

**SWITCHGEAR ASSEMBLIES SUBCOMMITTEE
MINUTES OF THE SPRING 2009 MEETING**

**Asheville Renaissance HOTEL
ASHEVILLE, NC**

The meeting was called to order by Chair, A. Morgan, at 3:45 PM on May 6, 2009 with the introduction of the following members and guests:

Members: (19)	C. Ball P. Barnhart T. A. Burse E. R. Byron P. Dwyer D. J. Edwards	L. Farr K. Flowers S. S. Gohil D. Lemmerman	F. Mayle D. Mazumdar A. Morgan A. Morse T. W. Olsen	J. E. Smith A. Storms P. Sullivan M. Wactor
Guests: (11)	J. Coomer D. Dunne D. Giraud N. Gunderson	D. Hrcir H. Josten M. Orosz A. Patel	N. Simon J. Toney T. Williams	
Excused: (3)	W. E. Laubach	E. A. Peters	R. J. Puckett	
Absent: (2)	A. Livshitz	P. Notarian		

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 fall 2008 meeting in Calgary were approved as posted.

WORKING GROUP & TASK FORCE REPORTS

The following working group reports were presented:

- PC37.20.8 Task Force - T. Burse and C. Ross – The PAR for PC37.20.8 was approved March 19 and Draft D1 is now being worked on. D. Groves will be vice chair of the working group.
- C37.20.2 Standard for Metal-Clad Switchgear - M. Wactor – Comments concerning the viewing windows were reviewed and modified words will be added into draft 3. A table of insulation materials and recommendations for testing, created by the Flammability Task Force, was reviewed by the working group and a table will be distributed to all members and guests for comments. Draft 3 of C37.20.2 will be issued before next meeting.
- C37.20.3 Standard for Metal-Enclosed Interrupter Switchgear – C. Ball – Work continued harmonizing Section 6 of the document to the C37.100.1. This is the last remaining section to be reviewed. 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 Standard for Indoor AC Switches (1kV – 38kV) for Use in Metal-Enclosed Switchgear – C. Ball - The reformatting of C37.20.4 to the C37.100.1 “image” is progressing.
- C37.20.7, Corrigenda 1 Guide for Testing Medium-Voltage Metal-Enclosed Switchgear for Internal Arcing Faults - M. Wactor. – The balloting pool is approved and the Corrigenda is ready for ballot. An unofficial request for clarification has been received. This new request needs to be evaluated as to whether it, in conjunction with the Corrigenda, will change the PAR from a Corrigendum to a Revision of the Standard.

- C37.121 Unit Substations - J. Smith – Task Force developed the wording for the proposed Scope and Purpose for the PAR. The request for PAR will be submitted before end of June and the working group will be established. C37.121 Draft 1 will be created for review at the next meeting.

OLD BUSINESS

- MV GIS Application Guide – P1663.1 (also referred to as PC37.122.2) Guide for the Application of Medium Voltage Gas-Insulated Substations 1kV to 52kV – T. Olsen – Draft 1 of the document went out for comment in January 2009. The 2nd draft is coming soon and is supposedly going out for ballot in 2009.
- IEC activities – T. Burse (Liaison D representative of the IEEE PES Switchgear Committee to SC 17C MT 14) – T. Burse reaffirmed as Liaison D representative. The 2nd CD is in circulation and is due July 3, 2009. If you have any comments please let T. Burse know and he will transfer your comments.
- ASC C37 – General update – T. Olsen – ASC C37 is being reconstituted. The IEEE representatives to the committee are being determined. ASC C37 will resume its old time slot at the next meeting.

NEW BUSINESS

- Request for Clarifications – Requests for clarifications should be discussed and drafted by the Working Groups or Task Forces and presented for discussion/agreement at the subcommittee meeting.
 - C37.20.7 Guide for Testing Medium-Voltage Metal-Enclosed Switchgear for Internal Arcing Faults - M. Wactor. The official Request for Clarification has not yet been received. This issue is a legitimate technical concern, which must be addressed.
 - C37.23 Standard for Metal-Enclosed Bus – E. Peters. The Request for Clarification was reviewed by the Task Force. It was determined that it was not a technical issue and could be addressed by an explanation of section 7.2. Task Force drafted a response, which was reviewed by the SA members. Motion made by T. Burse and 2nd D. Edwards to approve the draft response as written. Committee approved.
- C37.81 Guide for Seismic Qualification of Class 1E Metal-Enclosed Power Switchgear Assemblies (requires action in 2010) and C37.82 Standard for Qualification of Switchgear Assemblies for Class 1E Applications in Nuclear Power Generating Stations (requires action in 2009). It was recommended that we reaffirm both C37.81 and C37.82 to buy us some time. SA does not have the resources to address two new working groups at this time. A motion was made by L. Farr and 2nd A. Storms (approved) that SA members be emailed copies of C37.81, C37.82, ANSI/IEEE Std 344-1987, ANSI/IEEE Std 323-1989 and the comments from previous reaffirmation ballots. The members are to review the comments of each standard and return a Yes to reaffirm or No to not reaffirm, within 3 weeks of receiving the email. A Yes/No vote will be required on each document. A Yes vote of more than 50% will indicate that SA will apply for reaffirmation of that document.
- PC37.10 IEEE Guide for Diagnostics and Failure Investigation of Power Circuit Breakers, invitation for SA to participate in the working group. B. Bergman is forming a working group to revise C37.10 and the incorporation of IEEE Std 1325 into the C37.10 revision. The titles of these documents are "IEEE Std 1325_-1996 (R2002) "IEEE Recommended Practice for Reporting Field Failure Data for Power Circuit Breakers" and "IEEE Std C37.10_-1 995 (R2002) "IEEE Guide for Diagnostics and Failure Investigation of Power Circuit Breakers". Since the investigation of circuit breaker failures may impact the standards under your SA, Bill would like to invite members of SA to participate in his WG discussions and revision work.
- LVSD - K. Flowers – There is a gap in the standards between 600 and 1000V. A Task Force has been set up to gathering information as to what needs to be done. He may need some assistance from SA.
- ADSCOM – It is critical that a Switchgear Committee Organization and Procedure Manual (O&P) be developed for approval by the Standards Board by December 2010 or we will not be able to develop Standards. Program and Process manual (P&P) will also be required for all working groups in the Switchgear Committee.
- Procedure for Meeting Rooms - Working Group chairs, advise the Subcommittee Chair concerning 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 A. Morgan by July 8, 2009 so T. Olsen can be informed by July 20, 2009.
- Working Group chairs, please give changes to your working group memberships to Jim Smith by the end of the meeting.
- Working Group chairs, please provide electronic copies of WG reports to Jim Smith at the end of the meeting today.

FUTURE MEETINGS:

Fall Sept 27 – Oct 1, 2009	Denver, CO
Spring April 25-29, 2010	Myrtle Beach SC

The meeting adjourned at 4:55 PM.

Minutes submitted by: J. E. Smith, Secretary