

Meeting Notes

Chair: Hamid Sharifnia
 Vice Chair: Ron Carlson
 Secretary: Debra Longtin
 Technical Editor: Mason Clark

Meeting called to order by the Chair, Hamid Sharifnia. Introductions were made. There were 14 attendees (8 members and 6 guests). A list of attendees is located at the end of these notes.

The required slides were shown regarding a call for acknowledgement of potentially essential patents.

The PAR and the schedule were reviewed next, followed by a review of the Pittsburgh 2013 meeting notes and assignments. The PAR expires at the end of 2015. The group will need to go to ballot by the end of 2014 to meet the PAR deadline.

The following table shows assignments for the document sections. **These section reviews need to be completed by December 31, 2013.** Hamid will post the latest revision of the document (R2) and will send a note to the working group. Reviews should be completed based on this revision using the “track changes” feature. Completed reviews with comments should be sent to Deb Longtin, Ron Carlson, and Hamid Sharifnia. Hamid will then forward these completed reviews to Mason Clark for consolidation into a single document.

Section	Description	Action	Comments
2	Normative References	Tom Davey to review	
3	Definitions		
4	Threat Assessment	Brian Farmer & Ron Carlson to review	
5	Criteria for Acceptable Designs of the Physical Security System	Ron Carlson, Hamid Sharifnia, and Shashikant to review	Section 7 of the current version on the website needs to be merged into this section 5
6	Analysis Process	Steve Shelton, Ron Carlson, Craig Preuss, and Hamid Sharifnia to review	
7	Features of the Physical Security System – Advantages and Disadvantages	Deb Longtin, Ron Carlson, & Diane Watkins to review	In the current revision on the website, this is actually shown as section 8
8	Substation Security Plan	Gary Beane, Mike Noori, & Ron Carlson to review	In the current revision on the website, this is actually shown as section 9

Note: Action item are shown in bold print.

As an action item from Pittsburgh, Craig Preuss provided a definition for us for “substation”. This was discussed in the B0 meeting and will also be used for the Cyber Security Standard. The definition is: *“An assemblage of equipment, e.g., switches, circuit breakers, buses, and transformers, under the control of qualified persons, through which electric energy is passed for the purpose of switching or modifying its characteristics to increase or decrease voltage or control frequency or other characteristics. The assemblage is surrounded by a case, cage, or fence designed to protect the contained equipment and limit the likelihood, under normal conditions, of dangerous approach or accidental contact by persons or objects.”*

Hamid provided the group with a definition of a transmission line, as follows: “A system of structures, wires, insulators and associated hardware that carry electric energy from one point to another in an electric power system. Lines are operated at relatively high voltages varying from 69 kV up to 765 kV, and are capable of transmitting large quantities of electricity over long distances.”

In order to assist in small group assignment collaboration, Deb will send a note to all working group members requesting permission to forward e-mail addresses to the working group. Deb will then send a list of e-mail addresses to the group (only members, not guests) for all who agreed to allow distribution.

The group looked at the EPRI document that was linked on the E7 website to see if it holds information for our document. It was agreed that there is a lot of good information that can be used as appropriate. **The above section reviewers should use the EPRI information as appropriate to their individual sections.**

A discussion then occurred concerning security practices and concerns, including theft, vandalism, intentional damage, etc. to substations. Copper theft seems to be the biggest issue. Some utilities are burying the copper or using steel clad copper for grounding pigtailed. Construction theft has also been an issue, but utilities have addressed this theft by locking up construction materials.

Hamid will check with IEEE-SA (Erin) to see if it would be worthwhile to set up a site for the WG on IEEE Central Desktop. This may make it easier for multiple persons to work on the same document draft without a lot of effort combining versions or e-mailing the document back and forth. (WG members cannot write or save to the normal WG website.) **Due by November.**

There was an open discussion about standard versus guide, but it was decided that the group will table the discussion until the Portland meeting when more members are present and the document is more complete.

Action items and Next Steps:

1. **Hamid to post D2 Revision of the document on the website by October 18, 2013 and send note to the working group**
2. **Hamid will check with Erin to see if it would be worthwhile to set up a site for the WG on IEEE Central Desktop, due by end of November.**
3. **Groups to review sections by December 31, 2014 (send final reviews to Hamid, Ron & Deb)**
4. **Hamid to send final reviews to Mason by January 7, 2014**
5. **Mason combines section reviews into one document and posts on the website by January 31, 2014**
6. **Hamid sends a note to the group when the completed document is posted to the website**
7. **Group reviews the entire document by April 15, 2014 and sends comments to Hamid, Ron and Deb**
8. **Hamid sends comments on to Mason**
9. **Mason combines comments into one document for review by the group in Portland**
10. **Deb will review the membership list to make sure it is current.**

Future Meetings: Portland, OR: May 18-22, 2014
 Nashville, TN: October 6-10, 2014?

Name	Company or Afiliation	Working Group Role
Gary Beane	TRC Engineering	Member
Kevin Buhle	American Transmission Company	Guest
Tom Davey	ABB,Inc.	Member
Brian Farmer	PG&E	Member
Alan Gaetz	HDR Engineering, Inc.	Member
Jason Hawkins	Dominion Technical Solutions	Guest
Cris Kramschuster	American Transmission Company	Guest**
Debra Longtin	American Transmission Company	Member - Secretary
Donnie (DJ) Moreau	HDR Engineering, Inc.	Guest**
Shashikant Patel	Public Service Electric and Gas	Guest**
John Randolph	PG&E	Guest
Hamid Sharifnia	PacifiCorp	Member - Chair
Steven Shelton	HDR Engineering, Inc.	Member
Diane Watkins	Salt River Project	Member

** Requested membership