaire
 - Ed notes that most of the questions identified as "Business Specific" will be stripped out from general "ideal" questionnaire
 - Question as to whether ideal questionnaire should include also appendix listing various certificates needed to complete certain types of work in each province
 - Ed says he believes first step should take a broader, more general approach that wouldn't look at specific types of work needed at this point
 - General agreement that this isn't needed at this point
 - General agreement that question asking about what third-party qualifiers are used should be open-ended
 - General agreement not to include request to identify client corporations
 - General agreement that we may need to provide a formula to calculate incident rates, if the form is not designed to calculate these rates automatically
 - General agreement that question confirming whether employees have received first aid training should acknowledge that this is not always required of smaller companies
 - General agreement that ideal questionnaire would ask for health & safety policy, not just ask to confirm that one exists
2. Scheduling of next call
- General agreement to hold off until September until next meeting to ensure greater participation following holiday-heavy period in August
3. Other business
- Nick notes that Rogers has given STAC permission to inform committee that Rogers intends to rework its prequalification questionnaire in the months ahead, and will consider this committee's discussions and comments when doing so