

# IEEE IAS Electrical Safety Committee Meeting **DRAFT MINUTES**

March 13, 2023 1-3pm PDT

Peppermill Resort Hotel. Reno, NV, USA

Tuscany Ballroom 9, 10

1. The meeting was called to order at 1:03pm by Dan Doan.
2. Attendance sheets were circulated and signed by those present. A total of 70 people signed the attendance sheet, including 23 of 33 voting members. 1 voting member was present virtually.
  - a. The current list of voting members was reviewed.
  - b. A quorum was established.
3. The agenda was reviewed. A motion to approve the agenda was made by Lanny Floyd and seconded by Scott Seaver. The agenda was approved unanimously.
4. The minutes from the 2022 Meeting were previously distributed electronically to members.
  - a. The minutes were reviewed.
  - b. A motion to approve the minutes was made by David Pace and seconded by Frank Tyler. The minutes were approved unanimously.
5. The Report from Chair was given by Dan Doan.
  - a. The proposed changes to the ESafeC Operating Manual were reviewed: technical SC, awards & recognition SC, clarifications to language. A motion was made to accept the changes to the ESafeC Operating Manual by Steve Wilson and was seconded by Scott Seaver. The motion was approved unanimously.
  - b. The renaming of the Outstanding Service Award was reviewed, David Pace spoke to the actions proposed. Lanny Floyd spoke to his acceptance, reviewing the accomplishments of Bill Jordan and Don Zipse, as well as other pertinent history.
6. Dan Doan spoke to the progress of the IEEE Smart Village –
  - a. Participation in SQRS subcommittee
  - b. The need for basic training modules was detailed, and the SQRS Chair Bruno Lequesne was sent a list of recorded ESW presentations from 2021, 2022 for his consideration.
7. Incoming ESafeC Secretary: Dan Doan reported that Paul Sullivan was recommended for the position. Marcelo Valdes made a motion to accept the nomination of Paul, Scott Seaver seconded the motion. The motion was approved unanimously.
8. ESafeC Committee Officers Update: Dan Doan reviewed this information.
  - a. Recognition was given to the contributions of Rachel Bugaris, who had to resign for personal reasons. Per the bylaws, Daniel Roberts was appointed to complete her term until today.
  - b. Doan explained that the normal progression would be for Rachel to serve 2 years as Chair, Hill as Vice Chair, Sullivan for two years as Secretary. Given that Rachel is not available, Doan was asked to stay on for an additional year, then Hill and Sullivan would move on to the Chair and VC roles, and a new secretary would be located in less than one year.
9. ESafeC Subcommittee chairs gave a brief report on the activities of each subcommittee. Details are in the attached slides.
  - a. Electrical Safety Workshop – Scott Seaver

- Scott noted that the ESW S/C did not want to have 2 Virtual ESWs in a row, and therefore ESW 2022 took place in person—ESW 2023 continues the in person conference approach.
- b. International Development – Marcelo Valdes
  - The focus is on South America, in particular Colombia.
  - Marcelo called for volunteers, that Marcelo can get anyone in contact with the local committees of international ESW type events—papers, presentations, training
  - Marcelo needs a Vice Chair.
- c. Academic Development – Jay Prigmore for Afshin Majd
- d. Construction – Eric Campbell
  - Goals: to reach out to local IBEW chapters; to reach out to IAEI
- e. Early Career Development S/C – Jay Prigmore
  - Jay's biggest challenge has been getting rid of the turnover
  - He is looking for members
- f. Government, Regulators, Inspectors & Labs – Lloyd Gordon
  - Goals include getting members of NASA and IAEI to participate at ESW
- g. IAS Committee Relations – Matt Hussey
  - No report.
- h. Industry Segment Development – Jeff Glenney
- i. Occupational Health & Safety – René Graves and Jeremy Presnal
- j. Ad Hoc Subcommittee: "Shock Culture"
  - Mark Scott presented a short update on the progress—it is still in its infancy, defining direction. There is a presentation tomorrow for 30 minutes discussing the issues.
- k. Codes and Standards - Lloyd Gordon for Arthur Smith
- l. Paper Review – Zarheer Jooma
  - Zarheer reviewed the paper-conference-review process, with some in depth information
  - Zarheer requested all present to fill out the form at ESW to volunteer to review papers, there is a critical need for more reviewers, and for responsive reviewers.
- m. Technical Program – Mark Scott
  - Paper mentoring efforts are underway, and the push is to expand it.
  - There is a need for help managing a Body of Knowledge (BOK) currently in Excel via pivot tables and routine updates
- n. Awards & Recognition – Scott Seaver for Kevin Lippert
  - A request by Dan Doan for all to submit nominations was made when the call for them is issued. This would include awards and IEEE Senior and IEEE Fellow nominations.
- o. Facilities & Finance – Steve Wilson
  - Steve gave recognition to Vice Chair Rene Graves for all her work during the ESW 2022 efforts, and she is continuing to support the ESW 2023 and beyond.

- p. Historical & Records S/C – Lanny Floyd
    - Lanny pointed out that the ESafeC website is currently being updated, and that the update will incorporate ESW history.
  - q. Publicity & Media - Nehad El-Sherif
    - The work with our media partners was emphasized.
    - Two websites: ESafeC and ESW, the distinction was explained and reviewed by Nehad.
  - r. Advisory & Nominations- Dan Doan
10. Business from Executive Subcommittee Meeting (held yesterday) was covered by Dan Doan
- a. Succession planning for subcommittees was discussed by Dan Doan. – see slide
    - i. Dan encouraged all Subcommittee Chairs yesterday to build a bench for backup.
    - ii. Dan encouraged all S/C Chairs to have a Vice Chair for immediate backup, and for possible succession. Have a plan, don't leave it to chance, it will not succeed without a plan.
11. 2023 ESW Introduction was given by Mark Scott.
12. 2024 ESW Announcement – Tucson, AZ USA – Jay Prigmore spoke on behalf of this upcoming workshop.
- a. Call for Papers, Presentations, and Tutorials
  - b. Review of the facility.
13. 2025 ESW Announcement – Jacksonville, FL USA – Zarheer Jooma spoke to this event.
14. New Business.
- a. David Pace clarified that you can participate in a SC without being an IAS member.
15. A motion to adjourn the meeting was made by Steve Wilson and seconded by Mike Doherty.  
Dan Doan adjourned the meeting at 2:45pm.

# IEEE IAS Electrical Safety Committee Annual Meeting – Reno, NV March 13, 2023



# Establishment of Quorum

- Requires over 50% of the voting members attending or connected
- **Note**: if you would like to become a 'voting member', please contact the ESafeC Chair



# Electrical Safety Committee - Voting Members

Eric Campbell

Eva Clark

D Ray Crow

Payman Dehghanian

Daniel Doan

Paul Dobrowsky

Mike Doherty

Thomas Domitrovich

Nehad El-Sherif

Lanny Floyd

Jeff Glenney

Lloyd Gordon

Rene' Graves

Dennis Hill

Hugh Hoagland

Matt Hussey

Zarheer Jooma

Kevin Lippert

Afshin Majd

Daleep Mohla

Dennis Neitzel

David Pace

Jay Prigmore

Daniel Roberts

Tim Rohrer

Vince Saporita

Mark Scott

Scott Seaver

Arthur Smith

Paul Sullivan

Frank Tyler

Marcelo Valdes

Stephen Wilson



# 2023 Agenda

1. Call to order
2. Roster
  - a. Display membership requirements and member list
  - b. Determine if a quorum exists
3. Review Agenda
4. Approval of Minutes from 2022 Meeting
  - a. Revisions and/or Motion to approve
5. Report from Chair
  - a. Changes to the ESafeC Operating Manual
    - i. Motion and vote to accept changes
  - b. Award Name Change (LF)
    - i. A&N Approval for Name Revision
    - ii. LF speaks to Name Change
  - c. IEEE Smart Village - Participation in 'Safety, Quality, Reliability and Standards' Committee
  - d. Next ESafeC Secretary (PS)
    - i. Motion and vote to accept changes
  - e. ESafeC Officer Updates and Changes
    - i. Resignation of Vice Chair
    - ii. Appreciation for Previous Vice Chair
    - iii. Temporary Daniel Roberts VC Appointed by Chair until April 2023
    - iv. April 2023:
      1. Dan Doan, Dennis Hill, New Secretary for one year
      2. Progression and another new Secretary
6. Introduction and Summary Reports from Subcommittee Chairs
  - Provide forums for people to meet and exchange ideas
  - a. ESW S/C – Scott Seaver
  - b. International Development S/C – Marcelo Valdes
    - Link professionals, practitioners, and centers of excellence
  - c. Academic Development S/C – Afshin Majd
  - d. Construction S/C – Eric Campbell
  - e. Early Career Development S/C – Jay Prigmore
  - f. Government, Regulators, Inspectors & Labs S/C – Lloyd Gordon
  - g. IAS Committee Relations S/C – Matt Hussey
  - h. Industry Segment Development S/C – Jeff Glenney
  - i. Occupational Health & Safety S/C – René Graves



# 2023 Agenda

- Accelerate advancements in development and application of technology, work practices, standards, and regulations

j. Update- Shock Culture: Mark Scott

k. Standards S/C – Arthur Smith

l. Paper Review S/C – Zarheer Jooma

m. Technical Program S/C – Mark Scott

- Administrative

n. Awards & Recognition S/C – Kevin Lippert

o. Facilities & Finance S/C – Steve Wilson

p. Historical & Records S/C – Lanny Floyd

q. Publicity & Media S/C – Nehad El-Sherif

r. Advisory & Nominations S/C – Dan Doan

7. Business from Executive Subcommittee Meeting

8. 2023 ESW Introduction – Mark Scott

9. 2024 ESW Announcement – Tucson AZ, USA – Jay Prigmore

a. Call for Papers, Presentations, and Tutorials

10. 2025 ESW Announcement – Jacksonville, FL – Zarheer Jooma

11. New Business

a. ~~Update- IEEE 3007.xx Needs. Marcelo Valdes~~

b. Other

12. Motion to Adjourn

Subcommittee meetings to follow – see EventMobi for details



# Approval of 2023 Agenda

- Dan Doan
- All

## IEEE IAS Electrical Safety Committee Meeting Agenda

March 13<sup>th</sup>, 2023 1-3pm Pacific Daylight Time

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# Approval of 2022 Minutes

- Dan Doan
- All

## IEEE IAS Electrical Safety Committee Meeting **MINUTES**

March 7, 2022 1-3pm Eastern


Hyatt Regency Jacksonville Riverfront Hotel. Jacksonville, FL, USA

The River Terrace 2 Room

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2. Attendance sheets were circulated and signed by those present. A total of 70 people signed the attendance sheet, including 21 of 36 voting members. 8 voting members were present virtually.
  - a. The current list of voting members was reviewed.
  - b. A quorum was established.
3. The agenda was reviewed. A motion to approve the agenda was made by Daniel Roberts and seconded by Daleep Mohla. The agenda was approved unanimously.
4. The minutes from the 2021 Meeting were previously distributed electronically to members.
  - a. The minutes were reviewed. Steve Wilson mentioned the discrepancy in the future ESW Chairs noted in Item 13. The future list was correct at the time of the meeting, and note was made to ensure that future documents reflected the revised list of future ESW Chairs.
  - b. A motion to approve the minutes was made by Steve Wilson and seconded by Lloyd Gordon. The minutes were approved unanimously.



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# Report from Chair

- Dan Doan, Next Slides



# Committee Operating Manual

- Changes to ESafeC Operating Manual
  - Addition to the section for Technical Program S/C
  - Addition to the section for Awards and Recognition S/C
  - Minor editing to clarify wording throughout
  - Draft sent by email to voting members
- Motion and vote to accept changes



# Renaming the Outstanding Service Award

- Action of the Advisory & Nominations S/C
- Initiated by David Pace



# "H. Landis Floyd Outstanding Service Award"

- In recognition of Lanny's many contributions to the Committee



# IEEE Smart Village

- Safety, Quality, Reliability, and Standards Subcommittee (SQRS)
- S/C Chair Bruno Lequesne, many int'l attendees
- Attending this S/C to contribute as needed for electrical safety
- Looking for basic training modules that can be fit to the needs of the ISV projects and their users
- Sent list of recorded ESW presentations from 2021, 2022



# Incoming Committee Secretary

- Nominated by the Advisory & Nominations S/C:

Paul Sullivan

- Motion made by the A&N S/C
- Second?
- Vote



# Committee Officers Update

- Vice Chair, Rachel Bugaris, has resigned for personal reasons.



# Recognition and Thanks- Rachel Bugaris

- ESafeC Secretary 2020-2021
- ESafeC Vice Chair 2022-2023
- Chair - Industry Segment Development S/C 2016-2020
- Excellence in Prevention through Design Award – 2022
- Papers – 6 published in Industry Applications Magazine, 1 in Transactions



# Committee Officers Update

- Vice Chair, Rachel Bugaris, has resigned for personal reasons.
- Per Bylaws, Daniel Roberts is appointed as Vice chair to fill term



# Committee Officers Update

- Vice Chair, Rachel Bugaris, has resigned for personal reasons.
- Per Bylaws, Daniel Roberts is appointed as Vice chair to fill term
- Normal officer progression for next 2 years would be:  
Chair – Bugaris, Vice Chair – Hill, Secretary – New Officer voted in
- A&N S/C recommends that Dan Doan stay on as Chair for 1 year
- 2023-2024: Chair – Doan, Vice Chair – Hill, Secretary – New Officer



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# ESW – Organizing Subcommittee

The ESW Subcommittee plans, organizes and runs the annual ESW.

Scott Seaver – Chair

Mark Scott - Vice Chair

Jay Prigmore – Vice Chair

Rene' Graves – Secretary

## 2022 Activities

- Examine options for ESW
- Work with local committee on all aspects of product delivery
- Develop relationship with Tucson Hotel
- Maintain Finance Chair responsibilities



# ESW – Organizing Subcommittee

## 2023 Initiatives

- Re - name Outstanding Service Award
- Negotiate/Deliver future contracts
- Interview and Establish New Event Planner
- Develop Vice Chairs for every role
- ESW Operating Manual review and maintenance
- Continued work with A & N and IAS



# International Subcommittee

**Marcelo Valdes – Vice Chair needed; Secretary Needed**

2021 Activities... Some emails exchanged and leadership identified for a future conference in China.

However,...Covid... did not seem appropriate to schedule a conference

China's Covid situation may make it difficult to plan a conference in China even after ROW comes to grip with "endemic" Covid...

And now...political/security concerns?

Focus shifting to South America!



# International Subcommittee, Marcelo Valdes Chair

## 2023. Focus on a successful South American Conference in Colombia for 2024!

- Chair identified: Prof. Ariel Guzman, Electrical Eng. Prof. Universidad Nacional de Colombia, Manizales campus. President IEEE student chapter at the Colombian national University, Manizales campus.
- Local committee being formed: Including Asst. Prof. David Felipe Celeita, PhD Eng. Energy Department Director, Systems Engineering, Science & Technology School, Universidad del Rosario (Bogotá)
- Several volunteers involved: (John Nelson, Jimmy Guerrero, Mario Aleman [Nicaragua]), Esperanza Susana Torres (University of Edinburgh, Scotland & Colombia)
- Brazil is ongoing next expected Salto city, São Paulo state, in October 2023  
<http://www.ieee.org.br/eswbrasil>
- Costa Rica: IAS people from CR at this ESW. Committee provided discount on hotel rooms

**Europe** ← no activity

**Africa** ← no activity by ESW, Power Africa is always interested in participation from ESW folks, contact John Nelson

**China** ← previous discussions, however, due to Covid and other concerns on back burner?

**India** ← no activity

**Rest of Asia** ← no activity



# Academic Subcommittee

Afshin Majd – **Chair** Dr. Dehghanian - Vice Chair; Dr. Prigmore - Secretary

## 2022 Activities and Initiatives

- **Chair: Hiring one intern student, IEEE IAS/PES Santa Clara Valley Talk on**
- “Large Inverter based Medium Voltage Microgrids” 10.07.22
- **Prof. Dehghanian:** ESW 2022 Student Program Chair/Hosting several IEEE IAS Webinars
- **Prof. Lee:** Ms. Kaynat Zia, has presented "A Zero Bouncing Circuit for Battery Short-circuit Model Development" in ESW-Student-Research-Poster.
- **Dr. Prigmore:** Chair of the 10th Annual Texas STEM Conference at Lamar University on Nov. 5th, 2022 ([website](#)) Commencement speaker in May 2023 for the Lamar University Engineering College Graduation.



# Construction Subcommittee

## Officers:

- Eric Campbell – Chair
- Robert Spang - Vice Chair
- Terry McKinch – Vice Chair
- Mark Wallace - Secretary

## Staff Augmentation

- Robert LeRoy – Communications WG Leader
- Michael J. Powers – Working Group Leader at Large
- Scott Mitchell - Working Group Leader at Large
- Jason Wolf – Working Group Leader at Large
- Frank Foote - Outreach



# Construction Subcommittee

## 2022 Activities

- Quarterly meetings with committee officers
  - Org. Chart development
  - Refinement of communication – Outlook Group emails
  - Mentoring for authors
- Tutorial Development: None during 2022
- Paper Development: None during 2022

## 2023 Initiatives

- Regular and consistent communication with committee officers with clearly defined goals
- Maintain mailing list for ease of communication with members
- Promote development of 'Abstracts' and reinforce peer/mentor circles for authors
- For each ESW, Industry outreach specific to region.



# Construction Subcommittee

## 2023 Initiatives

- Regular and consistent communication with committee officers with clearly defined goals
  - Q1 – ESW recap, call for papers/tutorials, evaluate potential group activities at following conference (golf, run, tours)
  - Q2 – Peer/mentor communication, look-ahead to next ESW, outreach planning
  - Q3 - Peer/mentor communication, look-ahead to next ESW, outreach status
  - Q4 – Upcoming ESW promotion



# Early Career Development Subcommittee

Jay Prigmore – Chair   Christa Swafford - Vice Chair; N/A - Secretary

## 2022 Activities

- Retain Membership
  - High turnover
  - Low attendance in meetings
- First Time Attendees Mixer
- Gauge participation with early career attendees



# Early Career Development Subcommittee

## 2023 Initiatives

- Grow the subcommittee
  - Need ESW multi-year attendees
- Continue first time attendee mixer (Tuesday Night @ 5:30 pm in Tuscany 10/11)
- Develop a “speed” mentoring event for ESW 2024
- Implement a training course or tour of a local facility
  - Hands-on electrical auditing
  - Hands-on writing work permits
  - Hands-on relay programming/event downloads
- Confirm committee officers



# Government, Regulator, Inspectors, and Laboratory Subcommittee

Chair – Lloyd B. Gordon, Vice-chair – Ernst Esch, Secretary – to be selected

- Government labs now engaged: DOE, NASA, Army Research Lab, Navy
- Activities over the past year:
  - NASA is developing a new process for Electrical Risk Assessment for R&D work
  - Completing a unified electrical safety program in DOE's NNSA (LANL, LLNL, SNL, NNSS)
  - Army Research Laboratory continues implementing process to assure R&D equipment is safe
- Topics for subcommittee meeting this afternoon (March 13, 2023)
  - Assure participation by government, university and industrial research in new IEEE Risk Assessment Standard
  - Discuss interchange of Best Practices and methods among IEEE and Government/Labs
  - Discuss level and method to engage Regulators and Inspectors



# IAS Committee Relations

- Matthew Hussey



# Industry Segment Development Subcommittee

Jeff Glenney – Chair

Diana Jones – Vice Chair

- Thank you to Matt Hussey who stepped down as Vice Chair due to change in employment
- Thank you to Diana Jones for stepping up into the role

## 2022 Activities

- Almost monthly Virtual meetings
  - using Collabrotec for minutes and sharing materials
- Continued to share previously presented ESW content through the IAS Webinar Series <https://ias.ieee.org/education/webinars.html>
- completed 2 out of 4 planned webinars
- brainstorming and working on safety shared that can be used as another method of ESW promotion



# Industry Segment Development Subcommittee

## 2023 Initiatives

Continue with 2 webinars of ESW content for promotion

Increase members and create a few safety briefs that can be shared in 2024

Let it be known that the IEEE ESW slide Promoting next years conference is available for use by any member that wants to promote the conference.

Calling all Vendors to help promote the conference when they are out visiting customers and doing presentations



# OSH Safety Sub-Committee

Co-lead by: Rene' Graves &  
Jeremy Presnal



# OSH S/C Executive Summary

## Committee Composition & Cadence

- Co-Chairs: Rene & Jeremy
- Vice Chair & Secretary Roles vacant
- Committee volunteers: approximately 58 participants in 2022 (increase from 38 ) ↑
  - Lost approx. 4, Reason for reduction generally no long in the position or retired
- Number of meetings in 2022 – 8
- Meeting Cadence:
  - Virtual meetings monthly (except for November & December)
  - In person committee meeting is facilitated at ESW (next meeting 3/13 in Tuscany 8)
- Average attendance:
  - Virtual monthly meeting: 4-6 people
  - In person: 12 – 15 people (2022) NOTE: this was first in person since ESW 2020



# OSH S/C Executive Summary

- **Topics of discussion**

- Strengthening electrical safety content matter for BCSP certification exams
  - Exam questions submitted in Q4 – 2021 and follow up w/ contact again in Q1 – 2023 which led to little progress
  - Continued discussion on further efforts w/ BCSP, but at this time we have yet to get traction with Exams Director due to concerns of curriculum being developed outside the current BCSP process
  - Other avenue consists of OSH S/C Team Members applying to be on the exam update review team on next cycle
  - We have several BCSP certification holders, (e.g., CSP, OHST, CHST, SMS, etc.) and this could be an option if we are unable to make additional progress w/ current contacts
  - Possibly an alliance could be created for future dialogue



# OSH S/C Executive Summary (cont.)

- **Topics of discussion**

- Brainstorming on how to increase safety professionals and supervisors' knowledge in the field of electrical safety – in progress!
  - Team identified and reviewed opportunities to present meaningful presentation for OSH Professionals on Electrical Safety for the following conferences:
    - *NOTE: Workshop Proposal by J. Presnal & R. Graves was accepted (see next slide)*
  - Safety 2023 (National ASSP Professional Development Conference)
  - National OSHA VPPPA Conference (Voluntary Protection Program Partnership Association)
  - National Safety Council
  - Other large industry specific and / or regional venues



# OSH S/C Executive Summary (cont.)

## **ASSP 2023 PDC (June 7<sup>th</sup>, San Antonio, TX)**

- Presentation / Workshop 6074: “The Shocking Truth”
- Learning Outcomes:
  - Highlight a case for change and important injury facts regarding the frequency and the direct / indirect effects of electrical shock injuries (e.g., shock sequela, studies, and research)
  - Facilitate an increased understanding in the recognition and control methods of common shock hazards and techniques / best practices to mitigate risk in the workplace.
  - Provide tangible tools and takeaways for the safety professionals to apply in their workplace

NOTE: the presentation is in development and after used at the PDC, framework / content can be re-used for other presentation opportunities by other OSH S/C Committee Members. If we can divide and conquer it is possible we could hit 2 – 3 conferences per year.



# OSH S/C Executive Summary (cont.)

## ASSP 2023 PDC (June 7<sup>th</sup>, San Antonio, TX)

- Presentation / Workshop 6074: “The Shocking Truth”
- This dynamic presentation will challenge and equip attendees with a new or renewed focus on electrical safety and the effects of significant incidents to their workforce.
- Although many advancements have been made in reducing the risk, likelihood and severity of arc flash injuries, the fact is electric shock is still the leading cause of electrical SIF events.
- A case for change will be facilitated that walks through alarming facts of electrical events and important injury facts regarding the frequency and the direct / indirect effects of electrical shock injuries (e.g., shock sequela, studies, and research).
- The presentation will cover key elements of the overall electrical safety program, electrical risk assessment, training, auditing, and other best practices to minimize the risk of an electric contact event.



# Plans for 2023

- Continue to hold virtual meetings and annual in person
- Solicit committee feedback on 2023 meeting cadence / schedule
- Evaluate interest in holding future committee social event (happy hour)
- Determine appropriate next steps (if any) w/ BCSP
- Complete buildout of ASSP Presentation and execute in June
- Continue brainstorming further topics and conference opportunities
- Discuss alliance opportunity with ASSP and facilitate online webinar



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9. 2024 ESW Announcement – Tuscon AZ, USA – Jay Prigmore

a. Call for Papers, Presentations, and Tutorials

10. 2025 ESW Announcement – Jacksonville, FL – Zarheer Jooma

11. New Business

a. ~~Update- IEEE 3007.xx Needs: Marcelo Valdes~~

b. Other

12. Motion to Adjourn

Subcommittee meetings to follow – see EventMobi for details



# Ad Hoc Committee on “Shock Culture”

- Mark Scott

Short update on progress.



# Standards Development Subcommittee

Chair - Arthur Smith, Vice-Chair – Lloyd Gordon, Secretary – Open

## Standards Development Subcommittee Status:

1. *IEEE Industry Applications Society Electrical Safety Committee (ESafeC) Standards Subcommittee Policies and Procedures for Standards Development remain valid until December 31, 2026*
2. *IEEE SA financial certification form for the Electrical Safety Committee Standards Subcommittee submitted and approved*

## New Standards Development:

*Proposed Project Authorization Request Pre-PAR Exploratory Meeting:*

*Electrical Safety Risk Assessment* - *The purpose of this meeting is to explore interest in developing a PAR Study Group on this topic - Lloyd B. Gordon*

## Standards Working Groups Meeting at Monday morning before ESW:

1. **1584.2** - *Guide and Checklists for the Data Collection for Performing an Arc-Flash Hazard Calculation Study in Accordance with IEEE Std. 1584™ and IEEE Std.1584.1™ for Systems Operating at Three-Phase 50/60 Hz Alternating Current (AC) 1000 V and below*
2. **P1683** - *IEEE Guide for Motor Control Centers Rated up to and including 600 V AC or 1000 V DC with Recommendations Intended to Help Reduce Electrical Hazards*
3. **P1814** - *Recommended Practices for Electrical System Design Techniques to Improve Electrical Safety*
4. **P2969** - *Guide for Continuous Thermal Monitoring of Switchgear and Motor Control Centers up to 52 kV*



# Paper Review Sub-committee

- Members

- Chair: Zarheer Jooma
- Associate Editors: Paul Sullivan, Al Havens

- Previous chair Ken White: happily retired, actively mentoring in 2022
- Previous approach:
  - Submit all papers (request student papers), review
  - Problem: many reviewers wasted time since authors a) not interested in publishing, b) unwilling to process 20%-30% change
- New approach
  - Invite authors to submit (motivate the benefit of review of publication)
  - Pros: Optimized workload on reviewers / fewer reviews required; interested authors, driven to comply with timelines
- 2023 Goals
  - Increase submittals by interacting with authors during conference
  - Increase reviewers through networking by creating awareness



# Paper Review Sub-committee

- Members
  - Chair: Zarheer Jooma
  - Associate Editors: Paul Sullivan, Al Havens

	2022
Total Potential Papers from ESW 2022	37
Papers were Reviewed in ScholarOne	13
Papers under review	0
Papers sent to Industry Applications Magazine	2
Papers sent to Transactions	5
Reviewers Invited/ Declined/Agreed/Completed	152/95/46/38



# ESafeC Technical Subcommittee

## 2022 Activities

Mark Scott – Chair, Al Havens – Vice Chair, Lloyd Gordon – Secretary

- Revised the ESW Presentation Powerpoint template.
  - Updated PPT Deck reviewed and submitted to 2022 ESW organizing committee.
- Worked on Member/Topic Survey
  - Scope is limited to identifying future technical topic interests
  - Try to capture power engineering people, not just T&D or PCIC
- Created Paper mentorship program as new initiative. At the 2022 ESW
  - Set up short breakout sessions on Tuesday and Thursday at the ESW right after presentations.
  - Put info on the ESW slide loop.
- Body of Knowledge document:
  - Committee agreed to take responsibility for updating the BOK.
  - Lacking resource to curate long-term.
  - Looked at recruiting a volunteer during ESW 2022. No person identified.



# ESafeC Technical Subcommittee

## 2023 Initiatives

- Before June send out acceptance with templates and guides, include key elements in PowerPoint template
- Member/Topic Survey
  - Review 2023 ESW Survey Results
  - Identify leading Topics for Author recruitment for 2024 and beyond ESWs
- ESW Paper Mentorship Program
  - Promote – buttons, slide at 2023 ESW
  - Review 2023 ESW Success
  - Evaluate 2023 ESW interests and Mentoring Opportunities, recruit Mentors
  - Pair the 2023 ESW mentors with mentees for 2024 ESW Submissions
- Body of Knowledge document
  - Needs a good pivot table skillset
  - Discuss recruiting opportunity at 2023 ESW
  - Need to post high level report on ESW website



# Awards & Recognitions Subcommittee

Kevin Lippert – Chair; Scott Seaver-Vice Chair; Open-Secretary  
2023 Initiatives

## Outgoing Subcommittee Chairs

- Outgoing Subcommittee Chairs
  - None
- Outgoing ESW Chair
  - Mark Scott

## Prize Papers and Presentations Awards from 2022 ESW•

## Committee Awards

- Excellence in Prevention Through Design Award
  - Albert Marroquin
- Outstanding Service Award
  - Eva Clark
- Technical Achievement Award
  - Lloyd Gordon
- Young Professional Award
  - Zhenyuan Zhang
- William C. Jordan Award
  - Steve Wilson



# Facility & Finance Subcommittee

Stephen Wilson – Chair   Rene' Graves – Vice Chair

## 2022 Activities

- Participated on IEEE Conference Finance Committee
  - Reviewing and commenting on new finance and contract applications
- Received training in new IEEE Finance and Contract systems
- Participated on ESW Subcommittee
- Assisted 2022 & 2023 ESW Chair – finance, contracts
- Training of Vice Chair



# Facility & Finance Subcommittee

## 2023 Initiatives

- Assist on evaluating companies to replace Glass & Associate
- Review 2022 ESW Audit Report
- Submit 2023 ESW Financial Statement
- Continue participation in IEEE Conference Finance Committee
- Participate on ESW Subcommittee
- Assist 2023 ESW Chair – finance, contracts
- Assist 2024 ESW Chair – finance, contracts
- Complete training of new ESW Treasurer



# Historical & Records Subcommittee

Lanny Floyd – Chair

David Pace – Vice Chair

## **2022 Activities and Initiatives**

1. Added “Celebrating 30 Years...” IEEE IA Magazine article to ESafeC History page

## **2023 Plans**

1. Photo Gallery links for ESW 1995 – 2022 are broken. Currently developing a solution to enable public access to these photo galleries.
2. Assist in updating ESafeC website 2023 info



# Publicity & Media Subcommittee

Nehad El-Sherif – Chair   Vice Chair – Gurbinder Kooner   Secretary – Open

## 2022 Activities

- Media Partner agreements with and attendance from:
  - EC&M magazine
  - ESFi
- Promotions of ESW from:
  - Power Sources Manufacturers Association
  - Electrical Business magazine
  - eHazard
  - EC&M magazine
  - NETA
- Promoting ESafeC and ESW on social media



# Publicity & Media Subcommittee

## 2023 Initiatives

- We expect 5 or 6 Media Partners to attend the ESW and Expo
- We expect IEEE IAS and ESFi to attend as media partners
- Several have promoted ESW but will not be attending (e.g., EB Magazine)
- Working with Kristy Black to develop scope of work and cost estimates for the work she does/will do for the ESW Committee and the ESafeC.
- Working with Kristy Black to develop a “Media Partner Calendar”, which would have due dates for promotional materials to be sent to our partners
- Promoting Media Partner multi-year agreements



# 2023 Agenda

- Accelerate advancements in development and application of technology, work practices, standards, and regulations

j. Update- Shock Culture: Mark Scott

k. Standards S/C – Arthur Smith

l. Paper Review S/C – Zarheer Jooma

m. Technical Program S/C – Mark Scott

- Administrative

n. Awards & Recognition S/C – Kevin Lippert

o. Facilities & Finance S/C – Steve Wilson

p. Historical & Records S/C – Lanny Floyd

q. Publicity & Media S/C – Nehad El-Sherif

r. Advisory & Nominations S/C – Dan Doan

7. Business from Executive Subcommittee Meeting

8. 2023 ESW Introduction – Mark Scott

9. 2024 ESW Announcement – Tuscon AZ, USA – Jay Prigmore

a. Call for Papers, Presentations, and Tutorials

10. 2025 ESW Announcement – Jacksonville, FL – Zarheer Jooma

11. New Business

a. ~~Update- IEEE 3007.xx Needs: Marcelo Valdes~~

b. Other

12. Motion to Adjourn

Subcommittee meetings to follow – see EventMobi for details



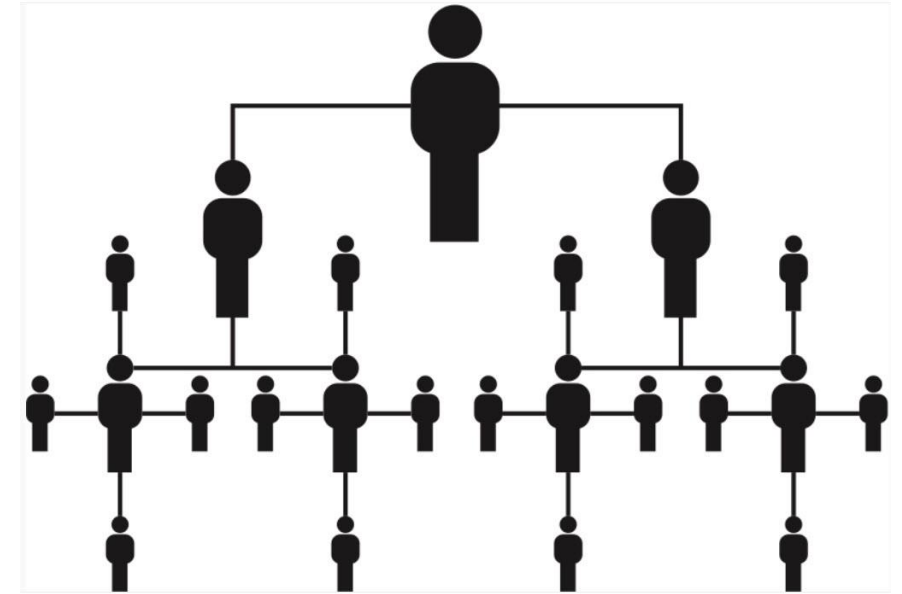
# Business from Executive Subcommittee

- Succession Plans



# Succession Planning for Subcommittees

- Open Positions
  - Vice Chair
  - Secretary
- Succession
  - Actively discussed within the S/C
- Look to get more involved
  - Who is attending ESW?
  - Who wants to be more active?



# Future ESW Dates and Locations!

- March 13-17, 2023
  - Peppermill Resort Reno, NV
  - Chair: Mark Scott
- March 4-8, 2024
  - El Conquistador Tucson, AZ
  - Chair: Jay Prigmore
- March 3-7, 2025
  - Hyatt Regency Jacksonville Riverfront Jacksonville, FL
  - Chair: Zarheer Jooma
- March X-X, 2026
  - TBD
  - TBD



Mark Scott



2023 ESW

March 13 - 17, 2023

Peppermill Resort Reno, NV



Jay Prigmore



March 4 – 8, 2024

El Conquistador Tucson, AZ

Call for Proposals



Zarheer Jooma



March 3 – 7, 2025  
Hyatt Regency Riverfront  
Jacksonville, FL



# New Business

?????



# Next “In-Person” Meeting

- Monday March 4, 2024 at El Conquistador – A Hilton Property in Tucson, AZ USA



# ESafeC Subcommittee Meetings

TIME					
	Tuscany 7	Tuscany 8	Tuscany 11/12	Tuscany 9	Tuscany 10
13:00			<b>Electrical Safety Committee</b> Dan Doan		
13:30					
14:00					
14:30					
15:00	Early Career Development Subcommittee Jay Prigmore	Occupational Safety and Health Subcommittee Rene' Graves	Construction Subcommittee Eric Campbell	Technical Program Subcommittee Mark Scott	Standards Development Subcommittee Arthur Smith
15:30					
16:00					
16:30	Government, Regulator, Inspectors and Laboratory Subcommittee Lloyd Gordon	Industry Segment Development Subcommittee Jeff Glenney	International Subcommittee Marcelo Valdes	Paper Review Subcommittee Zarheer Jooma	IAS Committee Relations Matt Hussey
17:00					
17:30					



# Motion to Adjourn

- 1<sup>st</sup>
- 2<sup>nd</sup>

# ADJOURN



# IEEE INDUSTRY APPLICATIONS SOCIETY ELECTRICAL SAFETY COMMITTEE OPERATING MANUAL

Amended and Approved March 7, 2022  
Draft Change Jan 18, 2023

## 1.0 Purpose

This Operating Manual supplements the Electrical Safety Committee (the Committee) Bylaws and is designed to assist members to effectively administer Committee activities. All the statements of policy contained herein have been approved by the Committee and can be changed only with the approval of the Committee.

## 2.0 Committee Membership, Organization and Review

### 2.1 General

Committee and Subcommittee membership and structure are described in the Bylaws.

### 2.2 Membership Review

Members are expected to take an active part in the functions of the Committee and its activities. Evidence of active participation shall include but is not limited to one or more of the following: attendance at meetings of the Committee, active participation in Subcommittees, and timely completion of assigned duties.

The Chair shall review the Committee membership roster annually to identify members who are not actively involved in the functions of the Committee. The Chair shall contact those members to determine whether they **intend to participate actively in the future or wish to be dropped from the membership roster**. Those members identified by the Chair who are not actively involved and show no interest in becoming active members shall be dropped from the membership roster with the concurrence of the Executive Officers and in consultation with the A&N Subcommittee.

Any member who is absent or not excused by the Chair for two consecutive Committee meetings should not be considered for reappointment. A member may submit to the Chair a written notice of an extended absence that demonstrates continued interest and activity in the Committee.

## 3.0 Duties of Executive Officers

### 3.1 Chair

The principal duties of the Chair shall include:

- a) Presiding at all functions including but not limited to all Committee Meetings.
- b) Appointing Subcommittee Chairs and Vice-Chairs.
- c) Acting on the recommendations of the Subcommittee Chairs and the A&N

Subcommittee.

- d) Coordinating the activities of all Subcommittees as an ex officio member.
- e) Carrying out all other actions which may be necessary to satisfy the requirements of IEEE Headquarters and of the IAS.
- f) Work with the Chairs of other Industrial Application Society Committees to arrange discussion sessions of interest to members of both committees.
- g) Annually approve the membership list of the Committee.
- h) Arrange for an award for the Chair of the Electrical Safety Workshop. It shall be in the form of a plaque of appreciation and shall be presented by the Chair at the annual ESW.
- i) Electrical Safety Workshop Duties
  - a. Attend the Author's Breakfasts.
  - b. Invite and coordinate the participation of IEEE dignitaries.
  - c. Present Committee Awards
  - d. Present outgoing Subcommittee and Working Group Chair Recognition Awards.
- j) The Chair shall work in conjunction with the Facilities and Finance Subcommittee Chair as required to establish the ESW locations.
  - a. Coordinate the conference host city and dates with IAS to avoid conflicts; and
  - b. Obtain approval from the IAS Meetings Department Chair for the conference city and date selected.

### 3.2 Vice Chair

The principal functions of the Vice Chair shall include:

- a) Succeed to the office of Chair in the event that office becomes vacant. Under such conditions the new Chair may choose to continue to exercise the duties of the Vice Chair until the term expires or may make a temporary appointment in accordance with the provisions of this document.
- b) Assist Chair whenever required
- c) Electrical Safety Workshop duties.
  - a. Review room setup.
  - b. Review meal arrangements.
  - c. Personally welcome arriving authors.
  - d. Participate in the authors' memento presentation.

### 3.3 Secretary

The principal functions of the Secretary shall include:

- a) Expeditiously process correspondence addressed to their attention.
- b) Direct copies of all correspondence to the Committee Executive Officers.
- c) Preparing an agenda of the Committee meeting and distribute the agenda to all Committee members with the announcement for a Committee meeting at least four weeks prior to the meeting.
- d) Attending all Committee meetings and record the minutes of all such meetings.
- e) Circulating at all Committee meetings a record of attendance sheet for signature by members present.
- f) Maintaining an up-to-date record of attendance.
- g) Obtaining from all Subcommittee Chairpersons a copy of the minutes of all Subcommittee meetings.
- h) Preparing and distributing to the Committee a copy of the minutes of each Committee meeting including: the attendance record, up-to-date membership roster, the minutes of

- all Subcommittee meetings and a copy of all reports presented to the meeting.
- i) Maintaining a file of all correspondence, minutes, etc.
- j) Prepare an agenda and record the minutes of the Committee Executive Subcommittee meeting with the Subcommittee Chairs.
- k) Minutes shall be issued within 6 weeks following the meeting. The Secretary shall maintain and update a six (6) year file of these meeting minutes.
- l) The Secretary shall record the membership lists for each subcommittee and working group.
- m) Prepare an agenda and record the minutes of the A&N Subcommittee meetings, and circulate these to the A&N Subcommittee in a timely fashion.

### 3.4 Immediate Past Chair

The principal functions of the Immediate Past Chair include ad hoc activities as may be mutually agreed to by the Committee Chair and Immediate Past Chair.

## 4.0 Subcommittee Roles and Responsibilities

Subcommittees are established and function in accordance with the requirements in the Committee Bylaws.

### 4.1 Advisory and Nomination Subcommittee

The primary role and responsibility of the Advisory and Nomination Subcommittee is twofold

- 1) Provide advice and guidance to the Committee and its Subcommittees that includes but is not limited to:
  - a. Review and propose revisions to the Committee Bylaws and Operating Manual
  - b. Develop and maintain a succession plan for all leadership positions of the Committee
  - c. Nominate a candidate for Committee Secretary
  - d. Recommend appointments for Subcommittee Chair and Vice Chair
  - e. Recommend Electrical Safety Workshop locations and Chairs
- 2) Select Committee Award recipients

### 4.2 Standing Subcommittees

Subcommittee Chairs, and where they exist, Vice Chairs, are responsible for:

- Managing the affairs of the Subcommittee.
- Determining whether the Subcommittee will have a Secretary, and if so, for the appointment of such.
- Determining the size of the Subcommittee and appointing Subcommittee members.

Scope and additional responsibilities of Subcommittees are outlined below. The intent of this Section is not to limit the initiative of these Subcommittees, rather, it is to provide a framework within which they exercise their initiative.

#### 4.2.1 Academic Development Subcommittee

- Engage students and instructors in all aspects of electrical safety and related standards.
- Implement initiatives designed to increase the value of the ESW for the subcommittee

members.

- Seek out new and useful information and knowledge related to electrical safety standards, and guidelines which can be taught in academia.
- Find opportunities to use academia to spread information and knowledge related to electrical safety to students and others.

#### **4.2.2 Awards and Recognition Subcommittee**

- Engage members of the Committee to nominate worthy individuals for Committee Awards.
- Manage the online nomination process for Committee Awards. Determine which nominees, if any, meet or exceed the award criteria. Provide the nominations forms, including endorsement letters if any, to the Advisory & Nominations Subcommittee which will make the final award determination.
- Notify awardees of paper awards chosen by the Paper Review Subcommittee.
- Manage the presentation of awards and recognition at the annual ESW.
- Administer the Lapel Pin Policy [5.1].

#### **4.2.3 Standards Subcommittee**

- Coordinate activities of Standard Working Groups at the ESW.
- Lead the effort to initiate and oversee the process for establishing new Standard Working Groups as appropriate.

#### **4.2.4 Construction Subcommittee**

- Engage individuals involved in construction activities from all disciplines and industries to get them involved in all aspects of electrical safety.
- Communicate the advantages of proactive, positive, and engaged participation in the Committee, the Electrical Safety Workshop and other supported conferences.

#### **4.2.5 Early Career Development Subcommittee**

- Develop and implement methods to increase and maintain participation in Committee activities by individuals who are students or are early in their professional careers.
- Support the ESW Student Program as outlined in the ESW Operating Manual.

#### **4.2.6 Electrical Safety Workshop Subcommittee**

- In addition to a permanent Chair, the Electrical Safety Workshop (ESW) Subcommittee has two additional Co-Chairs and a Secretary that are appointed by the Committee Chair.

- The Co-Chairs are:

The ESW Chair of the year in planning, and

The ESW Chair of the following year.

- The ESW Subcommittee plans, organizes and runs the annual ESW. Specific duties of the ESW Subcommittee and its members are outlined in the ESW Operating Manual. The ESW Operating Manual is a “living document” that captures lessons learned and best practices and shall be reviewed annually and updated as necessary. The immediate past annual Workshop Committee Chair is responsible for this review and any revisions. ESW Operating Manual revisions are approved by the Committee Chair in consultation with the A&N Subcommittee.

#### **4.2.7 Facilities & Finance Subcommittee**

- Manage identification of locations for future Electrical Safety Workshops.
- Manage development of hotel contracts and any other vendor contracts as required by IEEE.

- Manage application of IEEE and IAS financial management policies and procedures for ESW.
- Support the ESW Subcommittee as outlined in the ESW Operating Manual.

#### **4.2.8 Government Regulator, Inspectors and Laboratory Subcommittee**

- Engage with individuals, groups or organization in governments, regulators, **inspection organizations** and laboratories for the purpose of increasing the involvement of these groups in all aspects of electrical safety.

#### **4.2.9 Historical and Records Subcommittee**

- Develop and maintain historical materials and information of the life and evolution of the Committee and the ESW and develop ways to make this information available.

#### **4.2.10 IAS Committee Relations Subcommittee**

- Serve as liaison between IEEE IAS committees and subcommittees and the Committee for the purpose of increasing the reach and influence of the Committee and **encourage** their members **to get** involved in all aspects of electrical safety.

#### **4.2.11 Industry Segment Development Subcommittee**

- Engage individuals of all technical backgrounds in all segments of industry to become involved in electrical safety.
- Implement initiatives designed to increase the value of the ESW for these organizations.

#### **4.2.12 International Subcommittee**

- Engage individuals worldwide to be involved in all aspects of electrical safety.
- **Seek out and distribute** new and useful information and knowledge related to electrical safety from all regions.

#### **4.2.13 Occupational Health and Safety Subcommittee**

- Engage occupational safety and health professionals from all disciplines and industries and develop mechanisms to broaden the electrical knowledge of those working in the occupational safety and health profession.

#### **4.2.14 Paper Review Subcommittee**

- Manage the technical review of papers and their recommendation for publication in IEEE Transactions on Industry Applications, IEEE Industry Applications Magazine and any other publication.
- Manage IEEE and IAS papers review and publication process.
- Establish and manage a Prize Paper selection process.
- Support the ESW Subcommittee as outlined in the ESW Operating Manual.

#### **4.2.15 Publicity and Media**

- Manage Committee and ESW:
  - Website creation and maintenance
  - Social media
  - Press releases
- Support the ESW Subcommittee as outlined in the ESW Operating Manual.

#### **4.2.16 Technical Program Subcommittee**

- In addition to a permanent Chair, the Technical Program Subcommittee has two Vice Chairs that are appointed by the Committee Chair:

Vice Chair - Tutorials, and

Vice Chair - Focus Sessions.

- Stimulate submissions of papers to expand published knowledge.
- Establish topic diversity and quality standards for ESW papers.
- Develop opportunities for electrical safety papers in other IAS Committees.
- Provide guidance in the development of ESW papers.
- Provide guidance in the development of tutorials.
- Provide guidance in the development of poster sessions.
- Provide guidance for the selection of the Annual ESW Technical Program members.
- Support the ESW Subcommittee as outlined in the ESW Operating Manual.

## 5.0 Special Policies

### 5.1 Committee Lapel Pin

The Electrical Safety Committee lapel pin is intended to serve as a memento for individuals that serve as Committee Officers, ESW Chairs, and others deserving of special recognition as approved by the Committee Executive Officers.

The lapel pin will be presented by the Committee Chair as follows:

- a. To the incoming ESW Chair, at the ESW Awards and Recognition Session
- b. To the incoming Committee Secretary, at the annual Committee meeting
- c. To individuals approved for special recognition by the Committee Executive Officers, at an appropriate time selected by those Officers.

Maintaining a suitable stock of pins and providing pins as needed for presentation by the Committee Chair is the responsibility of the Awards and Recognition Subcommittee.

### 5.2 Digital Communication

To promote contactless communication, the Committee has a long-term goal of encouraging the use of digital communication methods for all Committee operations and events, including the Electrical Safety Workshop.