

STAC Contractor Qualifications Committee meeting notes

Meeting: October 5, 2016; 1:00 p.m.-2:00 p.m. EDT



Structure, Tower &
Antenna Council
Conseil des structures,
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Action Items:

- Project team to continue work on Prequalification Roadmap project

Attendees:

- Nick Kyonka (STAC)
- Ed Hachey (SBA)
- Asma Arefeen (Rogers)
- Carm Cirillo (Rogers)
- Denis Darveau (Videotron)
- Emad Eltowwi (Rogers)
- Emilie Fillion (Cognibox)
- Greg Gasbarre (Netricom)
- Greg Tolson (Tridon)
- Ian Panagapka (Rigarus)
- Jeff Selby (Trylon)
- Justin Sousa (Gravisys)
- Nick Sarantinos (Netricom)
- Peter Devries (TELUS)
- Philippe Lavoie (TELUS)
- Rob Popien (Tbaytel)
- Roy Holland (Rogers)
- Serge Charron (SBA)
- Trevor Bolt (Varcon)

1. Prequalification Roadmap Project

a. Status update

- Nick notes that small team of volunteers has been meeting biweekly to discuss questions found on the questionnaires that we've received
 - Typed out questions into a spreadsheet and categorized each question
 - Will now be able to compare questions with others in the same category to weed out duplicates and identify near-duplicates
 - Will then identify which of the near-duplicates are the best and which should be included in the ideal questionnaire
- Still interested in getting more people involved on the small team – particularly contractors
 - Will also need people to get involved to review the ideal questionnaire when it is completed

b. Review of work completed

- Nick notes that questionnaire spreadsheet contains 440 questions from 11 different prequalification questionnaires
 - Many of these questions are duplicates
- Committee member notes that there are several different third-party qualifiers that contractors are required to subscribe to in order to do work, including some that are costly
 - Asks whether STAC could work with carriers to identify one or two third-party qualifiers that could be used across the industry
 - Nick notes that STAC and its Members must be wary of Competition Act requirements and cannot work to coordinate the purchasing power of its members in favour of one service provider over another
 - Nick notes there is a role for STAC to play in communicating feedback about specific third-party qualifiers
 - Could pass along complaints or other comments anonymously if asked to do so
 - Could put out a survey at some point to gauge contractors' thoughts on different service providers
 - Aggregate data could then be shared with carriers and all STAC Members

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- Ed notes that he also wants to see the third-party qualifiers working to fit within the ideals STAC will identify
- Ian notes that at Item # 137 in the spreadsheet, it may be better to ask carriers to list the services they require, as opposed to contractors being asked to identify which services they can perform
 - Would be ideal to see a list of services needed with checkbox options, as opposed to every contractor needing to list every service they could possibly offer
- Nick notes that categories being used in the project have changed significantly since first discussed
 - Notes some questions did not fit into any of the previously listed categories, and that other questions could be easily seen as falling into multiple categories
 - Categories used to date include:
 - General Information & Forms
 - Insurance, Liability, Worker's Comp
 - Health & Safety (Staff Qualifications & Compliance)
 - Business Specific
 - Business Specific questions are those that relate to work that is not typically required of all jobs in the industry (ie: trenching & excavating)
 - Sub-Contracting Management
 - Environmental
 - Vehicular
 - Nick notes that questions of the same category will mostly end up grouped together in the ideal questionnaire we will create
 - This should help those filling out the forms by grouping together questions that are likely to be answered by the same individual within a company
- Nick invites committee members to send along any questions or comments they may have about the spreadsheet document

c. Next Steps

- Having now assigned each question to a single category, we will now begin work to compare questions by category
 - Will identify duplicate questions and near-duplicates
 - Will compare near-duplicates against each other to determine which is the best version of the question
 - Will then start marking off which ones should be in the ideal questionnaire and which ones should not be
 - May also include appendixes to identify business specific questions that don't belong in the ideal questionnaire, but which could serve as an addition to the ideal questionnaire for jobs that require those business specific activities (such as excavating, confined space work, logout/tagout, etc ...)
 - After identifying all ideal questions, the full committee will be given a chance to review those questions as well as those that we marked as not ideal
- Nick says he has also received a request from a committee member as to whether this project will identify ideal questionnaire answers as part of its work
 - Ed says this is something to explore when we get the list of ideal questions together
 - Committee member notes that a lot of the questions will be close-ended, notes that some of the questions require verification through documentation

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- Committee member notes that some systems can bring up specific questions or requests for documentation based on how a respondent answered the previous question
 - Committee member recommends identifying best answers to questions and then leave it to the carriers to figure out whether to adopt the ideal answers or adapt them for their own purposes
- d. Call for additional volunteers**
 - Ed notes that this process is being designed to help make life easier for industry participants, and that getting involved in the project would be a good way for individuals to ensure their companies' interests are represented
 - Nick thanks project volunteers: Ed Hachey (SBA), Stephanie Berry (Trylon), Emilie Filion (Cognibox), Mathiew Columbe (Bell), Brent Hrywkiw (WSP), Bassam Jaafar (CATEK), Rob Popien (Tbaytel), Jeff Selby (Trylon)
 - Nick notes that there are additional volunteer opportunities for anyone who may want to get involved in the biweekly calls
 - Anyone interested should contact Nick to get involved
- 2. Scheduling of next call**
 - Next call to be held when list of ideal questions is completed, unless anything major comes up between now and then
 - Nick to send out list of questions in advance of meeting
- 3. Other business**
 - Nick received a recent request from a STAC Member to highlight concern about equipment being installed on towers that can create an obstruction to workers who need to access the end of a boom or the top of a tower
 - Was asked to highlight this issue to contractors as something to take into consideration