

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

**Denver Hyatt Regency HOTEL
Denver, CO**

The meeting was called to order by Chair, A. Morgan, at 3:45 PM on September 30, 2009 with the introduction of the following members and guests:

Members: (19)	C. Ball T. A. Burse D. J. Edwards L. Farr	K. Flowers D. Lemmerman F. Mayle A. Morgan	A. Morse T. W. Olsen J. E. Smith A. Storms	M. Wactor
---------------	--	---	---	-----------

Guests: (11)	M. Flack E. Dullui D. Dunne P. Glaesman D. Giraud	R. Hartzel D. Hrncir H. Josten A. Jivanani M. Lafond	T. Lagerstrom S. McGovern A. Patel M. Omer	H. Song J. Toney R. Warren T. Williams
--------------	---	--	---	---

Excused: (3)	D. Mazumdar E. A. Peters	S.S Gohil A. Livshitz	P. Sullivan E.R. Byron
--------------	-----------------------------	--------------------------	---------------------------

Absent: (2) G. Nourse

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 2009 meeting in Asheville were approved as posted.

WORKING GROUP & TASK FORCE REPORTS

The following working group reports were presented:

- PC37.20.8 Task Force - T. Burse and D. Groves – There have been no comments on the draft from the Traction Power group. The Traction Power group is meeting at the same time we are, so maybe we will have some response by next meeting.
- C37.20.2 Standard for Metal-Clad Switchgear - M. Wactor – Seismic and viewing windows topics were discussed. Materials from these discussions will be included in D4, which will be sent to WG in November. Flammability requirements spreadsheet will again be sent out for response by end of October.
- C37.20.3 Standard for Metal-Enclosed Interrupter Switchgear – C. Ball – Work continued on clause 6 and WG will continue to work on the remaining work on construction section.
- C37.20.4 Standard for Indoor AC Switches (1kV – 38kV) for Use in Metal-Enclosed Switchgear – C. Ball – WG have finished review of the document and are very close to going out for ballot.
- C37.20.7, Corrigenda 1 Guide for Testing Medium-Voltage Metal-Enclosed Switchgear for Internal Arcing Faults - M. Wactor. – WG discussed Corrigendum. After editorial edits Corrigendum will be sent to Revcom for Dec/09 meeting. An open forum was held to discuss issues encountered by users while testing to C37.20.7. There was a sizable list of issues thus a Par to revise the base document is required. A motion by C. Ball and 2nd by A. Morse was made to start WG to rev the C37.20.7 base document. T. Burse amended the motion to move C37.20.7 from a Guide to a Standard once the corrigendum is complete. The amendment did not pass. The original motion was approved.

- C37.121-1989 Unit Substations - J. Smith – Par for C37.121 was approved and a WG will be in place before spring meeting. Review of draft 1 was begun and assignments assigned. Draft 2 of document will be issued in February for review and comments before spring 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 – WG met in September and document is probably going out for ballot next year.
- IEC activities – T. Burse (Liaison D representative of the IEEE PES Switchgear Committee to SC 17C MT 14) –Next meeting is in Copenhagen in October. There are massive comments concerning MT62271-200
- ASC C37 – General update – T. Olsen – O&P was reviewed and ASC C37 is active again.
- C37.81 Guide for Seismic Qualification of Class 1E Metal-Enclosed Power Switchgear Assemblies (requires action in 2009) – A. Morgan - There were 3 comments, which were reviewed from the reaffirmation ballot. The response letter was reviewed and edited to say” The Switchgear Assemblies Subcommittee met September 30, 2009 and determined the comments received do not indicate a technical error or significant obsolete or erroneous technical information. Therefore, the Switchgear Assemblies Subcommittee has decided to continue with the reaffirmation process.” Motion made by T. Olsen and 2nd by D. Edwards to recirculate the reaffirmation ballot with above response for the 3 comments. Approved.
- C37.82 Standard for Qualification of Switchgear Assemblies for Class 1E Applications in Nuclear Power Generating Stations (requires action in 2010) – A. Morgan – There was 1 comment and ballot needs to be recirculated. Same response to comment, as stated above in C37.81 will be used for recirculation ballot. The recirculation ballot will be put out for a 10 day recirculation and sent to committee for December meeting. Motion made by T. Burse and 2nd M. Wactor to accept the above proposal and move forward on both C37.81 and C37.82. Approved.
- 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. We have been asked to review and see if this is what we want. T. Burse and 2nd by L. Farr moved to keep the Scope as is. Approved

NEW BUSINESS

- 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 - Meeting arrangements must be made through the Subcommittee Chair, rather than directly with the Switchgear Committee secretary. 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) by February 1, 2010. - T. Olsen will come out with notification on room requests.
- A. Morgan appealed to SA members to participate more, especially as chairs.

FUTURE MEETINGS:

Spring 2010, April 25-29	Myrtle Beach SC
Fall 2010,	Las Vegas NV

The meeting adjourned at 5:00 PM.

Minutes submitted by: J. E. Smith, Secretary