

**SWITCHGEAR ASSEMBLIES SUBCOMMITTEE
MINUTES OF THE FALL 2008 MEETING**

**HYATT REGENCY HOTEL
CALGARY, ALBERTA, CANADA**

The meeting was called to order by Chair, T. Olsen, at 3:45 PM on October 15, 2008 with the introduction of the following members and guests:

Members: (17)	C. Ball P. Barnhart T. A. Burse E. R. Byron D. J. Edwards	L. Farr K. Flowers D. Lemmerman A. Livshitz	F. Mayle D. Mazumdar P. Notarian T. W. Olsen	E. A. Peters J. E. Smith A. Storms M. Wactor
Guests: (12)	J. Coomer M. Flack N. Gunderson	R. Hartzel D. Hrncir H. Josten	I. Profir C. Schneider D. Smith	C. Tailor P. Terry J. Toney
Excused: (9)	P. Dwyer S. S. Gohil W. E. Laubach	W. C. McKay A. Morgan	A. Morse G. R. Nourse	R. J. Puckett P. Sullivan
Absent: (1)	J. Jerabek			

The IEEE-SA rules on Patents were reviewed prior to further discussions. All five slides were shown. An opportunity was given for participants to identify patent claims, patent applications, and/or holders of patent claims/patent application claims that may be essential for the use of a standard. There were no responses. The IEEE-SA patents policy must be reviewed during every working group meeting. The rules can be accessed on <http://standards.ieee.org/board/pat/pat-slideset.pdf>.

MINUTES

The minutes from the Spring 2008 meeting in Orlando were approved as posted.

WORKING GROUP & TASK FORCE REPORTS

The following working group reports were presented:

- C37.20.1/C37.20.8 (task force): (Metal-Enclosed Low-Voltage Power Circuit Breaker Switchgear) – T. Burse. The task force consisted of P. Barnhart, T. Burse, D. Dunne, D. Edwards, K. Flowers, D. Groves, D. Hrncir, H. Josten, T. Olsen, A. Patel, C. Schneider, A. Storms, and P. Sullivan. The task force prepared and reviewed a “gap analysis” of the existing C37.20.1 standard to determine the extent of commonality and necessary changes to more thoroughly cover traction dc switchgear. The task force members were polled with a near-unanimous support for splitting traction dc switchgear from LV ac switchgear and LV general purpose dc switchgear. A motion by T. Burse, seconded by C. Ball, to allow creation of C37.20.8 to cover dc traction switchgear was unanimously approved.

A working group for creation of C37.20.8 will be formed shortly, and will develop a draft scope and purpose, preparatory to submittal of a PAR to IEEE-SA in 2009. C37.20.8 will be co-sponsored by the Vehicular Technology Society.

C37.20.1 is in good shape (action required in 2012) and does not need radical changes at this time. It is considered that the work to revise C37.20.1 will take less time than the creation of C37.20.8, and it is desired that the two documents be completed and approved at approximately the same time. Therefore, work on revision of C37.20.1 will be delayed for a time. A motion to form a working group, charged to prepare a PAR at the appropriate time, was made by L. Farr, second F. Mayle, and approved unanimously. T. Burse will chair this working group.

- C37.20.2 (Metal-Clad Switchgear) – M. Wactor: The PAR was approved in September, 2008. The working group has formed two task forces (seismic and flammability). Draft 3 of the document will be distributed in the next few months.
- C37.20.3 (Metal-Enclosed Interrupter Switchgear) – C. Ball: The reformatting to the C37.100.1 “image” is almost complete, with review through clause 6. Assignments were given to get the review completed. A number of topics are on the list for review, including the incorporation of requirements for use of fixed mounted and drawout mounted circuit breakers in metal-enclosed switchgear.
- C37.20.4 (Switches for Use in Metal-Enclosed Switchgear) – C. Ball: The reformatting of C37.20.4 to the C37.100.1 “image” is progressing, somewhat behind the progress on C37.20.3. The reformatting should be completed soon.
- C37.20.7-2007 Corrigendum 1: (Guide for Testing Metal-Enclosed Switchgear rated 1kV through 38kV for Internal Arcing Faults) – M. Wactor: The PAR was approved in September, 2008. The document should be out for ballot in the next few months. Since the number of changes needed is small and they have been thoroughly discussed, it is anticipated that submittal will be made to RevCom early in 2009.
- C37.121 (Unit Substations) – J. Smith: This document was transferred from NEMA. The existing document is being reviewed, and the consensus is that it will be reclassified as a “guide”, whereas it was a “standard” under NEMA. The task force will continue review, and will develop a draft scope and purpose, in preparation of a PAR for submittal to NesCom in 2009.

OLD BUSINESS

- P1663 (Guide for the Application of Medium Voltage Gas-Insulated Substations 1kV to 52kV) -- T. Olsen: The Substation Committee is making progress. Balloting is expected to begin in late 2009 or early 2010.
- IEC Activities (SC 17C MT14) – T. Burse: PES Switchgear Committee category D liaison (future) representative to SC 17C MT14. T. Burse will participate in the working group for conformance test arrangements, now being formed.
- ASC C37: The ASC C37 report will be posted on the website. Documents under ASC C37 responsibility are current. Ballots will need to be issued in the near future for:
 - Reaffirmation of C37.50. Revision is also “in work” to reflect the new C37.13 requirements.
 - An amendment to C37.51 to coordinate with C37.20.1a.
 - Revised operating procedures to reflect new ANSI Essential Requirements.
 - Reaffirmations of C37.54, C37.55, C37.57, C37.58, and C37.85.

NEW BUSINESS

- **Procedure for Meeting Rooms!** Meeting arrangements must be made through the Subcommittee Chair. Working Group chairs, advise the Subcommittee Chair of your working group room requirements (preferred dates, number of sessions (one session = 1 hr 45 min), number of persons expected, and A/V needs). The Subcommittee Chair must send the WG needs to the Committee Secretary at least 10 weeks before the next meeting. So, WG chairs advise Anne Morgan by early March, so she can advise Ted Olsen (Switchgear Committee Secretary).
- Working Group chairs, give changes to your working group memberships to Anne Morgan by the end of the meeting, and provide electronic copies of WG reports to Anne Morgan at the end of the meeting today.
- Subcommittee Officers: The present officers have been in office for 3 years. Anne Morgan will move up to chair. Jim Smith will be the Secretary.
- C37.100.1, T. Burse: Following C37.100.1 clause numbering and adoption of C37.100.1 requirements as normative are optional under the ADSCOM resolution of several years ago. Ted will raise this issue at ADSCOM, to make the directive more than merely advisory. The subcommittee agreed to support this

discussion at the ADSCOM level. There was unanimous agreement to accept the C37.100.1 numbering system. Ted will also discuss the need for a "good working practice" document to aid in implementing use of C37.100.1 in all of our documents.

- C37.23 (Metal-Enclosed Bus) – E. Peters: Ed requested authorization to form a task force to review C37.23 and prepare for revision. Revision is need to add cable bus back into the document, to reflect C37.100.1 numbering, and for other issues. The subcommittee approved. Task force members include E. Peters (chair), T. Burse, L. Farr, F. Mayle, T. Olsen, and C. Tailor.
- Operating Procedure: The Committee Operating Procedures must be revised before the end of 2010, to conform to the new template provided by the Standards Board. A task force is needed for this task, which will probably include Committee officers and SubCommittee chairs.
- Switchgear Main Committee—items to be reported verbally during the main committee meeting were reviewed.
 - Traction dc switchgear will be removed from C37.20.1, and a project to develop a new C37.20.8 document for traction dc switchgear will be initiated. The Vehicular Technology Society will co-sponsor the document.
 - C37.20.1 will be revised, with the objective of completing C37.20.1 at about the same time as C37.20.8.
 - C37.121 for unit substations will be revised and reclassified as a guide instead of a standard.

FUTURE MEETINGS:

May 3-7, 2009	Asheville, NC
Fall 2009	Denver, CO (tentative)

The meeting adjourned at 5:00 PM.

Minutes submitted by:

T. W. Olsen, Chair, on behalf of A. F. Morgan, Secretary