

Meeting Notes

Chair: Hassein (Jack) Bashirian
Vice Chair: Gary Engmann
Secretary: Debra Longtin

Meeting called to order by Chair, Hassein (Jack) Bashirian. Introductions were made. There were 20 attendees (10 members and 10 guests). No voting took place, but a quorum was in attendance (10 of 19 WG members). Ron Carlson, Brian Farmer, and Ed William have requested to become members (123signup has been changed to reflect their revised status).

The following members were in attendance:

Hassein (Jack) Bashirian
Gary Beane
Mason Clark
Tom Davey
Gary Engmann
Debra Longtin
Allen Love
Craig Preuss
Angelo Rizzo
Steve Shelton

The following guests were in attendance:

Ron Carlson
Ed Cenzone
Carson Day
Michael Dood
Brian Farmer
Dale Fox
Jason Pozen
Andrew Kunze
Kevin Swiat
Edward William

Jack discussed the status of the PAR: Approved March 2011, Expires December 2015.

The IEEE patent slides were shown.

There were discussions about how to communicate within the working group. Since the officers cannot share contact information for working group members and guests without permission from individuals, communication to the entire group will need to go through Jack or Deb. Individuals may share their contact information with working group participants if they wish so that the small groups can communicate directly with each other.

Document section assignments were reviewed and modified to include more member participation. The following are the assignments:

Section	Description	Contributors
2	References	Tom Davey
3	Definitions	Ed William, Ron Carlson
4	Threat Assessment	Jack Bashirian, Brian Farmer
5	Criteria for Acceptable Designs of the Physical Security System	Angelo Rizzo, Ron Carlson
6	Analysis Process	Gary Engmann, Craig Preuss, Steve Shelton (6.1), Ron Carlson (6.1)
7	(Not used at this time)	
8	Features of the Physical Security System – Advantages and Disadvantages	Angelo Rizzo, Ron Carlson
9	Substation Security Plan	Gary Beane, Allen Love, Ron Carlson, Ed William

Note: Sections 5, 6, 8, and 9 are nearing completion of first draft. Thank you Gary, Gary and Angelo!

Schedule for section assignments:

- Section owners should prepare and review their sections among their small group in the next month or so.
- Section owners should send their completed sections to Deb by July 15th, 2011 for routing to the entire working group for comments.

- Deb will then send to working group.
- Working Group to review and provide comments back to the section owners by August 15th, 2011.
- Section owners to revise their sections per comments and send to Mason by September 1, 2011 for insertion into the main document.
- Mason to send the completed document to Deb by September 15th, 2011.
- Deb to then send out to working group for final review before Nashville and will also send to Chuck for posting on the website.

There are other standards and documents that the group should review while preparing their sections and also to make sure we have addressed everything needed in our document. One document available on the internet is NIST IR 7628. That document also has references to other applicable documents to review.

Status of the survey (questionnaire): Jack sent to the group for comments last year and also asked for contact information for folks to send the survey to. He received very little feedback so Jack will resend the survey next week for additional working group comments, Working Group to review and provide comments back to Jack by the end of June. Working group should also send contact information for survey recipients to Jack by June 15th if possible. Target date to send the survey out to utilities is August 1, 2011.

Future meetings were discussed. It was decided that Jack would request a 4 hour meeting slot for Nashville and an entire day slot for Raleigh. The major focus of the next two meetings will be reviewing the revised document.

Future Meetings:

Nashville, TN, October 17-20, 2011 (D/E WGs)
Anaheim, CA, January 9-12, 2012 (JTCM)
Raleigh, NC, May 20-24, 2012

(Note: Jack will investigate the possibility of having a teleconference for the JTCM meeting.)

Meeting adjourned.