

IEEE/PES SWITCHGEAR COMMITTEE
Switchgear ADSCOM Meeting Agenda
San Diego, California, USA
Thursday, September 24, 2015

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

	Agenda Item	Presenter
1	Call Meeting to Order	Paul Sullivan – Chairman
The meeting was called to order at 8am.		
2	Introduction of members & Guests	Paul Sullivan
Members and guest introduced themselves.		
3	Attendance and Quorum Check <ul style="list-style-type: none"> • Rosters are being passed around. Sign only one. Add your name and company information if you are not on the list. 	Todd Irwin
ADSCOM roster was passed to record attendance.		
There were 49 attendees (16 members and 33 guests)		
4	Agenda Review and Approval	Paul Sullivan
Agenda approval was not noted.		
5	Minutes of Spring 2015 meeting	Paul Sullivan
Approval is not required. Any changes will be reflected in the subsequent minutes.		
<u>Requests to ADSCOM</u>		
6	Education, Recognition & Publications (ERP)	John Webb
No requests.		
7	High Voltage Fuses (HVF)	John Leach
No requests. All documents are on track for being updated before the end of 2018.		
8	High Voltage Switches(HVS)	Carl Reigart
No requests. All documents on track for being updated before the end of 2018.		
9	High Voltage Circuit Breakers (HVCB)	Mauricio Aristizabal
No requests. All documents on track for being updated before the end of 2018.		
10	Low Voltage Switchgear Devices (LVSD)	Allan Morse
No requests. All document on track for being updated before the end of 2018. The last 3 documents should be complete by spring 2016 meeting.		

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11	Reclosers and Other Distribution Equipment (RODE)	Nenad Uzelac
<p>Visible break needs to be defined. The definition may be useful for other subcommittees. -Ted Olson – NEC defines visible break. -RODE should request meeting session for Spring 2016 meeting. -Formed study group reporting to RODE at spring meeting.</p> <p>Need PAR for RODE definitions. There are a couple dozen RODE definitions. -HVCB is working on definitions and will be requesting a PAR for C37.100.5. This document could later be merged with C37.20.10 and other definitions to create a common definitions document for Switchgear Committee. -RODE will provide RODE definitions to HVCB for including in the HVSB document.</p>		
12	Switchgear Assemblies (SA)	Doug Edwards
<p>No requests. All documents on track for being updated before the end of 2018.</p> <p>PAR C37.24 needs PAR – C37.24 changed chairs from Larry Farr to John McClelland. Terry Woodyard was added as Vice-Chair.</p>		
<h2 style="margin: 0;">Roster Location Check</h2>		
13	Standards Actions for ADSCOM	Michael Wactor
<p>All documents on track for being updated before the end of 2018. PAR extensions will be requested where needed.</p> <p>Details are provided in the report attached to these minutes.</p>		
<p><u>Other Requests to ADSCOM</u></p>		
14	Registrar	Ken Edwards
<p>Nothing to report.</p>		
15	Webmaster <ul style="list-style-type: none"> • Spreadsheet for website updates is mandatory with meeting minutes. http://www.ewh.ieee.org/soc/pes/switchgear/subcommittees/Subcommittee_Table.xlsx 	Ken Edwards
<p>Website pages are being revised and updated. A spreadsheet has been created for Subcommittees to use to submit their updates. The spreadsheet is available at the bottom of the Subcommittee Page on our website. The spreadsheet includes document status updates, meeting room requests, and booklet update information. The spreadsheet provides a standard format for Subcommittee updates & status The spreadsheet is now required to be submitted with meeting minutes. Subcommittees can print to PDF for Subcommittee meeting minutes as desired.</p>		
16	Meeting Coordinator	John Webb
<p>Nothing to report.</p>		

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<u>ADSCOM WORKING GROUP/TASK FORCE REPORTS</u>		
17	C37.59 Conversion of Power Switchgear Equipment	Dean Sigmon
<p>33 members, 22 present. Issues with 123Signup that have been resolved. Formed task groups -Metal enclosed conversion -New subclause – Viewing windows & ports -Remote racking devices -Compartment adapters Minutes attached to this report.</p>		
18	C37.100.1 Common Requirements for HV Power Switchgear	Dave Stone
<p>150 members of ballot group First draft reviewed with many comments. Harmonize as much as feasible with IEC.</p> <p>Some issues stand out</p> <ol style="list-style-type: none"> 1. Altitude correction factor – proposed to adopt IEEE procedure by IEC, but this action was stopped by IEC. IEC started joint WG to come up with a united method. WG has decided to wait for recommendations from IEC joint working group. 2. Radiation standard. IEC made change to C37.85. Working to resolve. 3. Voltage levels. WG decided to join 15.0 and 15.5 voltage ratings. Removed chopped wave. Harmonized with IEC on wet dielectric. Removed 25.8 rating. <p>2nd ballot expected early 2016.</p> <p>Report is attached to these minutes.</p>		
19	C37.100.2 Capacitor Switching Common Clauses	Neil McCord
<p>John Webb reporting as Vice Chair. Completed ballot Sept/Aug 2015 250 comments to review. Expect to finish at S16 meeting. Out for ballot thereafter.</p> <p>Report is attached to these minutes.</p>		
20	C37.302 Fault Current Limiters	Mischa Steurer
<p>Recirculation with few comments. All comments have been resolved. Definitions reformatting underway with IEEE.</p>		
21	Future Switchgear Committee Meetings	Paul Sullivan
<p>The Meeting Planning Working Group leads this process. The Vice Chair of Main Committee now leads this group.</p>		
<u>Old Business</u>		
22	C37.100 Definitions	Paul Sullivan
<p>Discussed under Agenda Item #11 (RODE).</p>		

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Roster Location Check

New Business

23	Quorum Verification	Todd Irwin
16 of 16 members were in attendance. A quorum is confirmed.		
24	Meeting Booklet	Paul Sullivan
<p>We are planning to cease printing paper booklets.</p> <ul style="list-style-type: none"> -No objections were presented by the group. -the booklet will still be available online -Question to be asked at main meeting as well. -Suggestion to make a few copies available for companions – to be considered. <p>We are also considering not printing copies of the meeting schedule. The schedule will be on Guidebook and posted on the bulletin board.</p> <ul style="list-style-type: none"> -No objections. -To be asked at main committee meeting <p>Suggestion to consider 2 page meeting flyer instead of full booklet.</p>		
25	Items to report to Main Switchgear Committee	Paul Sullivan
No items to report.		
26	<p>ACTION – SC Chairs send updates to SG Committee Secretary, Todd Irwin (todd.irwin@ieee.org) by October 15, 2015 for the following items:</p> <ul style="list-style-type: none"> • Subcommittee standards status list • Subcommittee meeting minutes and Working Group minutes (Please note the file format has changed to include REV #) • Meeting booklet updates • Officer rotation / changes • List of Working Groups that will be disbanding 	Paul Sullivan
Minutes, spreadsheet and all other documents must be submitted to Secretary (Todd Irwin).		
27	<p>ACTION – SC Chairs send updates to SG Committee Vice Chair, Paul Sullivan (paul.b.sullivan@ieee.org) by October 15, 2015 for the following items:</p> <ul style="list-style-type: none"> • Meeting room requests – Note any rooms that require a certain date/time 	Paul Sullivan
Noted in spreadsheet available on the website.		
28	<p>ACTION – SC Chairs send updates to Webmaster, Ken Edwards (k.s.edwards@ieee.org) and Jeff Mizener (jeff.mizener@ieee.org) by October 15, 2015 for the following items:</p> <ul style="list-style-type: none"> • Subcommittee web page updates 	Paul Sullivan
Noted in spreadsheet available on the website.		
29	<p>ADSCOM Officer Rotation effective January 1, 2016</p> <ul style="list-style-type: none"> • Chair: Todd Irwin: todd.irwin@ieee.org • Secretary: Keith Flowers: keith.flowers@ieee.org 	Paul Sullivan

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30	Adjourn no later than 9:00am	Paul Sullivan
The meeting was adjourned at 8:46am. No approval needed.		