

IEEE/PES SWITCHGEAR COMMITTEE
Switchgear ADSCOM Meeting Minutes
Hilton Head, SC, USA
Thursday, April 28, 2016

	Agenda Item	Presenter
1	Call Meeting to Order	Todd Irwin – Chairman
	Todd Irwin called the meeting to order at 8:00am.	
2	Introduction of members & Guests	Todd Irwin
	Introductions were made of all in attendance.	
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. 	Keith Flowers
	Complete attendance list is attached to these minutes. Attendance records are maintained with the AMS tool.	
4	Agenda Review and Approval	Todd Irwin
	The meeting agenda was reviewed and approved as presented. Motion to approve was made by Ted Olsen. Motion was seconded by Allan Morse. Approval was unanimous with no abstentions.	
5	Minutes of Fall 2015 meeting	Todd Irwin
	No amendments or changes to the posted minutes have been requested to-date. The minutes are considered approved as posted to the website.	
<u>Requests to ADSCOM</u>		
6	Education, Recognition & Publications (ERP)	John Webb
	No requests were made to ADSCOM.	
7	High Voltage Fuses (HVF)	John Leach
	No requests were made to ADSCOM.	
8	High Voltage Switches(HVS)	Carl Reigart
	No requests were made to ADSCOM. Noted that all documents on track for 2018 deadline.	
9	High Voltage Circuit Breakers (HVCB)	Mike Skidmore
	<p>The PC37.100.5 WG met earlier this week, and is currently out for ballot. Ballot comments have indicated concerns about the scope of the document. The WG will correct the title, scope, and purpose back to that which was approved scope by ADSCOM in F15. The WG (comprised of HVCB participants) recommends to hand-off this document (PC37.100.5) to ADSCOM in hopes of broadening participation from RODE and other interested parties.</p> <p>HVCB motions to: Move PC37.100.5 from HVCB to ADSCOM to broaden membership. Motion was seconded by Ken Edwards.</p> <p>Unanimously approved with no abstentions. PAR will be revised by HVCB to reflect the approved scope of work.</p>	
10	Low Voltage Switchgear Devices (LVSD)	Allan Morse
	No requests were made to ADSCOM.	
11	Reclosers and Other Distribution Equipment (RODE)	Nenad Uzelac
	It was noted that much of RODE's standard development work is dependent on the completion of C37.100.2. Therefore, several RODE WGs will be requesting PAR extensions to allow C37.100.2 to complete prior to ballot of RODE documents currently in-work.	

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<p>Visible Break Task Force: Good participation and discussion across all subcommittees. A task force with 9 members was created, which will write a whitepaper to RODE with a definition for visible break, as well as any necessary test procedures. The whitepaper will be used as a starting point to determine if further action is required.</p> <p>Many RODE standards reference enclosure standards from the Transformer Committee for the construction and performance requirements. RODE enclosures are diverging from transformer enclosures, and it may be appropriate to address the situation by creating new RODE standards defining enclosure requirements. This is with scope of RODE, and the WGs are free to address as needed.</p>	
<p>12 Switchgear Assemblies (SA)</p> <p>No requests were made to ADSCOM. Noted that all documents on track for 2018 deadline.</p> <p>Notable new work is that C37.20.04 will begin work to correct a table error.</p>	Doug Edwards
<p>13 Standards Actions for ADSCOM</p> <p>No standards expiring this year. 26 document which have to be dealt with by the end of 2018, but all indications point to everything in good shape for on-time competition. 30 active PARs. 6 will expire this year.</p> <p>S/C chairs were reminded to please send Michael Wactor an update of the standards status before each meeting.</p>	Michael Wactor
<u>Other Requests to ADSCOM</u>	
<p>14 Registrar</p> <p>No requests were made to ADSCOM</p> <p>The Registrar reported attendance for the Spring 2016 meeting</p> <ul style="list-style-type: none"> • 223 attendees • 42 companions • 18 first time attendees • 123 at the social 	Ken Edwards
<p>15 Webmaster</p> <ul style="list-style-type: none"> • <i>Spreadsheet for website updates is mandatory with meeting minutes.</i> http://www.ewh.ieee.org/soc/pes/switchgear/subcommittees/Subcommittee_Table.xlsx <p>S/C officers were reminded to submit your spreadsheets, completed with all requested information. After the F15 meeting, many were missing Booklet information. If booklet information is not requested, then that should be noted in the spreadsheet.</p>	Ken Edwards
<p>16 Meeting Coordinator</p> <p>No requests were made to ADSCOM.</p> <p>The resort fee charged by the Sonesta Hilton Head was reported to be unknown by some attendees. Future meetings with clearly identify the resort fee, in any.</p>	John Webb
<u>ADSCOM WORKING GROUP/TASK FORCE REPORTS</u>	
<p>17 C37.59 Conversion of Power Switchgear Equipment</p> <p>The on-going work has been divided amongst four active task groups. The newest task force is looking at remote racking – mainly regarding how to convert equipment for use with remote racking devices.</p>	Dean Sigmon
<p>18 C37.100.1 Common Requirements for HV Power Switchgear</p>	Dave Stone

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<p>Second ballot occurred in Jan. 2016. 87% approval of Ballot #2. Third ballot expected in July, with REVCOM submittal expected in Fall 2016. No anticipated meeting in Pittsburgh.</p> <p>One of the significant changes is the clause renumbering in accordance with the IEEE Style Manual. In addition to the written report, a presentation is attached to these minutes.</p>	
<p>19 C37.100.2 Capacitor Switching Common Clauses</p> <p>The WG plans to go for ballot within a month. The PAR expires at the end of the year, and the WG expects to request an extension of the PAR at the next meeting, depending on Ballot #1 results.</p>	Neil McCord
<p>20 C37.301 Partial Discharge Measurements</p> <p>This document is set to expire in Jan 2019. Therefore, this S/C needs to initiate a WG.</p> <p>For background, C37.301 adopts IEC 60270, which was recently revised (in Dec 2015). Partial Discharge was discussed in the Switchgear Assemblies meeting this week, as relating to field testing. No specific directed action for the pending working group, but it was suggested that field measurement of partial discharge might be a point to review for inclusion or clarification. Todd Irwin is soliciting a volunteer to serve as WG chair.</p> <p>Kirk Smith may have a volunteer to take on this task and will confirm to Todd Irwin after the meeting adjourns.</p>	Todd Irwin
<p>21 C37.302 Fault Current Limiters</p> <p>Frank Lambert reported on the document.</p> <p>This standard was completed in Oct 2015, and in the final stages of pre-publication. No meetings will be required for Pittsburgh.</p>	Mischa Steurer
<p>22 Future Switchgear Committee Meetings</p> <ul style="list-style-type: none"> • Fall 2016 (9 Oct – 14 Oct), <i>Sheraton Station Square, Pittsburgh, PA</i> • Spring 2017 (23 Apr – 28 Apr), <i>Hilton Charlotte University Place, Charlotte, NC</i> • Fall 2017 (8 Oct – 13 Oct), <i>Marriott Portland Sable Oaks, Portland, ME</i> • Spring 2018 (22 Apr – 27 Apr), <i>Disney's Contemporary Resort, Lake Buena Vista, FL</i> • Fall 2018, <i>TBD</i> • Spring 2019 (28 Apr – 01 May), <i>Hilton, Burlington, VT</i> • Fall 2019 (06 Oct – 10 Oct), <i>Catamaran Resort, San Diego, CA</i> 	Todd Irwin
<u>Old Business</u>	
<p>23 Meeting Booklet and Schedule</p> <p>This was our first "paper-less" meeting (no printed schedules or meeting booklets). The meeting schedules and meeting booklets were made available on the Committee website, in addition to the meeting schedules being available via Guidebook.</p> <p>Due to the positive feedback at this meeting, the Committee will continue with the paper-less strategy.</p>	Todd Irwin
<u>New Business</u>	
<p>24 Quorum Verification</p> <p>Quorum thresholds were verified to have been exceeded for all manner of S/C business, as documented in the Committee procedures. There were 16 out of 17 members and 44 guests in attendance.</p>	Keith Flowers

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25	Alternatives to SF ₆ CIGRE and IEC investigating alternative gases to SF ₆ . Nenad Uzelac proposes that we start an ADSCOM discussion group to scope out the potential issues and a proposed boundary of the project, and how it might affect standardization. Motion to form a task force alternative gases to SF ₆ was made by Nenad Uzelac The motion was seconded by John Webb. The motion passed unanimously with no abstentions. Nenad Uzelac agreed to chair the task force, and begin work over the summer with interested parties.	Nenad Uzelac
26	Items to report to Main Switchgear Committee There were no items to report.	Todd Irwin
27	ACTION – SC Chairs send updates to SG Committee Secretary, Keith Flowers (keith.flowers@ieee.org) by May 19, 2016 for the following items: <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 	Todd Irwin
28	ACTION – SC Chairs send updates to SG Committee Vice Chair, Todd Irwin (todd.irwin@ieee.org) by May 19, 2016 for the following items: <ul style="list-style-type: none"> • <i>Meeting room requests – Note any rooms that require a certain date/time</i> 	Todd Irwin
29	ACTION – SC Chairs send updates to Webmaster, Ken Edwards (k.s.edwards@ieee.org) and Jeff Mizener (jeff.mizener@ieee.org) by May 19, 2016 for the following items: <ul style="list-style-type: none"> • <i>Subcommittee web page updates</i> 	Todd Irwin
	The S/C officers were reminded if you report on WG activity from other subcommittees, the webmaster will change those references to links, to defer the status report the mother S/C's webpage. This will help prevent duplicate reporting, and potentially conflicting information.	
30	Adjourn no later than 9:00am Meeting adjourned at 9:04am.	Todd Irwin