

MINUTES
EXECUTIVE TELE-CONFERENCE MEETING – May 17, 2004

5 COMMITTEE REPORTS

5.1 APEGBC (Peter Mitchell)

- Engineers & Geoscientist Act changes will not be considered by the BC Legislature until Spring 2005 at the earliest. This provides more time for working on the merger with the Technologists but delays the adoption of the new definitions of the practices of engineering and geoscience.
- The four professional associations met last week to resolve differences of opinion on the answers to certain questions that arose from the FRPA training sessions. ABCFP and APBBC (the Biologists) could not reach agreements on key points pertaining to the Forest Stewardship Plans. They chose to seek an independent adjudication or arbitration scheduled for June 10. APEGBC was not part of this decision. DEGIFS discussed this point and recommended that APEGBC prepare a letter or brief noting that past disagreements between APEGBC and ABCFP have been successfully resolved using the JPB. Disagreements between APEGBC and either BCIA or APBBC are less common due to limited areas of overlapping practice and have been successfully resolved by less formal discussions. We do not feel the need to play an active role in the June 10 meeting.

ACTION: Peter – To present DEGIFS' opinion to Council and if Council consents, to prepare a letter or brief outlining DEGIFS' opinion.

5.2 JPB (Peter) – The JPB is focussing on the Bridge Guidelines. See Item 6.2.

5.3 GUIDELINES (Doug not in attendance)

- Hydrological Assessments – Kim Green has expressed a desire for DEGIFS to prepare a set of guidelines similar to the TSA Guidelines to address hydrological or watershed assessments. Not enough executive members in attendance for thorough discussion. Besides, the executive is still trying to resolve the bridge guidelines. Decided to wait until bridge guidelines are completed before discussing if/what guidelines should be prepared next.
- Landslide Assessment Guidelines – Matthias Jakob, Bob Gerath and Doug VanDine have formed an informal group seeking to prepare guidelines for landslide hazard assessments. Peter met with the group; they agreed that the guidelines should be prepared through APEGBC. The group is not certain of the main intent of the document or whether it should cover all landslide hazards or specific hazards (i.e. debris flows) individually. The group will work with Peter to prepare a proposal letter seeking funding from various groups.

5.4 2004 AGM

- The AGM evening programs have been rescheduled. The Fun Night will now occur on Thursday evening and could conflict with the DEGIFS AGM. If required, the AGM could be moved to Thursday immediately following the last technical presentation. The technical presentations may also have to be shortened slightly to accommodate the AGM.

ACTION: Heather – seek clarification on the Thursday evening schedule.



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5.5 TREASURER’S UPDATE (Bill – not in attendance)

5.6 ASPECT (Bruce – not in attendance)

5.7 WEB SITE (Heather)

Nothing new to report.

5.8 CEBC/MOF LIAISON COMMITTEE (Eric)

- The Liaison Committee appears to have been replaced by CEBC involvement with an MoF/BCTS Contract Advisory Committee. The committee is to meet twice each year to discuss contracting out processes. Eric has been asked to be a joint CEBC/DEGIFS representative on this committee.
- Calvin reported on a recent BCTS request for bids that required all hourly rates to be charged directly from a specific base of operation. This procedure requires all travel costs and fees to be hidden in the hourly rates. Eric has seen a similar bid document for work in the Queen Charlotte Islands, where travel costs are significant. Since award is based solely on the hourly rate, this does not promote selection based on any qualifications.

5.9 FOREST PRACTICE BOARD

Nothing new to report.

6 NEW BUSINESS

6.1 DEGIFS LOGO USE

- Eric had previously circulated the 2nd draft “**Policy For Use of DEGIFS Logo**”. **MOTION (by Eric, 2nd by Brian):** To adopt the “Policy For Use of DEGIFS Logo” as written. **Motion Passed Unanimously.**

6.2 BRIDGE DESIGN GUIDELINES

- **Peter:** Revised draft document from the JPB to be forwarded to DEGIFS for comments/approval. The risk analysis approach has been replaced with more simplified descriptions of situations where RPFs may design bridges. The schedule is for the Guidelines to be taken to Council at the July meeting.
- **Brian:** Subcommittee has not reviewed the latest draft and would like the opportunity to do so. Brian does not feel that all aspects of DEGIFS past concerns have been adequately addressed.
- **Calvin, Eric and Heather** all agreed that the Subcommittee should be forwarded a copy of the latest draft for review/comments once DEGIFS receives it.
- **Eric:** Spoke with Ron Davis of MoF who is conducting a study of past bridge designs. The study will not include the actual design but will look at suitability of the bridge site, adequacy of background review, proper tracking of design issues etc. Basically, the purpose is to determine if the appropriate level of work is being done and standards followed. The study will not be completed until June 30 at the earliest, which affects the proposed schedule for Council adopting the Guidelines. Ron has

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requested that final review and approval of the Guidelines be delayed until the results of his study are made available to DEGIFS.

ACTION: All Executive – to review 2nd draft of Bridge Guidelines when it arrives.

ACTION: Brian – to circulate 2nd draft of Bridge Guidelines when received to Subcommittee for comments back to Executive.

ACTION: Peter – to request written confirmation from Ron Davis that MoF would like final review and approval of the Guidelines delayed until the results of his study are made available to DEGIFS.

6.3 STRATEGIC PLANNING SESSION

- Draft minutes from meeting were received just prior to Executive meeting. Brian suggested discussion on SPS be delayed until those members who attended the SPS can review the draft minutes.

ACTION: Heather/Bill/Eric - to review draft minutes from SPS.

6.4 DEGIFS LIST SERVER INSTRUCTIONS

Carried forward.

6.5 PROTOCOL FOR CORRESPONDENCE FROM DEGIFS EXECUTIVE

- **Brian** – raised this issue for future discussion when more exec present regarding establishing a protocol for letters written on behalf of DEGIFS. Concern was raised that the letters being forwarded are not being adequately reviewed by the entire Executive. Two examples were given: the recent EIT/FIT letter from DEGIFS to Elvis Riou of APEGBC, and the Bridge Guidelines Comments letter from DEGIFS to the JPB. Brian would like important/significant correspondence to be agreed upon or as required voted upon by the Executive before being forwarded. It was suggested that a protocol for executive correspondence be developed to address this issue.

- **Eric** – stated that (as author of the EIT/FIT letter) the contents of that particular letter were agreed upon at the SPS. The task of writing the letter was left to Eric while Bill Grainger, Calvin, and Bob Patrick of the JPB would review and edit. The process was followed and the content was as agreed upon at the SPS. Requiring all Executive members to review and agree upon each correspondence creates an onerous task to the primary author (seeking agreement on specific wording). If the content of the letter has already been agreed upon and the letter does not deviate from that content, there is no need for every Executive member to be involved in writing the letter, as long as the Chair (who signs all correspondence) and the Executive members tasked with writing the letter are in agreement.

- **Calvin** – stated that the conflict regarding the Bridge Guidelines letter to the JPB was due to wording. The content had been agreed upon at the February 13, 2004 meeting. The primary change to the original letter was to remove some inflammatory comments in order to preserve the working relationship with the JPB.

- **Eric** – agreed with Calvin that the change was in wording alone and was necessary.



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- **Heather** – stated that if the content of the letter changes drastically from the Executive’s agreement, it should be re-circulated to the Executive, but not if the change is only to the wording.
- In this case, there is clearly a difference in opinion whether the content of the letter was changed.
- **Peter** – stated that if all wording must be agreed upon by the entire Executive, the entire process will become too cumbersome.
- **Quorum was lost during this discussion.**

6.6 Issues with affiliates

Carried forward.

6.7 Policy for the selection of task forces and committees

- All Executive should have a copy of the draft policy.
- ACTION: All Executive** – to review draft policy for next meeting.

6.8 Role of TSP during Fire Fighting Operations

Carried Forward.

7 NEXT MEETING

- Monday, June 14, 2004 at 7:55 a.m.

Attachments:

Summary of Action Items

Minutes prepared by Eric McQuarrie



SUMMARY OF ACTION ITEMS
EXECUTIVE TELE-CONFERENCE MEETING – May 17, 2004

SUMMARY OF ACTION ITEMS FROM THE PREVIOUS MEETING:

Eric and Calvin to consider writing an article on: Foresters in TSA process, their role(s).

Calvin to submit the letter send to the JPB from the executive regarding the comments on the draft Bridge design guidelines.

Brian Chow to arrange an e-mail to membership requesting articles.

Peter Mitchell to send the draft questions and answers from the FRPA training sessions to the executive. They have been sent to the MOF already.

Calvin to add agenda item to the strategic planning session entitled: “Discuss our role around FRPA with respect to professional accountability and guidelines.”

Calvin to extend a formal invitation to the APEGBC members of the JPB to attend our strategic planning sessions.

Heather to circulate a list of speakers and topics for AGM prior to March.

Bill Grainger to approach Tim Stokes to do a non-professional audit.

Heather to put a note in Aspect looking for assistance from a member for setting up the discussion forum.

Eric McQuarrie to send another (a second one) email to CEBC find out the status of the liaison committee.

Peter Mitchell to send FPB contact information (John Pennington and Chris Mosher made presentations at the Kelowna session) to Heather.

Heather to contact the FPB to see about possible topics for fall convention.

Brian Chow to get a list of attendees to TSA Seminar by APEG/FPB.

Peter Mitchell to write a letter to ABCFP stating that foresters who attended found the sessions informative and felt that more Foresters should hear what was presented.

Regarding 6.3 Strategic Planning Session:

Peter Mitchell to ask Elvis Rioux to attend part of the Strategic Planning Session in order to participate in the discussion on the Forest Engineering Profession.

SUMMARY OF ACTION ITEMS
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Calvin to draft up a preliminary agenda and circulate to the executive prior to the Strategic Planning Session to assist the executive in preparing for the meeting.

Heather to put together a simplified guideline for the DEGIFS List Server Instructions for review at the next meeting.

Bill Grainger to put together an update of issues with affiliates for the next meeting.

Eric to write a policy for funded task force/ subcommittees to be reviewed at the next meeting.

SUMMARY OF ACTION ITEMS FROM MAY 17, 2004:

Bursary Committee – to review bursary applications for next meeting.

Eric, Heather, Brian – to find nominees for next year’s DEGIFS Executive.

All Executive – to consider nominees for next year’s JPB.

Peter – To present DEGIFS’ opinion to Council and if Council consents, to prepare a letter or brief outlining DEGIFS’ opinion regarding the June 10 meeting with the other professional associations.

Heather – seek clarification on the Thursday evening schedule at the AGM.

All Executive – to review 2nd draft of Bridge Guidelines when it arrives.

Brian – to circulate 2nd draft of Bridge Guidelines to Subcommittee for comments.

Peter – to request written confirmation from Ron Davis that MoF would like final review and approval of the Guidelines delayed until the results of his study are made available to DEGIFS.

Heather/Bill/Eric - to review draft minutes from SPS.

All Executive – to review draft policy for selection of task forces and committees for next meeting.