

**IEEE/PES SWITCHGEAR COMMITTEE**  
**Switchgear ADSCOM Meeting Agenda**  
**St. Pete Beach, Florida USA**  
**Thursday, April 30, 2015**

**Presiding Officer: Paul Sullivan, Chairman ADSCOM**  
**Recording Secretary: Todd Irwin, Secretary ADSCOM**

	<b>Agenda Item</b>	<b>Presenter</b>
1	Call Meeting to Order <b>Meeting called to order 8:01AM</b>	Paul Sullivan – Chairman
2	Introduction of members & Guests	Paul Sullivan
3	Attendance and Quorum Check <ul style="list-style-type: none"> <li>• Rosters are being passed around. Sign only one. Add your name and company information if you are not on the list.</li> </ul>	Todd Irwin
4	Agenda Review and Approval <b>Motion to approve by Ted Burse</b> <b>Motion Seconded by Michael Wactor</b> <b>Unanimous Approval of the Agenda</b>	Paul Sullivan
5	Approval of minutes of Fall 2014 meeting <b>Motion to approve by Allan Morse</b> <b>Motion Seconded by Ken Edwards</b> <b>Unanimous Approval of the minutes</b>	Paul Sullivan
<b><u>Requests to ADSCOM</u></b>		
6	Education, Recognition & Publications (ERP) <b>Honorary members to be discussed before next meeting</b>	John Webb
7	High Voltage Fuses (HVF) <b>Description of HVF in O&amp;P to be updated.</b>	John Leach
8	High Voltage Switches(HVS) <b>PAR for new document PC37.30.5 for definitions</b> <b>2 year extension for PC37.30.3</b>	Carl Reigart
9	High Voltage Circuit Breakers (HVCB) <b>C37.100 will be withdrawn in 2018</b> <b>PAR for C37.015</b> <b>Actively working on all documents to expire 2018</b>	Mauricio Aristizabal
10	Low Voltage Switchgear Devices (LVSD) <b>No action required</b>	Allan Morse
11	Reclosers and Other Distribution Equipment (RODE) <b>No action required</b>	Chris Ambrose
12	Switchgear Assemblies (SA) <b>Minutes – request how to know if approved.</b> <ul style="list-style-type: none"> <li>• Seeking input from the group</li> <li>• Suggest 60 days after issuing unless otherwise notified</li> <li>• Use of watermark suggested</li> <li>• John Leach - IEC – minutes approved unless commented within certain time period. Approval not required by “Roberts Rules”</li> <li>• Ted Olsen – suggested language “if no comments are received within 60 days of posting. Corrections if any will be noted in the next set”</li> <li>• Ken Edwards – Minutes are approved when they get uploaded. Corrections accepted within 60 days. Put a rev # on the minutes.</li> <li>• <b>Minutes are sent to Committee Secretary</b></li> </ul>	Doug Edwards

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	<ul style="list-style-type: none"> <li>• Ken Edwards will put language on the website – Minutes as posted are last known correct version. Corrections to be sent to secretary as needed.</li> <li>• Ken Edwards &amp; Todd Irwin will implement document revision to file name format document.</li> </ul> <p>Closing WGs for documents: C37.20.1, C37.20.2, C37.20.6            New Pars C37.21, C37.24            C37.20.9 request to RODE to share their task force report on solid dielectrics</p> <p>Senior Membership – seeking method to report on senior membership</p> <ul style="list-style-type: none"> <li>• Only current way is show of hands</li> <li>• John Webb – ERP working with IEEE on way to create and maintain list</li> </ul>	
13	<p>Manual Releases and CB Status Indicators (colors, text, and symbols) – Harmonize LVDC, RODE, HVCB</p> <ul style="list-style-type: none"> <li>• Deliverable/Goal is decision that allow resolution of C37.13-D10 (1st Ballot) comments.</li> <li>• Deliverable/Goal is for AdsCom to provide direction for uniform text for all PES documents</li> </ul>	Doug Edwards
	<p><b>C37.13 received comments about colors and text</b></p> <ul style="list-style-type: none"> <li>- Manual release, open/close indicator, stored energy</li> <li>- Originally matched C37.04.</li> <li>- Affects most subcommittees</li> <li>- Standardizing text, symbols, colors</li> <li>- Alternative argument – some customers want to reverse the colors.</li> <li>- If standard lists standard colors and product has UL listing, UL says it must be manufactured to the standard, regardless of what the customer wants.</li> </ul> <p><b>UL would never recommend sending alternative colors</b></p> <p><b>UL Listing mark indicates the manufacturer’s compliance with UL requirements when the product left the factory. Is not affected by modifications after delivery.</b></p> <p><b>Dave Stone – IEC common requirements also include direction of operation (up, down, left, right, etc.)</b></p> <p><b>Roy Alexander – should also consider external emergency release or button.</b></p> <p><b>Doug Edwards has some drafts in process. Question should we have standard color for trip-red</b></p> <p><b>Presentation attached (or will be a separate document posted with the Main Committee minutes)</b></p> <p><b>Paul Sullivan asks is there any action we want to take today.</b></p> <p><b>No Action today</b></p>	
<h2>Roster Location Check</h2>		
14	Standards Actions for ADSCOM	Michael Wactor
	<p><b>We have a large number of documents (33) scheduled for withdrawal Dec 2018. 31 active PARS.</b></p> <p><b>7 set to expire at the end of the year:</b></p> <p><b>Report attached (or will be a separate document posted with the Main Committee minutes)</b></p>	

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<b><u>Other Requests to ADSCOM</u></b>		
15	Registrar Nothing for ADSCOM	Ken Edwards
16	Webmaster Need to get content to Ken Edwards to update website for SC pages, WG and TF	Ken Edwards
17	Meeting Coordinator Nothing for ADSCOM	John Webb
<b><u>ADSCOM WORKING GROUP/TASK FORCE REPORTS</u></b>		
18	C37.59 Conversion of Power Switchgear Equipment 24 members, 19 guests Conversion of SG devices Adding <ol style="list-style-type: none"> <li>1. Guidance - viewing windows</li> <li>2. Remote Racking</li> <li>3. Metal enclosed SG modifications</li> </ol> Have TF looking at Energy storage devices in DC transit systems – regenerative braking systems PAR expires 12-31-18. On track to complete beforehand Report attached (or will be a separate document posted with the Main Committee minutes)	Dean Sigmon
19	C37.100.1 Common Requirements for HV Power Switchgear 19 members, 29 guests Did not have quorum. Will be rationalizing the membership list due to meeting non-attendance 1 <sup>st</sup> draft planned for June 1, Review comments in the Fall Report attached (or will be a separate document posted with the Main Committee minutes)	Dave Stone
20	C37.100.2 Capacitor Switching Common Clauses Balloted in 2014 <ul style="list-style-type: none"> <li>• Extensive comments received</li> <li>• Ballot reopened at request of some WG</li> <li>• Planning to end ballot now, send current draft to WG for comments. Use resultant document for next ballot</li> <li>• Next ballot out within a few months.</li> <li>• Hoping to have document closing for fall meeting</li> </ul> Paul Sullivan – WG members need to approve actions John Webb – July 1 for MEC (mandatory editorial coordination) in order to be able to have comments for review at next meeting. Discussion on procedure. Report attached (or will be a separate document posted with the Main Committee minutes)	Neil McCord
21	C37.302 Fault Current Limiters	Mischa Steurer

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	<p><b>16 members &amp; Guests</b>  <b>Erin Spiewak gave ballot comment resolution tutorial</b>  <b>Final draft to WG by end of May</b>  <b>Recirculation ballot by July.</b>  <b>Finish at fall meeting</b></p> <p><b>Report attached</b></p>	
22	<p>Future Switchgear Committee Meetings</p> <p><b>Paul Sullivan – Nothing to report</b>  <b>Next ADSCOM Meeting September 24, 2015 in San Diego</b></p>	Larry Farr
<b><u>Old Business</u></b>		
23	<p>C37.100 Definitions</p> <p><b>Most groups working on definitions</b></p> <p><b>Dave Stone – Presentation – summary definitions as exists today – recently revised standards.</b></p> <p><b>Discussion</b>  <b>-Doug Edwards – focusing on definitions that don't have a home</b></p> <p><b>Presentation attached. (or will be a separate document posted with the minutes)</b></p>	Paul Sullivan
<h1>Roster Location Check</h1>		
<b><u>New Business</u></b>		
24	<p>Quorum Verification</p> <p><b>Confirmed – 17 out of 17 members are present</b>  <b>There are 49 guests</b></p>	Todd Irwin
25	<p>Meeting Booklet</p> <p><b>Updates requested for booklet for next meeting</b></p>	Paul Sullivan
26	<p>Items to report to Main Switchgear Committee</p> <p><b>Nothing to report</b></p>	Paul Sullivan
27	<p><b>ACTION – SC Chairs send updates to SG Committee Secretary, Todd Irwin (<a href="mailto:todd.irwin@ieee.org">todd.irwin@ieee.org</a>) by May 15, 2015 for the following items:</b></p> <ul style="list-style-type: none"> <li>• Subcommittee standards status list</li> <li>• Subcommittee meeting minutes and Working Group minutes</li> <li>• Meeting booklet updates</li> <li>• Officer rotation / changes</li> <li>• List of Working Groups that will be disbanding</li> </ul> <p><b>Meeting room requests still go to Vice Chair</b></p>	Paul Sullivan
28	<p><b>ACTION – SC Chairs send updates to SG Committee Vice Chair, Paul Sullivan (<a href="mailto:paul.b.sullivan@ieee.org">paul.b.sullivan@ieee.org</a>) by May 15, 2015 for the following items:</b></p> <ul style="list-style-type: none"> <li>• Meeting room requests – Note any rooms that require a certain date/time</li> </ul> <p><b>Reaffirmed meeting room process.</b></p>	Paul Sullivan
29	<p><b>ACTION – SC Chairs send updates to Webmaster, Ken Edwards (<a href="mailto:k.s.edwards@ieee.org">k.s.edwards@ieee.org</a>) by May 15, 2015 for the following items:</b></p>	Paul Sullivan

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	<ul style="list-style-type: none"> <li>• Subcommittee web page updates</li> </ul>	
<b>Reaffirmed meeting room process.</b>		
<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>- <b>Mauricio / Roy – WG has chair is absent and refuses to step down. (Need to identify WG that is involved. If an ADSCOM WG, vice-chair can remove. If not ADSCOM, chair of the subcommittee can remove.</b></li> <li>- <b>Membership list of WG should be culled to only active participants</b></li> </ul> <p><b>Ted Olsen – Vice Chair can remove WG chair according to P&amp;P (see comments above)</b></p>		
30	Adjourn no later than 9:00am	Paul Sullivan
<b>Adjourned 9:23AM</b>		