

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 15 attendees (10 members and 5 guests).

The following members were in attendance:

Hassein (Jack) Bashirian
 Gary Beane
 Tom Davey
 Carson Day
 Brian Farmer
 Dewan Jamir
 Debra Longtin
 TJ Roe
 Steve Shelton
 Edward William

The following guests were in attendance:

Keith Graham
 Chuck Hahr
 Hamid Sharifnia
 Douglas Sharpe
 James Sosinski

The IEEE patent slides were shown.

We then reviewed the status of the action items.

Section	Description	Contributors	Status
2	References	Tom Davey	Complete – Tom will send to Mason.
3	Definitions	Ed William, Ron Carlson	Complete for now, reviewed in meeting. Jack will send revisions to Mason.
4	Threat Assessment	Jack Bashirian, Brian Farmer	In process. To be completed and Jack to send to Mason by 12/31/11.
5	Criteria for Acceptable Designs of the Physical Security System	Angelo Rizzo, Ron Carlson	Complete? TJ to get from Angelo, review, and then send to Mason by 12/31/11.
6	Analysis Process	Gary Engmann, Craig Preuss, Steve Shelton (6.1), Ron Carlson (6.1)	In process. Gary E. to lead. Steve to contact Gary. Needs to be completed and sent to Mason by 12/31/11.
7	(Not used at this time)		
8	Features of the Physical Security System – Advantages and Disadvantages	Angelo Rizzo, Ron Carlson	Complete? TJ to get from Angelo, review, and then send to Mason by 12/31/11.
9	Substation Security Plan	Gary Beane, Allen Love, Ron Carlson, Ed William	Complete. Discussed during the meeting. Gary then revised and re-sent to Mason.

A discussion occurred concerning the definition of the label “Substation”. “Substation” is in the title of the document. Chuck thought the IEEE did not include switching stations and generating switchyards in the definition of “substation”. **Chuck will check with the IEEE Dictionary and report back to Jack and Deb by 11/15/11.** If not clear in IEEE dictionary, we can place a definition in our document.

Later in the meeting, the definition of “transmission line” was also discussed. **Hamid will check the FERC definition of “transmission line” and will report back to Jack and Deb by 11/15/11.**

The proposed survey was discussed. Jack stated that he still needed more utility contacts to send the survey to. **The group will send Jack more contacts by 11/15/11.** The survey itself was reviewed. Jack will add a separate section for switchyards within generating stations.

Schedule for section assignments:

- **Any section assignments should be completed by 12/31/11 and sent to Mason.**
- **Mason to send the completed document to Deb by February 15, 2012.**
- **Deb to then send out to working group by end of February for review by group and will also send to Chuck for posting on the website.**
- **Group to provide comments back to Deb and Jack by April 15, 2012.**
- **Deb will consolidate comments for review at the Raleigh meeting.**

Action items are shown in bold print.

The major focus of the next meeting will be reviewing the revised document.

Future Meetings:

Anaheim, CA, January 9-12, 2012? (JTCM)
Raleigh, NC, May 20-24, 2012

Meeting adjourned.