

**Low Voltage Switchgear Devices (LVSD) Subcommittee
Minutes of the 2004 Spring Meeting
San Luis Resort
Galveston, Texas – May 5, 2004**

The Low Voltage Switchgear Devices Subcommittee met on May 5, 2004, with **11** members and **7** guests present. There were **6** excused absences.

Members:	P. Barnhart	D. Mazumdar	R. J. Puckett
	D. J. Edwards	N. McQuin	M. D. Sigmon
	S. S. Gohil	T. W. Olsen	N. H. Simon
	J. M. Jerabek		S. Slattery

Guests:	G. Cirves	F. Mayle
	P. Dwyer	K. Sung Chol
	M. Flack	P. Sullivan
	N. Gunderson	

Excused:	H. Hess	G. R. Nourse
	W. E. Laubach	A. Storms
	P. J. Notarian	S. H. Telander

Absent: A. Livshitz

1. Introduction of members and guests

The meeting was called to order at 8:04 AM by Shaun Slattery with Doug Edwards as secretary. Mr. Slattery welcomed the members and guests and introductions were made.

2. Approval of the minutes of the Fall, 2003 Portland meeting

The minutes of the September 24, 2003 meeting in Portland, Oregon were reviewed on screen and were revised with respect to the LOVAG report.

3. ADSCOM Report

Slattery

Reported below.

S.

4. Reports: Complete minutes will be posted.

a. ADSCOM Committee Report:

Slattery

- Reported that C37.29 PAR is to be withdrawn.
- Reported that C37.26 is approved and published.
- Ben Johnson reviewed IEEE change process associated with dual logos. A copy of the maintenance procedure will be posted with the ADSCOM minutes.

S.

Two documents were identified from the LVSD documents:

- C37.18 – Nigel will research IEC documentation with respect to similar documents.
- C37.17 will be considered in the future subsequent to revisions.

- C37.100.1 - Dave Stone has agreed to replace Alan Storms as chair. The ballot was put ON HOLD pending review of the Ballot Pool. Jeff Nelson suggests that the lead sections (e.g. Introduction, Scope, etc.) should be reviewed for details concerning application of the document. Reviewed the ballot pool list (Dean Sigmon's list) and identified four persons who were not on the ballot pool. The individuals are to take action to address not being on the ballot pool as desired. For contacting Dave Stone, email address is dstone@cooperpower.com. Request will be made to ER&P to have tutorial session for how working groups should interface with C37.100.1.

Provide to Dave Stone the following information for inclusion in Ballot Pool:

- Name
- Address
- IEEE Member Number
- Interest Category
- Telephone Number
- Fax Number
- Email address

- b. **IEC Report (IEC 17B/MT15 – Formally IEC 17B/WG5):** **S. Slattery**
- This document is re-designated to be a Maintenance Team.
 - Device profiles are being created and request US participants and US profiles for devices (SCADA).
- c. **IEEE SCC21 Fuel Cells, Photovoltaic** **S. Slattery**
- No new reports were identified since minutes reported from Fall 2003.
- d. **C37.100.1 Common Clauses** **S. Slattery**
- Dave Stone will take over as chair.
 - The process for how to apply this document was discussed.
 - Ballot is on hold pending additions to ballot pool and actions by Jeff Nelson.
- e. **Working Groups**
- i. **C37.13 Low Voltage AC Power Circuit Breakers used in Enclosures** **D. Edwards**
- Ballot process will be initiated by end of June.
- ii. **C37.27 Application Guide for LV AC Nonintegrally Fused Power Circuit Breakers** **D. Edwards**
- Document is reviewed and all technical issues are resolved.
 - WG request approved for ballot.
 - Ballot process will be initiated by end of June.
- iii. **C37.26 Guide for Methods of Power Factor Measurements for Low Voltage Inductive Test Circuits** **T. Olsen**
- Approved by IEEE (September 11, 2003) and ANSI (December 29, 2003).
 - It has been published (February 26, 2004)
 - WG is disbanded.
 - 10 months from PAR to approval by IEEE is noted and commended with special thanks to Harold Hess for his outstanding contributions!
- iv. **C37.13.1 Standard for Definite Purpose Switching Devices for Use in Metal Enclosed Low Voltage Power Circuit Breaker Switchgear** **R. Puckett**
- Discussed withdrawal of PAR – decision made to continue towards ballot.

- Draft 11 is in process with WG and is expected by end of May 2004.
- WG Chair change is made from Paul Notarian to Bob Puckett. Bob will initiate this process.
- Request for ballot is approved.
- Title was corrected in these minutes.

f. **Update Document Status** **D. Edwards**

Document Status was reviewed on screen for updates. The document status will be posted on the IEEE website.

- C37.16 - WG formed with Ned Simon as chair.
- C37.17 – Shaun Slattery to request support from various companies for WG Chair and members from within their organization (persons with appropriate backgrounds). LVSD members are to provide nominees to Shaun Slattery.

5. Old Business

a. **Membership recruitment** **D. Edwards**

- Only a few persons were contacted but without positive response – due to conflicts.
- Invitation was extended (by S. Slattery) to I&CPS membership but with limited response.
- LVSD participants are to provide names and email addresses to D. Edwards by end of May.

b. **The WG memberships are to be provided to IEEE.** **D. Edwards**

- Documents to be updated to capture required data.

6. New Business

a. Paper Reviews S. Slattery

- Three people are requested to review each paper. Typically only one (maybe two) persons might be located. If future request to do not result with three reviewers, assignments will be made by the LVSD Chair.

b. Working group chairs, please provide an electronic copy of your report to D. Edwards by May 14, 2004.

c. Working group chairs, please submit your WG room requests for the Fall 2004 meeting to T. Burse by August 1, 2004. Working groups are asked to carefully consider any audio visual equipment requirements, as A/V equipment is a major expense.

d. Next Meetings S. Slattery

- Fall 2004, 19 – 23 September 2004 – Tucson, AZ (Westin La Paloma)
- Spring 2005, 8 – 12 May 2005 – St. Pete Beach, FL (Tradewinds Island Grand Resort)

e. IEEE Website for Standard Development Process is listed here for convenience:
<http://standards.ieee.org/resources/development/>

f. New WG for C37.17 to be organized with new Chair and WG members recruited.

g. Request is for Shaun Slattery to participate as a member of ASC C37 delegation.

h. Follow-up required at the ER&P meeting for Fall 2003 LVSD nominees.

7. Adjourn

The meeting adjourned at 11:45 AM.

Minutes submitted by:

D. Edwards
Secretary