

**Meeting Minutes
LVSD Subcommittee Meeting
Asheville, NC USA
May 6, 2009**

Members:	P. Barnhart	D. Dunne	D. Edwards
	K. Flowers	D. Gohil	N. Gunderson
	H. Josten	A. Livshitz	D. Mazumdar
	J. Mizener	A. Morse	T. Olsen
	D. Sigmon	A. Storms	P. Sullivan

Honorary Members:

Guests:	J. Coomer	P. Dwyer	D. Hrcir
	M. LaFond	F. Mayle	S. Meiners
	A. Patel	A. Rowell	N. Simon
	P. Terry	J. Webb	

Excused Absence:	M. Flack	R. Puckett
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Absent:	J. Maurice	N. McQuin	G. Nourse
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*** Honorary member present at this meeting*

1. Introduction of members and guests

The meeting was called to order by Keith Flowers at 1:30 PM. Keith welcomed the members and guests, and introductions were made.

2. Approval of the minutes of the Fall 2008 meeting

The minutes of the October 15, 2008 meeting held in Calgary, AB Canada were distributed via email, was reviewed on screen, and unanimously approved.

3. Working Group Reports

a. C37.14.1: Standard for DC (1500V and below) General-Purpose Power Circuit Breakers Used in Enclosures Low Voltage

The complete minutes for this task force (TF) meeting will be posted (document S09LVSDa3.pdf).

The Working Group met on Monday and reviewed the scope and purpose of the group. A PAR will be submitted soon.

b. C37.14.2: Standard for DC (3200V and below) Traction Power Circuit Breakers Used in Enclosures

The Working Group will meet in July so there is no report at this time.

c. C37.16: Standard for Preferred Ratings, Related Requirements, and Application Recommendations for Low-Voltage AC (635V and below) and DC (3200V and below) Power Circuit Breakers

The Working Group did not meet during the week. The standard passed REVCOM and will soon be published. The Working Group chair motioned that the Working Group be dissolved. The motion was seconded, and passed unanimously.

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d. C37.17: Standard for Trip Systems for Low-Voltage (up to 635 V) AC and General Purpose Low Voltage (up to 600 V) DC Power Circuit Breakers

Complete minutes will be posted (document S09LVSDa4.pdf). The following items were brought to subcommittee attention:

- The WG met to resolve the comments from the MEC review by IEEE. All IEEE comments were resolved.
- The ballot pool has been formed, and the ballot will be initiated in coming weeks.
- A revised PAR will be required to remove wording similar to "coordinated with" in the Purpose.

e. Update Document Status

Document Status was submitted to the WG Chairs for updates. The document status will be posted on the IEEE website (document S09LVSDa2.pdf). Working Group memberships were also reviewed and updated.

4. Task Force Reports

a. Voltage Ratings

Complete minutes will be posted (document S09LVSDa5.pdf). The following items were brought to subcommittee attention:

- There is a gap in some standards for the voltage range between 635V and 1000V. Equipment in this range is typically used in wind power applications.
- More research will be performed by the Task Force in preparation for the Fall meeting.

5. Old Business

a. Attendance Recruitment

No actions were taken for this meeting.

b. IEEE-SA Patent Policy

The IEEE-SA patents policy must be reviewed during every WG meeting. The patents materials are available at <http://standards.ieee.org/board/pat/pat-slideset.pdf>. The IEEE-SA Patent Policy was reviewed at all LVSD Working Group meetings.

No claims or issues were raised at any of the LVSD S/C's WG meetings.

c. IEEE Aliases

Aliases are preferred contact means for the main committee and subcommittee secretaries for correspondence to members and guests. The process for Guests who would like an IEEE alias, to set up an alias, is as follows:

- Note: You can review the IEEE Member E-Mail Alias Service Agreement - URL: <http://eleccomm.ieee.org/service-agreement.shtml>
- Setup your IEEE Email Alias - URL: <http://eleccomm.ieee.org/>
- Select the Link to "Register For An IEEE Alias" or as appropriate.

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- Enter your data
- Test that new email address works by sending yourself and email. Note - some companies have Firewall protection that may filter out these emails. If this is the case, I wish you all the best but hopefully your IT department manager can be persuaded to all make allowance for use of this address.
- Submit your new alias to t.olsen@ieee.org (Main Committee Secretary) and paul.b.sullivan@aieee.org (LVSD Secretary)

Also, as a reminder, be sure to keep your information current in the AMS system, which is the primary tool for the meeting announcements, and working group chairs. Update your information in the AMS system through the [View/Modify Your Personal Profile](#) section of the AMS website.

d. C37.13.1: Standard for Definite Purpose Switching Devices for Use in Metal-Enclosed Low-Voltage Power Circuit Breaker Switchgear

Keith Flowers reported for Bob Puckett.

Keith reported that a PAR has been approved to correct a technical issue in the standard. The ballot pool was forming and was closing May 6.

e. AMS System

Keith Flowers made a request to subcommittee meeting participants to see if anyone has any issues or concerns with the AMS system. Some problems were previously identified and corrected concerning the sending of email announcements for the Switchgear Committee meetings. No other issues were discussed.

6. New Business

a. Procedure for Meeting Rooms

Keith Flowers reviewed the procedure and requested deadline for Working Group chairs to submit meeting room needs for their next Working Group meetings.

b. Switchgear Committee O&P Manual

The Switchgear Committee must have an approved O&P manual in place to enable the committee to continue to sponsor standards. Ted Burse is leading this O&P manual effort.

c. C37.10 Draft IEEE Guide for Investigation, Analysis, and Reporting of Power Circuit Breaker Failures

Bill Bergman has invited any interested members of LVSD to participate in the revision of C37.10.

d. Main Committee Meeting Items – Review items to be presented

The following items were requested to be brought to the Main Committee's attention:

- C37.17 and C37.27 were published.
- C37.16 will soon be published.
- C37.17 has completed one ballot and will complete the second ballot soon.

e. Working Group and Task Force Minutes

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Paul Sullivan requested Working Group and Task Force chairs submit their meeting minutes by May 8.

f. Up-coming Meetings

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|--------------------------|-------------|------------------|---------------|
| <input type="checkbox"/> | Fall 2009 | Denver, CO | Sep 27-Oct 1 |
| <input type="checkbox"/> | Spring 2010 | Myrtle Beach, SC | Apr 25-Apr 29 |
| <input type="checkbox"/> | Fall 2010 | Newport, RI | |

7. Adjourn

A motion was made to adjourn the meeting. The motion was seconded and approved. The meeting was adjourned at approximately 2:00 PM.

Minutes submitted by:

Paul Sullivan
May 26, 2009