

IEEE, IAS Electrical Safety Committee  
Executive Subcommittee Meeting Minutes

Noon CST, March 18, 2018

OMNI Hotel, Ft. Worth, TX, USA

Lunch

1. Call to order: 1 PM
2. Attendance – See Appendix A
3. Review of Agenda – no changes to agenda
4. Approval of Minutes from Jan 29, 2017 – moved by D. Liggett; seconded by I. Pruitt
5. Business arising from the Jan 29, 2017 meeting
  - a. 2019 ESW Location – Hyatt Regency Jacksonville, FL, USA, March 5 - 8
  - b. 2020 ESW Location – Peppermill Reno, NV, USA, March 3 - 6
  - c. Succession planning spreadsheet – See later agenda item
6. Report from A & N Subcommittee
  - a. Vince Saporita stepping down as Chair of Awards and Recognition Subcommittee after 2018 ESW. New Chair needed.
  - b. National Academy of Construction – M Doherty gave an update on activities.
  - c. ESW Logos have been updated and are available on website for use.
7. Succession planning for subcommittees – Each Subcommittee Chair tasked with providing a name or names to Steve Wilson. Spreadsheet was circulated in 2017, still need information from many subcommittees. Send information to Steve by end of 2018 ESW.
8. Reports were received from following Standing Subcommittees
  - Academic Development – Afshin Majd  
1 in-person and 1 online meeting; involved in SmartGrid, requests collaboration with ESafC.
  - Awards and Recognition – Vince Saporita  
Have nominees for Outstanding Service, Prevention through Design, and William C. Jordan Awards in 2018.
  - Codes and Standards Development – Arthur Smith  
Sponsoring members for SCC18; have WG meetings at ESW;  
exploring new standards to sponsor
  - Construction – Mike Doherty  
2017 Tutorial; collaborated with National Academy of Construction for a workshop in Washington, DC, USA
  - Corporate Relations – Frank Tyler  
Approx. \$30,850 in support in 2018. Discussion re Passport at the Expo and other options such as scavenger hunt; some vendors would like an opt-out method;  
4 Hospitality suites in 2018.
  - Early Career Development – Jay Prigmore  
Looking for financial help like grants for new people to attend; suggest ‘first time attendee’ ribbon, 1 hour ‘first time attendee’ tutorial; collaborate with Industry S/C for a presentation on justifying attendance at ESW. Look at ‘first time attendee’ PDF on flash drive.  
No members available for meetings or phone calls. Need to recruit members.  
Goals: Early Career welcome breakfast, Dinner/activity with experienced professionals.

Facilities and Finance – Stephen Wilson

Gave report on Contracts in place through 2020.

Gave report on possible locations for 2021; many sites reviewed with pros and cons  
Govt, Regulator, Inspectors, and Laboratory – Lloyd Gordon  
No report

Historical and Records – Lanny Floyd

Updating the BOK (Body of Knowledge) and committee files.

Would like records of previous years' prize papers, previous years' pictures.

IAS Committee Relations – Hugh Hoagland

No report

Industry Segment Development – Rachel Bugaris

Working to turn ESW content into webinars (IAS program).

Recommend earlier in the year to have a paper title list on the ESW website,  
for justifying attendance. Working on presentation to promote ESafC/ESW.

International – Dennis Neitzel

Recommend M.Valdes as Vice-Chair

Occupational Health and Safety – René Graves

No participation from members; working to increase involvement.

Recommend that if we have a newsletter, we could publish a schedule for S/C meetings.

Could have a calendar on website for S/C chairs, to minimize conflicts.

Paper Review – Daniel Doan

36 papers peer reviewed in 2017; 8 published in IAS Transactions;

5 published in IAS Magazine. 31 papers in progress in ScholarOne for 2018

Products and Services Development – Irozenell Pruitt

Issuing Electrical Safety Tips in month of May, working on collection of Safety Checksheets.

Publications – Thomas Domitrovich

Planning to put Presentations on website for download.

Would like to publish a compilation of Prize Papers from ESW,  
and 'Published (Mag,Trans) Papers from ESW.

Publicity Subcommittee – Tim Rohrer

Many promotions this year, though we missed some dates.

Working on content for YouTube presentation videos, paper abstracts.

Making an appeal for new S/C members

Technical Program Subcommittee – Ken White

Going well this year.

## 9. New Business

- a. Discussion item: Local committee must have Tours/Events information available for the website before registration opens. Some attendees are making their travel arrangements before tour information is available, so they don't have the option to attend.
- b. Report on the plans to have an ESW Costa Rica, scheduled for May 22 - 24, 2019 in San Jose, Costa Rica.
- c. Report on the plans for the 2019 ESW Brasil, which is still unscheduled but may be in July 2019.

10. Next meeting date and time – Sunday March 3, Noon to 5PM, Jacksonville, FL, USA

11. Motion to Adjourn – Steve Wilson, Second Danny Liggett – Approved

## Appendix A – Attendance

Last Name	First Name	Attended
Bugaris	Rachel	Yes
Doan	Daniel	Yes
Doherty	Mike	Yes
Domitrovich	Thomas	Yes
Floyd	Lanny	Regrets
Gordon	Lloyd	Regrets
Graves	Rene'	Yes
Hoagland	Hugh	Regrets
Liggett	Danny	Yes
Majd	Afshin	Yes
Neitzel	Dennis	Yes
Pace	David	Regrets
Prigmore	Jay	Yes
Pruitt	Irozenell	Yes
Roberts	Daniel	Regrets
Rohrer	Tim	Yes
Saporita	Vince	Yes
Seaver	Scott	Yes
Smith	Arthur	Yes
Sullivan	Paul	Yes
Tyler	Frank	Yes
White	Ken	Yes
Wilson	Stephen	Yes

# IEEE IAS Electrical Safety Committee Executive Subcommittee

March 18, 2018

Noon – 5PM CST

OMNI Hotel – Room: Stockyard 1





# Summary of Meeting Agenda

- Lunch/Introductions/Review Agenda
- Approval of Minutes from Jan 29, 2017 meeting
- Old Business from the Jan 29, 2017 meeting
- Report of A&N Subcommittee
- Reports from Regions
- Succession planning for subcommittees
- Reports from standing subcommittees
- New Business
- Adjourn



# Approval of Minutes

- Minutes from Jan 29, 2017 Executive Subcom meeting previously sent.

# Old Business

- Sign-up sheets at registration and exhibition - did any subcommittees successfully sign up any new members?
- Upcoming ESW Locations
  - – 2019: Hyatt Regency Jacksonville, March 5 – 8
  - – 2020:
- Succession planning spreadsheet (will discuss later in agenda)
- Other (?)

# Report from A&N Subcommittee

- Vince Saporita stepping down as Chair of the Awards and Recognition Subcommittee after 2018 ESW
- National Academy of Construction
- Updated ESW Logo versions
- Other (?)





# Report from Regions

- Presentation from Brazil (?)
- Presentation from India (?)
- Presentation from Costa Rica (?)



# Subcommittee Succession Planning

- Spreadsheet circulated early 2017
- Each subcommittee needs a plan for succession
- Send your information to Scott, cc: Dan
- (Anything else we want to highlight?)

# Academic Subcommittee

- 1 in-person meeting + a few email follow ups + 1 online meeting (Payman organizes Student session/had 2 Texas Power & Energy conferences (170 attendees, 2017). Wei-Jen teaches AF in his courses + Has 3 papers. Jay actively recruits PhD's with related background + Has 1 paper)
- 2 of the members hold faculty positions with their network of students (I/Jay have our own network of students)
- Presenting 2 papers at last ESW/another paper this year/one tutorial at PCIC/One IEEE PES local presentation
- We continue to offer a free copy of our software to all students for research/training purposes (EasyPower)
- Getting involved with Smart Grid community (invitation to start a common work or show their slides)

# Awards and Recognitions

- A&N approved the nominations for the Outstanding Service award, the Excellence in Prevention through Design Technical award, and the William C. Jordan award.
- As begun at the 2017 ESW, we no longer recognize those who received awards from other committees such as PCIC. This is to help elevate our Committee awards to the same level as the other committee's awards.
- We will continue to ask First Time Attendees, Senior and Fellow members to stand. We also honor the Safety-Related Standards Committee Members, such as members of NFPA 70E, and the NEC.

# Awards and Recognitions

## 2018 ESW Awards

- Senior Members stand
- Fellow Members stand
- First Time Attendees stand
- Safety-Related Standards Committee Members stand
- Prize Papers and Presentations
  - 1 Prize Paper and Presentation
  - 2 Second Place Papers and Presentations
  - 1 Third Place Paper and Presentation
- Outgoing ESW Chair Award
- Excellence in Prevention Through Design Technical Award
- Outstanding Service Award
- William C. Jordan Award

# Codes and Standards Sub-committee

Arthur Smith-Chair, Jeremy Smith-V-Chair, Mark Babb-Secy

## In 2017:

- IEEE-IAS-ESafeC sponsored Paul Sullivan for SCC18 Membership
- Coordinate Standards WG Meetings at ESW - Monday 3/19
  - P463 “Standard for Electrical Safety Practices in Electrolytic Cell Line Working Zones” 7:30-8:00 am
  - P1814 “Recommended Practice for Electrical System Design Techniques to Improve Electrical Safety” 8:00 to 10:00 am
  - P1584 “Guide for Performing Arc Flash Hazard Calculations” 10:00 to Noon
  - P1458 “Recommended Practice for the Selection, Field Testing, and Life Expectancy of Molded-Case Circuit Breakers for Industrial Applications” - *Published Jan 2018*

## In Progress:

- Promote ESafC members to sponsor in SCC18 – NFPA Code Making Process
- Explore New Codes and Standards to Development and Sponsor
- Develop Operating Procedures



# Construction Subcommittee

Discussion



# Corporate Relations Subcommittee

Discussion



# Early Career Development Subcommittee

- Chair – Jay Prigmore
- 6 members
- I decided to chair the committee after 2016 ESW.
- 2017 meeting summary.
  - No members attended the meeting and have failed to attend any online meetings.
- The present members have been more or less unavailable to participate in the meetings and phone calls.
- Focus during this ESW is to recruit new members who want to and have time to participate.

# Early Career Development Subcommittee

## Future Plans and Goals

- Recruitment –
  - Need members who actively want to and can participate.
  - Please encourage early career members to join this committee.
  - Will be actively attempting to recruit new members.
- ESW 2019 Goals –
  - Early Career (Young Professionals) welcome breakfast (similar to PCIC).
  - Dinner/Activity with more experienced professionals.
  - Go to contact (myself or another committee member) for attendees looking to meet people.
    - An early career development only event for attendees.
  - Funding to support/encourage attendance.



# Facilities and Finance Subcommittee

- Location Discussion



# Government, Regulator, Inspectors and Laboratory Subcommittee

Discussion

# Historical and Records Subcommittee

Lanny Floyd, Subcommittee Chair

**Scope of the Subcommittee** (as posted on the ESafC website)

- Develop and maintain historical materials and information of the life and evolution of the committee and the ESW.
- Information is to be kept on the committee website.
- Encourage individual and companies who have supported the committee or the ESW to submit memories.

## **Recent Activities**

1. Updated the ESW Body of Knowledge, which is a record of all presentations, papers, tutorials, key notes and student posters presented at the annual Electrical Safety Workshop. The current document posted on the ESafC website includes ESW 2017. The document will be updated to include ESW 2018 by April 1, 2018. The BoK is posted on the Committee Files webpage.

# Historical and Records Subcommittee

## **Recent Activities**

2. Updated the Awards and Recognition webpage to include the 2017 recipients of the William C. Jordan Award, the Outstanding Service Award and the Excellence in Prevention through Design Award. Will update by April 1 to include the 2018 recipients.

3. Updated the Committee Files webpage to include the current ESafC/ESW logo files.

4. Updated the Committee Files webpage to include the ESW Prize Paper Certificate template

5. Updated the Committee Files webpage to include minutes from the January 2017 meetings of the Executive Subcommittee and the Electrical Safety Committee.

## **Goals:**

1. Solicit appointment of a vice chair

2. Enhance efforts to archive and improve accessibility to photos, videos from the annual ESW



# IAS Committee Relations Subcommittee

Discussion



# Industry Segment Development Subcommittee

Discussion





# International Subcommittee

Discussion

# OS&H Sub-committee

## Chair Rene' Graves

- 2 meeting were attempted with zero participation by team members
- Contact was made with the Ft Worth ASSE and the Dallas ASSE Chapters to publish the ESW information on the local sites
- Email to all previously attended sub committee members as well as individuals identifying themselves as a “Safety Professional” was sent to try and increase the attendance at the 2018 OSH Sub Committee Meeting

# Paper Review Sub-committee

Members: Chair(Dan Doan), Vice-Chair(Ken White), 3 Associate Editors, 75 Reviewers

## **In 2017:**

36 Papers Reviewed in ScholarOne

(34 from ESW, 2 from IAS co-sponsored conferences)

8 Papers Published in IEEE Transactions

5 Papers Published In Industry Applications Magazine

## **In Progress:**

31 papers under review in ScholarOne

# Products and Services Sub-committee

Chair: Irozenell Pruitt

2017:

- Issued Electrical Safety Tips during the Month of May.

2018: In Progress

- Will issue the Electrical Safety Tips for the month of May.
- Provide a collection of editable Safety Check-sheets (such as):
  - Electrical Hazard Identification for Contractors
  - Electrical Hazards Assessment
  - Electrical Equipment Damaged due to Flooding
  - Annual Skills Audit
  - Electrical Victim Checklist
  - Electrician's Qualification Checklist
  - Job Briefing and Planning
  - Electrical System Review
  - Energized Work Permit
  - JSA



# Publications Subcommittee

Discussion



# Publicity (incl. Social Media)

**Chair:** Tim Rohrer

**Members:** David Pace, Lanny Floyd, Joe Barrios

**Wins:**

- Kristy Black Advert Consultant (David & Lanny)
- Promotion in IEEE Industry Applications (Lanny)
- Promoted ESW on Constant Contact, etc
- Promoted Webinars for Rachel Bugaris' Team

# Publicity (incl. Social Media)

## **Areas for Improvement:**

- Better Execution with Ads in Partner Publications
  - Better use of Promotional Calendar
  - Enlist Kristy Black to Execute Due Dates (David & Lanny)
- Missed 2016 Wrap-up Article in NETA (Tim)
  - Enlist Kristy Black to tweak previous content & execute (David & Lanny)
- Missed Several Promotional Dates (Tim)
  - Better use of calendar, automation & offload more to volunteer(s)

# Publicity (incl. Social Media)

## **Opportunities for Future Exposure:**

- Knowledge Bank on Website
  - Previous Papers (or even abstracts linked to IEEE purchase)
  - Other Free Content (Volunteer?)
  - Sample Posters & Signage (Volunteer?)
- YouTube Presentations
  - Not ALL presentations, but a targeted few
  - Give a flavor of what to expect (promotional value)
  - Save lives: Not everyone has the ability to get here, but everyone can see a presentation online



# Publicity (incl. Social Media)

## Statistics:

- Mailing List: 2,460
- LinkedIn Group: 3,387 (+3,894 in 70E/Z462 Group)
- FaceBook: 2,113
- Twitter: 355

# Publicity (incl. Social Media)

## Appeal for Volunteers:

- 4:00 Publicity Meeting
- Whiskey & Rye (just off the lobby)
  - complementary “refreshments”





# Technical Program Subcommittee

Discussion



# New Business

- Any items?



# Next Meeting

- Sunday March 3, 2019 Noon – 5PM
- Jacksonville, FL
- (Watch for updates.)



# Motion to Adjourn

- Thank you for attending!
- Reminder:
- Electrical Safety Committee Annual Meeting
- Tomorrow Monday 3/19, from 1 to 3 PM
- Texas Ballroom B&C
- with subcommittee meetings to follow