# IEEE/PES Switchgear Committee
## Switchgear ADSCOM Meeting Agenda
### Kansas City, MO, USA
#### Thursday, October 18, 2018

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Call Meeting to Order</td>
<td>Keith Flowers – Chairman</td>
</tr>
</tbody>
</table>

**Called to order at 8:00 AM**

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Introduction of Members &amp; Guests</td>
<td>Keith Flowers</td>
</tr>
</tbody>
</table>

**Self-introductions with affiliations were made by the attendees.**

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Attendance and Quorum Check</td>
<td>Doug Edwards – Secretary</td>
</tr>
</tbody>
</table>

- Rosters are being passed around.
- Sign only one.
- Add your name and company information if you are not on the list.

**Sign-in sheets were circulated. Quorum was verified:**

- 15 members + 3 Past Chairs = 18 AdsCom Members for Quorum Check
- Thus 10 required for quorum.
- **Actual Attendance:**
  - 15 Members (quorum met)
  - 34 Guest
  - 89 Total attendees

**Attendance is documented in at the end of this document and is maintained in 123Signup.**

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Agenda Review and Approval</td>
<td>Keith Flowers</td>
</tr>
</tbody>
</table>

**Proposed agenda was reviewed.**

Motion to approve by: Ted Olsen
Motion seconded by: Dave Dunne
Motion unanimously approved.

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Approval of Spring 2018 Minutes</td>
<td>Keith Flowers</td>
</tr>
</tbody>
</table>

Motion to approve by: Allan Morse
Motion seconded by: Mike Lafond
Motion unanimously approved.

## Reports to ADSCOM

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Education, Recognition &amp; Publications (ERP)</td>
<td>Allan Morse</td>
</tr>
</tbody>
</table>

**See: ERP S/C Minutes**

Nothing extra to report.

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 High Voltage Fuses (HVF)</td>
<td>John Leach</td>
</tr>
</tbody>
</table>

**See: HVCB S/C Minutes**

Nothing extra to report.

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 High Voltage Switches (HVS)</td>
<td>James Houston</td>
</tr>
</tbody>
</table>

**See: HVS S/C Minutes**

Request C37.30.5. HVS developed definitions document C37.100.5).

Should HVS definitions be pulled in to C37.100.5 or keep separate – for now?

**Answer:** Goal was to develop definitions document by various S/C’s, then put these definitions together into a single document.

Review is that various S/C have completed task for creating various definitions documents. Now ready to start on creating a consolidated definitions document.
<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>When to start task of putting these documents together?</strong></td>
<td></td>
</tr>
<tr>
<td>Discussion: Move forward to put together.</td>
<td></td>
</tr>
<tr>
<td><strong>Motion to form a PAR Study Group to consolidate definitions into a single, new standard.</strong></td>
<td></td>
</tr>
<tr>
<td>Motion: Todd</td>
<td></td>
</tr>
<tr>
<td>2nd: Mike Skidmore</td>
<td></td>
</tr>
<tr>
<td>Unanimously approved.</td>
<td></td>
</tr>
<tr>
<td>Volunteers: Requested</td>
<td></td>
</tr>
<tr>
<td><strong>9 High Voltage Circuit Breakers (HVCB)</strong></td>
<td>Mike Skidmore</td>
</tr>
<tr>
<td>See: HVCB S/C Minutes</td>
<td></td>
</tr>
<tr>
<td>Mike Skidmore is rotating out as Chair.</td>
<td></td>
</tr>
<tr>
<td>Victor Hermosillo is recommended as new SA S/C Chair.</td>
<td></td>
</tr>
<tr>
<td><strong>10 Low Voltage Switchgear Devices (LVSD)</strong></td>
<td>Dave Dunne</td>
</tr>
<tr>
<td>See: LVSD S/C Minutes</td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
<tr>
<td><strong>11 Reclosers and Other Distribution Equipment (RODE)</strong></td>
<td>Francois Soulard</td>
</tr>
<tr>
<td>See: RODE S/C Minutes</td>
<td></td>
</tr>
<tr>
<td>Recommended by RODE to dissolve Visible Break Task Force. Proposed to have various S/C’s and WG’s to start reviewing</td>
<td></td>
</tr>
<tr>
<td>Vice-Chair for RODE S/C is pending.</td>
<td></td>
</tr>
<tr>
<td><strong>12 Switchgear Assemblies (SA)</strong></td>
<td>Mike Lafond</td>
</tr>
<tr>
<td>See: SA S/C Minutes</td>
<td></td>
</tr>
<tr>
<td>No request.</td>
<td></td>
</tr>
<tr>
<td>Mike Lafond is rotating out as Chair.</td>
<td></td>
</tr>
<tr>
<td>Tom Hawkins is recommended as new SA S/C Chair.</td>
<td></td>
</tr>
<tr>
<td><strong>13 Technology and Innovation Subcommittee (T&amp;I)</strong></td>
<td>Nenad Uzelac</td>
</tr>
<tr>
<td>See: T&amp;I S/C Minutes</td>
<td></td>
</tr>
<tr>
<td>Goal is to update Alternative Gas Task Force/Maintenance Team for update of document every two (2) years.</td>
<td></td>
</tr>
<tr>
<td>Looking for TF leader.</td>
<td></td>
</tr>
<tr>
<td>Developing document for New Research Group Proposal (see F18Tia1REV0.pdf).</td>
<td></td>
</tr>
<tr>
<td>Agenda Item</td>
<td>Presenter</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------</td>
</tr>
<tr>
<td>14 Standards Coordinator Report</td>
<td>Michael Wactor S/C Chairs</td>
</tr>
<tr>
<td>Overall summary</td>
<td></td>
</tr>
<tr>
<td>• Each S/C Chair – Report on expiring documents</td>
<td></td>
</tr>
<tr>
<td>o AdsCom Keith Flowers: C37.100, C37.100.1</td>
<td></td>
</tr>
<tr>
<td>o HVS James Houston: C37.30.1 (1247)</td>
<td></td>
</tr>
<tr>
<td>o HVCB Mike Skidmore: C37.04, C37.06, C37.09, C37.016, C37.081, C37.083, C37.10.1, C37.12, C37.12.1</td>
<td></td>
</tr>
<tr>
<td>o RODE Francois Soulard: C37.66</td>
<td></td>
</tr>
<tr>
<td><strong>Other Requests to ADSCOM</strong></td>
<td></td>
</tr>
<tr>
<td>15 Registrar Jeremy Hensberger</td>
<td></td>
</tr>
<tr>
<td>No request</td>
<td></td>
</tr>
<tr>
<td>16 Webmaster Jeff Mizener</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>17 Meeting Coordinator John Webb</td>
<td></td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
<tr>
<td><strong>ADSCOM WORKING GROUP/TASK FORCE REPORTS</strong></td>
<td></td>
</tr>
<tr>
<td>18 C37.59 Conversion of Power Switchgear Equipment</td>
<td>Dean Sigmon</td>
</tr>
<tr>
<td>Published August 2018. Move to disbanding WG. Unanimously approved.</td>
<td></td>
</tr>
<tr>
<td>19 C37.100.1 Common Requirements for HV Power Switchgear</td>
<td>Donnie Swing (for Antone Bonner)</td>
</tr>
<tr>
<td>See: C37.100.1 WG Minutes</td>
<td></td>
</tr>
<tr>
<td>Future – this document will need to be Revised subsequent to completion of current ballot. Request for WG Chair in future.</td>
<td></td>
</tr>
<tr>
<td>20 C37.301 Partial Discharge Measurements</td>
<td>Jean-Marc Torres</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>See: Visible Break Task Force Minutes</td>
<td></td>
</tr>
<tr>
<td>Motion from group is to dissolve this group. Handing definition over to various WG’s and S/C’s Unanimously approved.</td>
<td></td>
</tr>
<tr>
<td>Agenda Item</td>
<td>Presenter</td>
</tr>
<tr>
<td>-------------</td>
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</tr>
<tr>
<td>22 Task Force: Seismic Qualification of Electrical Equipment to Conform with ASCE/SEI 7 Seismic Requirements for Nonstructural Components</td>
<td>Eddie Wilkie</td>
</tr>
<tr>
<td>Request formation of WG. This WG was previously approved (Spring 2018) so good to move forward.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>Dave Calvary</td>
</tr>
<tr>
<td>See: C57.142 Task Force Minutes/Slides</td>
<td></td>
</tr>
<tr>
<td>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 C57.142-D4 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.</td>
<td></td>
</tr>
<tr>
<td>24 Alternative Gas: P2628</td>
<td>Dan Schiffbauer</td>
</tr>
<tr>
<td>See: P2628 WG Minutes</td>
<td></td>
</tr>
<tr>
<td>PAR was approved. Established chapter structure for document with leads for various Chapters. Goal – submittal of ballot 2020. There will be additional meetings</td>
<td></td>
</tr>
</tbody>
</table>

**Old Business**

| 24 Main Committee (M/C) membership | Doug Edwards |
| Schedule for task: |
| • 2018-10-31: Doug Edwards will circulate a list of participants to S/C Chairs who meet attendance requirements for M/C membership. |
| • 2018-12-31: S/C Chairs - Nominations due. |
| • 2019-05-02: New members will be announced at the S19 M/C meeting. |

**New Business**

<p>| 25 Quorum Verification | Doug Edwards |
| Quorum confirmed |
| 26 General Data Protection Regulation (GDPR) | Keith Flowers |
| 123Signup has been updated Attendance Rosters removing email details. |
| For all meetings subsequent to close of Kansas City Fall 2018 Conference, 123Signup shall be used to: |
| • Manage attendance reporting |
| • Manage communications |
| Process and Training |
| • Process will be distributed to S/C and WG Chairs. |
| • If training or assistance with 123Signup is needed, contact Jeremy Hensberger, Keith Flowers, or Doug Edwards. |</p>
<table>
<thead>
<tr>
<th>Agenda Item</th>
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</tr>
</thead>
<tbody>
<tr>
<td>27 Switchgear Officers – Potential Candidates Search</td>
<td>Keith Flowers</td>
</tr>
<tr>
<td>Request to S/C Chairs to provide potential candidates.</td>
<td></td>
</tr>
<tr>
<td>Rotation of Main Committee is every two (2) years.</td>
<td></td>
</tr>
<tr>
<td>28 Subcommittee Officer Rotation</td>
<td>Keith Flowers</td>
</tr>
<tr>
<td>• 2018-11-16: S/C recommendations of S/C Chair due.</td>
<td></td>
</tr>
<tr>
<td>• 2019-01-18: M/C Chair will issue S/C Chair appointments.</td>
<td></td>
</tr>
<tr>
<td>S/C Officers are for maximum of three (3) years (appointed annually).</td>
<td></td>
</tr>
<tr>
<td>S/C Chairs to provide Chair recommendations to Todd Irwin (MC Chair) by 2018-11-16.</td>
<td></td>
</tr>
<tr>
<td>29 PnP Training</td>
<td>Keith Flowers</td>
</tr>
<tr>
<td>See: PnP Training Slides</td>
<td>(for Paul Sullivan)</td>
</tr>
<tr>
<td>• AdsCom – Training of main changes from 2011-09-16 PnP to 2018-06-14 PnP</td>
<td></td>
</tr>
<tr>
<td>• Main Committee – Training was repeated.</td>
<td></td>
</tr>
<tr>
<td>Plans are to conduct more in-depth training in Burlington, VT Spring 2019 meetings potentially targeting:</td>
<td></td>
</tr>
<tr>
<td>• IEEE PES Switchgear Committee O&amp;P</td>
<td></td>
</tr>
<tr>
<td>• IEEE PES Switchgear Committee P&amp;P</td>
<td></td>
</tr>
<tr>
<td>• IEEE PES Switchgear Committee Working Group PnP</td>
<td></td>
</tr>
<tr>
<td>30 IEEE-SA Style Manual</td>
<td>Keith Flowers</td>
</tr>
<tr>
<td>• IEEE is in process of updating the IEEE-SA Style Manual.</td>
<td></td>
</tr>
<tr>
<td>• Current schedule forecast is February 2019.</td>
<td></td>
</tr>
<tr>
<td>• AdsCom will share details as/when available.</td>
<td></td>
</tr>
<tr>
<td>31 Items to report to Main Switchgear Committee</td>
<td>Keith Flowers</td>
</tr>
<tr>
<td>None</td>
<td></td>
</tr>
<tr>
<td>32 Actions &amp; Minutes</td>
<td>Keith Flowers</td>
</tr>
<tr>
<td>• Deadline – Halloween</td>
<td></td>
</tr>
<tr>
<td>• Meeting Minutes &amp; Meeting Status Room</td>
<td></td>
</tr>
<tr>
<td>33 Adjourn</td>
<td>Keith Flowers</td>
</tr>
<tr>
<td>The meeting adjourned at 9:03 am.</td>
<td></td>
</tr>
</tbody>
</table>
## Attendance

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