Next Meeting: Tuesday, April 12; 2:40 p.m.-3:40 p.m. (EDT)

Location: [International Plaza Hotel](http://www.internationalplazahotel.com/), Mississauga ON – International Room C

Dial-in details: TBD – Dial-in details will be provided through the distribution list closer to the date

Action Items:

* Committee members to send Nick or Keith internal RF safety documents and to indicate whether they can be shared with the committee
* Keith, Dave and Nick to consult committee members about delivery timelines via email and at STAC conference and to propose project timelines following the conference
* Nick to provide update on Dan’s correspondence with FieldSense

Attendees:

* Nick Kyonka (STAC)
* Keith Ranney (Bell)
* Stephen McGrath (Eastlink)
* Ron Aharoni (COMsolve)
* Sam Fadlallah (Rogers)
* Dave Ramdeane (Bell)
* Jeanne Piercey (PSEC)
* Richard Zhang (Rogers)
* Deanna Spring (WSP)
* Eric Fernandes (WSP)
* Justin Sousa (Gravisys)
* Sean Hayman (Varcon)
* Trevor Bolt (Varcon)
* Nick Sarantinos (Netricom)

Meeting Notes:

1. Best Practice Projects

* Identification of project objectives: identified on previous call that we want to develop two best practices documents through this committee: one dedicated to proper handling of RF emitting equipment, the other dedicated to responding to dealing with RF exposure
  + General agreement that we should focus on the document dedicated to prevention before undertaking second document on responding to exposure
    - Research that overlaps with responding to RF exposure can be flagged to Nick, who will track for future project
  + General agreement that specific objectives we want to achieve through this document include:
    - Making it easier for industry workers to access reliable information on proper handling of RF equipment
    - Making it easier for industry workers to identify RF thresholds and safe exposure reduction practices
    - Directing users to other sources of good information
  + Nick notes that individuals can also raise issues for committee to address through the online forum, and that he will monitor forum for any issues the committee should address
  + Dave notes that companies may have internal policies already, and that we could use these policies as a base for our own
    - Committee members to send Nick or Keith internal RF safety documents and to indicate whether they can be shared with the committee
  + General agreement that the committee should provide information on the following topics:
    - Exposure thresholds: safe time and distance thresholds for different intensities of RF exposure
    - Equipment:
      * Proper installation of equipment
      * Identifying RF hot zones
      * Dealing with RF hot zones
        + How to report
      * What antennas give off harmful radiation (with photographs and notice of where they’re typically found)
    - How to read RF signage
    - Identifying proper precautions for RF exposure
    - Proper use of monitors
  + Document should be designed as complimentary to Safety Code 6 and can reference parts of SC6 where relevant: will help industry understand how to make sure site and self are compliant and how to keep themselves safe
* Request for volunteers
  + Last call, we heard initial support from PSEC, Bell and Rogers to contribute to this project
    - Any other individuals or companies want to offer up their assistance?
* Timeline development
  + Keith, Dave and Nick to consult committee members via email and at [STAC conference](https://www.stacouncil.ca/stac-2016/) and to propose timelines following the conference

1. Update on personal monitors
   * Since last call, we had confirmation from another STAC member that they have seen a calibration verification certificate from FieldSense, and Dan tried connecting with FieldSense to see if they could provide copies
     + Nick to circle back to Dan for update
   * Nick is also willing to call other manufacturers if asked to do so by any member of the committee
2. Conference session update

* Conference session on the new Safety Code 6 limits with Agnieszka Zubek still on track
* Committee does not identify any material that should be provided at conference

1. Other business
   * Opportunity for anyone to raise other business
2. Scheduling of next meeting
   * Tuesday, April 12; 2:40 p.m.-3:40 p.m. (EDT)
     + In-person: [International Plaza Hotel](http://www.internationalplazahotel.com/), Mississauga ON, International C
     + Dial-in details will be distributed closer to the date through the committee distribution list