

Minutes of WG PC37.12.1
Recommended Practice for Instruction Manual Content
Wednesday, April 26th, 2017
8:00 – 9:45
Hilton University Place, Charlotte, NC

I Welcome

II Introductions

Meeting opened with 26 individuals in attendance: 10 of 18 members and 16 guests. The Vice-Chair, John Webb, chaired the meeting due to illness of the WG chair, Ken Edwards.

III The Agenda was reviewed, there were no requests for modifications.

A call for additions or corrections to the published minutes was made without comment from those present. Motion to approve the minutes made by Roy Hutchins, seconded by Todd Irwin, approved by voice vote.

IV Old Business

a. None.

V New Business

a. Results of the initial ballot of the document (Draft 5) which closed on 14 Oct. 2016.

81 members of the ballot group with a response rate of 79.0%, 0% abstention.

48 affirmative votes, 14 negative votes with comments, 2 negative votes w/o comments
77% approval with 244 comments to be resolved.

b. Distribution of the comments were as follows:

	<u>Must Be Satisfied</u>		
<u>Category</u>	<u>No</u>	<u>Yes</u>	<u>Grand Total</u>
Editorial	41	70	111
General	28	14	42
Technical	12	79	91
Grand Total	81	163	244

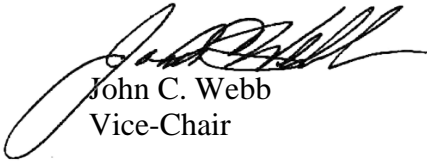
c. Results of the initial ballot of the document (Draft 5) which closed on 14 Oct. 2016.

Comment resolution during the meeting disposed of 15 comments, with extensive discussion regarding proposed additions of complete (or partially complete) Bills of Material, beyond a recommended parts list for the unit and providing a list of all applicable standards and the revisions of those standards to which the circuit breaker complies. Both of these issues were tabled to be resolved by the comment resolution group.

- d. A comment resolution group (CRG) was formed and empowered by the WG to complete the proposed disposition of the remaining 229 comments with a target completion date of June 15th. After such time the dispositions of all comments will be posed in iMeetCentral for all WG members and guest to review and comment if desired for a period of 2 weeks. Followed by a recirculation ballot. The CRG was further empowered to review the results of the recirculation ballot and dispose of further comments with the same 2 week posting of dispositions in iMeetCentral to be followed by a 2nd recirculation if required. Results of these recirculation ballots to be reviewed by the WG at the next meeting.
- e. The comment resolution group is composed of:
Pat Di Lillo, Jeff Ward, Andy Keels, Robert Foster, Todd Irwin, and John Webb

Chair adjourned meeting at 9:45

Attachments: (1) Membership and Attendance list.



John C. Webb
Vice-Chair

SI #	Role	Participati	Type	First Name	Last Name	Company	4/29/2015	9/23/2015	4/27/2016	10/10/2016	4/26/2017	Status
H # A	Chair	Active	Member	Ken	Edwards	Bonneville Power Administration	X	X	X	X		
H # A	Vice-Chair	Active	Member	John	Webb	ABB	X	X	X		X	
H # A	Member	Active	Member	Chih	Chow	PEPCO	X	X	X		X	
H # A	Member	Active	Member	Patrick	Di Lillo	Consolidated Edison Co. of NY, Inc	X	X	X	X	X	
H # A	Member	Active	Interested	John	Eastman	INCON	X	X	X	X	X	
H # A	Member	Active	Interested	Robert	Foster	Megger	X	X	X	X	X	
H # A	Member	Active	Interested	Victor	Hermosillo	GE Grid Solutions	X	X	X			Demote
H # A	Member	Active	Interested	Roy	Hutchins	Southern Company Services	X	X	X	X	X	
H # A	Member	Active	Member	Todd	Irwin	GE Grid Solutions	X	X	X		X	
H # A	Member	Active	Interested	David	Johnson	Self-Employed			X			Demote
H # A	Member	Active	Interested	Anthony	Ricciuti	Eaton Corporation	X	X	X		X	
H # A	Member	Active	Member	Roderick	Sauls	Southern Company Services	X	X	X			Demote
H # A	Member	Active	Interested	Carl	Schuetz	American Transmission Company	X	X	X			Demote
H # A	Member	Active	Member	Devki	Sharma	Consultant	X	X	X		X	
H # A	Member	Active	Member	Sushil	Shinde	ABB Inc.	X		X			Demote
H # A	Member	Active	Member	Michael	Skidmore	AEP	X	X	X		X	
H # A	Member	Active	Interested	Casey	Weeks	Siemens Energy			X			Demote
H # A	Member	Active	Interested	Matthew	Williford	Schneider Electric				X		
H # A	Guest	Active	Member	Chris	Ambrose	Federal Pacific (Div. of Electro-Mechanical Corp.)				X		
H # A	Guest	Active	Member	Mauricio	Aristizabal	ABB	X					
H # A	Guest	Active	Interested	Aasim	Atiq	Siemens Industry	X					
H # A	Guest	Active	Interested	Roy	Ayers	Nashville Electric Service			X			
H # A	Guest	Active	Interested	Jean-Marc	Biasse	Schneider Electric				X		
H # A	Guest	Active	Member	J	Billings	John S Billings Consulting	X	X				
H # A	Guest	Active	Interested	Jeffrey	Brogdon	Georgia Transmission	X					
H # A	Guest	Active	Interested	Steven	Brown	Allen & Hoshall	X					
H # A	Guest	Active	Interested	Raymond	Browning	FirstEnergy Corp.		X	X			
H # A	Guest	Active	Member	Arben	Bufi	Hitachi T&D Solutions, Inc.	X	X	X			
H # A	Guest	Active	Member	Stephen	Cary	GE Energy Management	X					
H # A	Guest	Active	Interested	David	Caverly	Trench Ltd.			X			
H # A	Guest	Active	Interested	Michael	Christian	ABB		X	X			
H # A	Guest	Active	Interested	Dave	Collette	Mitsubishi Electric	X					
H # A	Guest	Active	Member	Michael	Crawford	Mitsubishi Electric		X	X			
H # A	Guest	Active	Interested	Jason	Cunningham	Hitachi HVB, Inc.	X	X	X		X	
H # A	Guest	Active	Interested	Bernie	Dwyer	PECO	X					
H # A	Guest	Active	Member	Doug	Edwards	Siemens Industry, Inc.				X		
H # A	Guest	Active	Interested	Tanner	Esco	Eaton Corporation	X			X		
H # A	Guest	Active	Interested	Howard	Fennell	Nashville Electric Service			X			
H # A	Guest	Active	Interested	Michael	Flack	Southern Company Generation					X	
H # A	Guest	Active	Interested	Paul	Fox	Schneider Electric					X	
H # A	Guest	Active	Interested	Raymond	Frazier	Ameren					X	
H # A	Guest	Active	Interested	Anne	Good	Netshape Technologies, Inc.		X				
H # A	Guest	Active	Interested	John	Hall	Tennessee Valley Authority	X				X	
H # A	Guest	Active	Interested	Christian	Heinrich	Siemens AG						
H # A	Guest	Active	Interested	Jeremy	Hensberger	Mitsubishi Electric Power Products Inc.			X			
H # A	Guest	Active	Interested	Jennifer	Hunter	MEPPI					X	
H # A	Guest	Active	Interested	Joseph	Jasinski	ITC Holdings Corp.		X	X			
H # A	Guest	Active	Interested	Joe	Kausek	FirstEnergy				X		
H # A	Guest	Active	Interested	Thomas	Keels	Salt River Project			X		X	
H # A	Guest	Active	Interested	Scott	Lanning	S&C Electric					X	
H # T	Guest	Terminated	Interested	Carl	LaPlace	GE Industrial Solutions		X				
H # A	Guest	Active	Interested	Brad	Leccia	Eaton	X					
H # A	Guest	Active	Interested	Paul	Leufkens	Power Projects Leufkens		X				
H # A	Guest	Active	Member	Hua Ying	Liu	Southern California Edison			X			
H # A	Guest	Active	Interested	Antonio	Mannarino	PSE&G		X				
H # A	Guest	Active	Interested	Vincent	Marshall	Southern Company Services	X	X				
H # A	Guest	Active	Interested	Ricardo	Martinez	CFE-LAPEM						
H # A	Guest	Active	Interested	Joel	Mathewson	Siemens		X				
H # A	Guest	Active	Interested	Timothy	McGee	Siemens Energy	X					
H # A	Guest	Active	Interested	Dave	Mitchell	Dominion			X			

