

## Meeting Minutes

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### A. Call-to-Order and Agenda

The meeting was called to order by Dan Hrncir at 3:46 PM.

### B. Attendance

Introductions were made by all attendees.

There were thirteen members and five guests in attendance.

Role	First Name	Last Name	Company
Member	Doug	Edwards	Siemens Industry, Inc.
Member	Keith	Flowers	Siemens Industry, Inc.
Member	Lou	Grahor	Eaton Corporation
Guest	Tom	Hawkins	Siemens Industry, Inc.
Guest	Jeff	Hidaka	UL LLC.
Chair	Dan	Hrncir	Eaton
Member	Jose	Jarque	AZZ Switchgear Systems
Member	Michael	Lafond	General Electric
Guest	John	McClelland	Technibus
Member	Jeffery	Mizener	Siemens Industry, Inc.
Member	Charles	Morse	Siemens Industry, Inc.
Vice-Chair	Darryl	Moser	ABB
Member	Owen	Parks	ABB
Member	Ahmad	Qasem	Bechtel
Member	Richard	Rohr	Powell Electrical Systems
Member	Amy	Rowell	Eaton
Guest	Todd	Sauve	Rockwell Automation
Guest	Erin	Spiewak	IEEE -SA

### C. Rules and guidelines for conducting Working Group meetings

The IEEE Patent Policy and Business Conduct slides were reviewed by the attendees prior to registration to the meeting. No patent declarations were made known. The IEEE patent policy may be reviewed at the following web site:

<http://standards.ieee.org/board/pat/pat-slideset.pdf>

### D. Working Group P&Ps

The Switchgear Committee Working Group P&P's are posted on the Switchgear Committee website at the following website:

<http://www.ewh.ieee.org/soc/pes/switchgear/o&p/Procedures.html>

### E. Previous Meeting Minutes

The previous meeting minutes from the fall meeting held on September 23, 2015, Catamaran Resort Hotel and Spa, San Diego, CA stand approved as posted.

<http://www.ewh.ieee.org/soc/pes/switchgear/minutes/2015-2/F15SAa5REV0.pdf>

#### **F. Technical Discussion Highlights**

- Draft 1 of C37.21 was reviewed beginning at clause 7.1.5.8 where we left off at our Fall 2015 meeting
- There was discussion centered around open type control switchboards and if they are still an applicable construction type, the consensus was to leave them in the document and not to delete them
- Chapter 8, "General application guide" will need to be changed to an informative annex
- Change ambient air temperature range to be consistent with C37.20.1
- Chapter 9, "Handling, storage, and installation guide" will also need to be changed to an informative annex
- Add "c) Follow all applicable clauses found in NFPA 70 and NFPA 70E [B12]." From C37.20.1 to the installation requirements section
- Jeff Mizener will provide some suggested text for the surge withstand capability (EMC) portion of the document to make it consistent to C37.20.1
- A motion was made by Mike LaFond and seconded by Jeff Mizener to;
  - 1) Circulate a new draft of the document (Draft 2) with the changes that have been discussed by the working group
  - 2) Make a PAR revision before May 20, 2016
  - 3) Go to ballot
- The motion was voted on and approved by the working group
- We completed the review of the document so the meeting scheduled for Wednesday is not needed

#### **G. Adjournment**

The meeting was adjourned at 5:21PM.

#### **H. Upcoming Meetings**

The next meeting face-to-face Working Group meetings will be held in conjunction with the IEEE PES Switchgear Committee meetings planned for:

October 9 - 14, 2016, Sheraton Station Square, Pittsburgh, PA

Minutes submitted by:  
Darryl Moser  
C37.21 Working Group Vice-Chair