

**IEEE/PES SWITCHGEAR COMMITTEE**  
**Switchgear ADSCOM Meeting Agenda**  
**Kansas City, MO, USA**  
**Thursday, October 18, 2018**

	<b>Agenda Item</b>	<b>Presenter</b>
1	Call Meeting to Order	Keith Flowers – Chairman
<i>Called to order at 8:00 AM</i>		
2	Introduction of Members & Guests	Keith Flowers
<i>Self-introductions with affiliations were made by the attendees.</i>		
3	Attendance and Quorum Check <ul style="list-style-type: none"> <li>• Rosters are being passed around.</li> <li>• Sign only one.</li> <li>• Add your name and company information if you are not on the list.</li> </ul>	Doug Edwards – Secretary
<p><i>Sign-in sheets were circulated. Quorum was verified.</i></p> <ul style="list-style-type: none"> <li>• 15 members + 3 Past Chairs = 18 AdsCom Members for Quorum Check Thus 10 required for quorum.</li> <li>• Actual Attendance: <ul style="list-style-type: none"> <li>○ 15 Members (quorum met)</li> <li>○ 34 Guest</li> <li>○ 89 Total attendees</li> </ul> </li> </ul> <p><i>Attendance is documented in at the end of this document and is maintained in 123Signup.</i></p>		
4	Agenda Review and Approval	Keith Flowers
<p><i>Proposed agenda was reviewed.</i>  <i>Motion to approve by: Ted Olsen</i>  <i>Motion seconded by: Dave Dunne</i>  <i>Motion unanimously approved.</i></p>		
5	Approval of <a href="#">Spring 2018 Minutes</a>	Keith Flowers
<p><i>Motion to approve by: Allan Morse</i>  <i>Motion seconded by: Mike Lafond</i>  <i>Motion unanimously approved.</i></p>		
<b><u>Reports to ADSCOM</u></b>		
6	Education, Recognition & Publications (ERP)	Allan Morse
<p><i>See: <a href="#">ERP S/C Minutes</a></i>  <i>Nothing extra to report.</i></p>		
7	High Voltage Fuses (HVF)	John Leach
<p><i>See: <a href="#">HVCB S/C Minutes</a></i>  <i>Nothing extra to report.</i></p>		
8	High Voltage Switches (HVS)	James Houston
<p><i>See: <a href="#">HVS S/C Minutes</a></i>  <i>Request C37.30.5. HVS developed definitions document C37.100.5).</i>  <i>Should HVS definitions be pulled in to C37.100.5 or keep separate – for now?</i>  <i>Answer: Goal was to develop definitions document by various S/C's, then put these definitions together into a single document.</i>  <i>Review is that various S/C have completed task for creating various definitions documents. Now ready to start on creating a consolidated definitions document.</i></p>		

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<p><i>When to start task of putting these documents together?</i></p> <p><i>Discussion: Move forward to put together.</i></p> <p><i>Motion to form a PAR Study Group to consolidate definitions into a single, new standard.</i></p> <p><i>Motion: Todd</i>  <i>2nd: Mike Skidmore</i></p> <p><i>Unanimously approved.</i></p> <p><i>Volunteers: Requested</i></p>	
<p>9 High Voltage Circuit Breakers (HVCB)</p> <p><i>See: <a href="#">HVCB S/C Minutes</a></i></p> <p><i>Mike Skidmore is rotating out as Chair.</i></p> <p><i>Victor Hermosillo is recommended as new SA S/C Chair.</i></p>	Mike Skidmore
<p>10 Low Voltage Switchgear Devices (LVSD)</p> <p><i>See: <a href="#">LVSD S/C Minutes</a></i></p> <p><i>None</i></p>	Dave Dunne
<p>11 Reclosers and Other Distribution Equipment (RODE)</p> <p><i>See: <a href="#">RODE S/C Minutes</a></i></p> <p><i>Recommended by RODE to dissolve Visible Break Task Force. Proposed to have various S/C's and WG's to start reviewing</i></p> <p><i>Vice-Chair for RODE S/C is pending.</i></p>	Francois Soulard
<p>12 Switchgear Assemblies (SA)</p> <p><i>See: <a href="#">SA S/C Minutes</a></i></p> <p><i>No request.</i></p> <p><i>Mike Lafond is rotating out as Chair.</i></p> <p><i>Tom Hawkins is recommended as new SA S/C Chair.</i></p>	Mike Lafond
<p>13 Technology and Innovation Subcommittee (T&amp;I)</p> <p><i>See: <a href="#">T&amp;I S/C Minutes</a></i></p> <p><i>Goal is to update Alternative Gas Task Force/Maintenance Team for update of document every two (2) years.</i></p> <p><i>Looking for TF leader.</i></p> <p><i>Developing document for New Research Group Proposal (see <a href="#">F18Tla1REV0.pdf</a>).</i></p>	Nenad Uzelac

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14	Standards Coordinator Report Overall summary <ul style="list-style-type: none"> <li>• Each S/C Chair – Report on expiring documents <ul style="list-style-type: none"> <li>○ AdsCom Keith Flowers: C37.100, C37.100.1</li> <li>○ HVS James Houston: C37.30.1 (1247)</li> <li>○ HVCB Mike Skidmore: C37.04, C37.06, C37.09, C37.016, C37.081, C37.083, C37.10.1, C37.12, C37.12.1</li> <li>○ RODE Francois Soulard: C37.66</li> </ul> </li> </ul>	Michael Wactor S/C Chairs
<b><u>Other Requests to ADSCOM</u></b>		
15	Registrar <i>No request</i>	Jeremy Hensberger
16	Webmaster <i>Request decision when and how to post meeting minutes for handling meetings between Face-to-Face meetings. When to post these minutes? Decision: In between meeting minutes will be posted with previous F2F meeting.</i>	Jeff Mizener
17	Meeting Coordinator <i>None</i>	John Webb
<b><u>ADSCOM WORKING GROUP/TASK FORCE REPORTS</u></b>		
18	C37.59 Conversion of Power Switchgear Equipment <i>Published August 2018. Move to disbanding WG. Unanimously approved.</i>	Dean Sigmon
19	C37.100.1 Common Requirements for HV Power Switchgear <i>See: <a href="#">C37.100.1 WG Minutes</a>  Document ballot closed 10 Oct 2018. Recirculation (10 day) Ballot initiated on Monday Oct. 16, 2018 (ballot closed 2018-10-26). Document has been submitted to RevCom.  Future – this document will need to Revised subsequent to completion of current ballot. Request for WG Chair in future.</i>	Donnie Swing (for Antone Bonner)
20	C37.301 Partial Discharge Measurements <i>Secretary is to be appointed. HVTT – Will have representative at HVTT meeting. IEC Copyright: Do not have Copyright approval, will refer to IEC 60270, High-voltage test techniques - Partial discharge measurements, document instead of direct use of figures. Have list of items to ensure clarity. Collecting input from various suppliers of test equipment. WG chairs requesting input from various WG's for input associated with various types of equipment.</i>	Jean-Marc Torres
21	Task Force: Visible Break <i>See: <a href="#">Visible Break Task Force Minutes</a>  Motion from group is to dissolve this group. Handing definition over to various WG's and S/C's Unanimously approved.</i>	François Soulard

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22	Task Force: Seismic Qualification of Electrical Equipment to Conform with ASCE/SEI 7 Seismic Requirements for Nonstructural Components <i>Request formation of WG. This WG was previously approved (Spring 2018) so good to move forward.</i>	Eddie Wilkie
23	Task Force: IEEE Std C57.142, Guide to Describe the Occurrence and Mitigation of Switching Transients Induced by Transformers, Switching Device, and System Interaction. <i>See: <a href="#">C57.142 Task Force Minutes/Slides</a></i>  <i>C57.142 is Co-Sponsored with PES Transformers &amp; PES Switchgear Committees. IEEE PES Switchgear has agreed to form a liaison Task Group within Switchgear to coordinate activities. Switchgear members are established as Corresponding Members for the PES Transformer Committee WG. Switchgear members are advised of C57.142 Task Force so that they might also participate with this TF. There is a <a href="#">C57.142-D4</a> draft posted at on the IEEE PES Transformer Committee working to make available to Swgr. Next Transformers meeting is March 24 – 28 in Anaheim, CA, then April for Switchgear Committee. Request slot at the next Swgr meeting.</i>	Dave Calvary
24	Alternative Gas: P2628 <i>See: <a href="#">P2628 WG Minutes</a></i>  <i>PAR was approved. Established chapter structure for document with leads for various Chapters. Goal – submittal of ballot 2020. There will be additional meetings</i>	Dan Schiffbauer
<b><u>Old Business</u></b>		
24	Main Committee (M/C) membership <i>Schedule for task:</i> <ul style="list-style-type: none"> <li>• 2018-10-31: Doug Edwards will circulate a list of participants to S/C Chairs who meet attendance requirements for M/C membership.</li> <li>• 2018-12-31: S/C Chairs - Nominations due.</li> <li>• 2019-05-02: New members will be announced at the S19 M/C meeting.</li> </ul>	Doug Edwards
<b><u>New Business</u></b>		
25	Quorum Verification <i>Quorum confirmed.</i>	Doug Edwards
26	General Data Protection Regulation (GDPR) <i>123Signup has been updated Attendance Rosters removing email details.</i>  <i>For all meetings subsequent to close of Kansas City Fall 2018 Conference, 123Signup shall be used to:</i> <ul style="list-style-type: none"> <li>• Manage attendance reporting</li> <li>• Manage communications</li> </ul> <i>Process and Training</i> <ul style="list-style-type: none"> <li>• Process will be distributed to S/C and WG Chairs.</li> <li>• If training or assistance with 123Signup is needed, contact Jeremy Hensberger, Keith Flowers, or Doug Edwards.</li> </ul>	Keith Flowers

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27	Switchgear Officers – Potential Candidates Search	Keith Flowers
	<i>Request to S/C Chairs to provide potential candidates.            Rotation of Main Committee is every two (2) years.</i>	
28	Subcommittee Officer Rotation <ul style="list-style-type: none"> <li>• 2018-11-16: S/C recommendations of S/C Chair due.</li> <li>• 2019-01-18: M/C Chair will issue S/C Chair appointments.</li> </ul>	Keith Flowers
	<i>S/C Officers are for maximum of three (3) years (appointed annually).</i> <ul style="list-style-type: none"> <li>• Any questions or issues, see Keith Flowers or Todd Irwin.</li> </ul> <i>S/C Chairs to provide Chair recommendations to Todd Irwin (MC Chair) by 2018-11-16.</i>	
29	PnP Training	Keith Flowers (for Paul Sullivan)
	<i>See: <a href="#">PnP Training Slides</a></i> <ul style="list-style-type: none"> <li>• AdsCom – Training of main changes from 2011-09-16 PnP to 2018-06-14 PnP</li> <li>• Main Committee – Training was repeated.</li> </ul> <i>Plans are to conduct more in-depth training in Burlington, VT Spring 2019 meetings potentially targeting:</i> <ul style="list-style-type: none"> <li>• IEEE PES Switchgear Committee O&amp;P</li> <li>• IEEE PES Switchgear Committee P&amp;P</li> <li>• IEEE PES Switchgear Committee Working Group PnP</li> </ul>	
30	IEEE-SA Style Manual	Keith Flowers
	<ul style="list-style-type: none"> <li>• IEEE is in process of updating the IEEE-SA Style Manual.</li> <li>• Current schedule forecast is February 2019.</li> <li>• AdsCom will share details as/when available.</li> </ul>	
31	Items to report to Main Switchgear Committee	Keith Flowers
	<i>None</i>	
32	Actions & Minutes	Keith Flowers
	<ul style="list-style-type: none"> <li>• <i>Deadline – Halloween</i></li> <li>• <i>Meeting Minutes &amp; Meeting Status Room</i></li> </ul>	
33	Adjourn	Keith Flowers
	<i>The meeting adjourned at 9:03 am.</i>	

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Attendance

Role	First Name	Last Name	Company	10/18/2018
Chair	Keith	Flowers	Siemens Industry, Inc.	X
Secretary	Doug	Edwards	Siemens Industry, Inc.	X
Member	David	Dunne	Schneider Electric	X
Member	Jeremy	Hensberger	Mitsubishi Electric Power Products Inc.	X
Member	James	Houston	Southern Company Transmission	X
Member	Todd	Irwin	GE Grid Solutions	X
Member	Michael	Lafond	ABB	X
Member	John	Leach	Consultant - Hi-Tech Fuses	X
Member	Jeff	Mizener	Siemens Industry, Inc.	X
Member	Charles	Morse	Siemens Industry, Inc.	X
Member	Michael	Skidmore	AEP	X
Member	Francois	Soulard	Hydro-Quebec	X
Member	Nenad	Uzelac	G&W Electric	X
Member	Michael	Wactor	Powell Industries, Inc	X
Member	John	Webb	ABB	X
Past Chair	Ted	Burse	Powell Industries, Inc	X
Past Chair	T	Olsen	Retired, formerly with Siemens Industry, Inc.	X
Past Chair	Dean	Sigmon	Eaton Corporation	X
Guest	Chris	Ambrose	Federal Pacific (Div. of Electro-Mechanical Corp.)	X
Guest	Brad	Armstrong	Meramec Instrument Transformer Co.	X
Guest	Georges	Auguste	Ameren MO	X
Guest	Paul	Barnhart	Underwriters Laboratories	X
Guest	David	Caverly	Trench Ltd.	X
Guest	Kennedy	Darko	G&W Electric Co	X
Guest	Tanner	Esco	Eaton Corporation	X
Guest	Lou	Grahor	Eaton Corporation	X
Guest	Tom	Hawkins	Siemens Industry, Inc.	X
Guest	Gary	Haynes	ABB Inc.	X
Guest	Gary	Haynes	ABB Inc.	X
Guest	Travis	Johnson	Xcel Energy	X
Guest	John	Kaminski	Siemens	X
Guest	Neil	McCord	KEC Precision	X
Guest	Steven	Meiners	GE	X
Guest	Darryl	Moser	ABB	X
Guest	Miklos	Orosz	Myers Controlled Power	X
Guest	Mary	Owens	Eaton	X
Guest	Justin	Palmer	ELECTRONSYSTEM MD	X
Guest	Sean	Parsi	Kinectrics	X
Guest	Richard	Rohr	Powell Electrical Systems	X
Guest	Ian	Rokser	Eaton Corp	X
Guest	Daniel	Schiffbauer	Toshiba International Corporation	X
Guest	Carl	Schuetz	American Transmission Company (ATC)	X
Guest	Devki	Sharma	Entergy	X
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Role	First Name	Last Name	Company	10/18/2018
Guest	Donald	Swing	Powell Industries	X
Guest	Jean-Marc	Torres	Eaton Corporation	X
Guest	Karla	Trost	G&W Electric	X
Guest	Jeffrey	Ward	Doble Engineering Company	X
Guest	John	Webb	ABB	X
Guest	Michael	Whitney	S&C Electric Company	X
Guest	William	Wilkie	Eaton	X
Guest	Terrance	Woodyard	Siemens Industry Inc.	X