

Chair: Nenad Uzelac **Vice Chair:** Francois Soulard, **Secretary:** Frank DeCesaro, **Webmaster:** Mark Feltis

Meeting Minutes

1. Call to order and introduction:

The meeting was called to order at 1:40 PM by the Chair, Nenad Uzelac. Attendees introduced themselves along with company affiliations.

2. Roster Check:

17 members, 1 corresponding member and 8 guests registered on the attendance sheet. 3 excused members and 7 absent. 2 guests requested membership in the working group (Paul Found and Andy Seccombe)

3. Previous Meeting Minutes

- Accepted.

4. Project Status & Timeline

- Time Line:
 - a. Fall 2012 – Team is put together.
 - b. Fall 2012 to Fall 2013 – Knowledge Gaps
 - c. Fall 2012 to Fall 2014 – Contributions
 - d. Spring 2012 to Fall 2014 – Draft reports
 - e. Spring 2014 to Spring 2015 – Comments

5. Meeting Highlights

- Chair present summary of past experience and how the new taskforce came into existence.
- Technical Report Content Must Be:
 - a. Relevant, up-to-date, referenced (IEEE, IEC, CIGRE, etc). We can use IEC documents and reference them. We need to limit ourselves to 10% of the publication that we use. Need letter of authorization
- Chapter Overviews presented. All chapters are in the IEEE SA website for collaboration. Members from previous meetings should be able to reach this site. Members are encouraged to explore this and let the Chair know if you have problems.
- Chapter 2 Discussion – Environmental Factors. – Christian
 - a. Obtained snapshots of definitions from IEC standards.
 - b. Next steps:
 - i. Review IEC standards possibly on Wednesday of this week.

- ii. Seek Approval from IEC for referenced sections.
 - iii. Continue creating the document.
- c. Looking for feedback on the outline. We will not discuss this after this meeting. We will not change after that.
- d. Do we keep testing in a section or combine in one chapter? We will keep it in the section and then later determine if there is commonality to have it as a separate section.
- e. Paul Found will assist with this section.
- Chapter 3 Mechanical factors – Antone Bonner
 - a. Outline discussed. We need to determine where public hitting it with a hammer, etc should go.
 - b. What about effect of impact tools on mounting the devices.
 - c. Components would also include cables.
 - d. Comment on seismic from a user is that if they mount it a specific height above the ground they change the frequency response from what was probably tested. The group will probably not delve into this too much. Mention that seismic test is applicable for padmount and vault applications (
 - e. Antone Bonner will poll the users of the Controls Taskforce to obtain their inputs.
- Chapter 4 Electrical Factors – Francois Soulard
 - a. Provided discussion of the Distribution Electronic control Standard Block Diagram.
 - b. Francois to create a specific block diagram outlining all electrical factors. Create table referring to the sections in the block diagram.
 - c. Bonner suggested that chapter 4 be a discussion of the phenomena and the details will be dealt with in the later chapters. Define the environment in Chapter 4. Chapter 6 will be the deeper section. Issues with grounding will be dealt with in Chapter 4.
 - d. What electrical influence controls such as lightning surges, etc?
 - e. Looking for another assistant with this. Paul Found will assist.
- Chapter 5 Human Factors – Ed Jankowich
 - a. Ed would like to get access to other technical references. If you have any get them to him.
 - b. IEEE Dictionary C37.100 has a few definitions related also.
 - c. Discuss personal protection equipment when using the device a.k.a line man's gloves.
 - d. This section needs utility people to assist with reading and feeding back comments.
- Chapter 6 Hardware interface considerations and testing – Antone Bonner
 - a. Are communications going to be handled by another section? It will be kept here for the time being.
 - b. This group wants to hear from users on how they are using areas of the knowledge gaps: a) Power supply 120 Vac; b) sensors; c) I/O; d) telecommunications; e) Field testing; and f) Validation (system testing). Utilities should get a hold of Antone Bonner.
 - c. What about C37.90.3?

- Chapter 7 functional consideration and– No chapter lead.
 - a. We do not have anything on this chapter. This chapter will be excluded from the technical brochure
 - Chapter 8 Firmware Software Considerations and Testing – Bill Glennon
 - Chapter 9 System testing – Nenad Uzelac
 - Chapter 10 Other considerations - Chris Ambrose
- Discussion held that the document needs to be limited not to have extremely large amount of pages (100-150).

6. Assignments and Target dates:

- Nenad to include the new members to the Central Desktop **May 3rd**
- Nenad to schedule monthly conference calls for chapter leads. **May 30rd**
- Chapter leads to clean the chapters outlines (per discussion at the meeting) and upload on the website by **May 30th**

7. New Business:

- No new business

8. Next meeting:

- F2013 - September, 2013 , San Antonio, TX
- The chair will plan for 2 sessions at the Fall 2013 meeting.

9. Meeting adjourned at 5.30PM

Member Attendance

Role	Name	Affiliation	Galveston
			Spring 13
Chair	Nenad Uzelac	G&W Electric	X
Vice chair, Lead	Francois Soulard	Hydro Quebec	X
Secretary, Lead	Craig Befus	BC Hydro	absent
Member	Ambrose, Chris	Federal Pacific	X
Section lead	Bonner Antone	Cooper power systems	X
Member	Decesaro, Frank	Copper power systems	X
Webmaster, Lead	Feltis Mark	SEL	X
Member	Fitchett Doug	AEP	absent

Member	Gieger Jeff	T&B	excused
Section lead	Glennon Bill	SEL	X
Member	Glinkowski, Mietek	ABB	absent
Member	LaBianco Michael	G&W Electric	excused
Member	Lambert Frank	Neetrac	X
Member	Lee Ken	T&B	absent
Member	Letow Chris	S&C	X
Section lead	Heinrich Christian	Siemens	X
Member	Hirz Harry	T&B	absent
Section lead	Jankowich, Edward M	T&B	X
Member	Martin Don	G&W Electric	X
Member	Mizener Jeff	Siemens Industry	X
Member	Puranik Sachin	Hubbell Power Systems	absent
Member	Putman Larry	Powell	X
Member	Royster, Timothy	Dominion	X
Member	Swank Jim	Cooper	X
Member	Taylor, Timothy	T&B	excused
Member	Tobin, Tom	S&C	absent
Member	Walter Bill	We-energies	X

Submitted by:

Nenad Uzelac
Controls for Distribution Equipment Task Force Chair
1 May-2013