

Meeting Notes

Chair: Hamid Sharifnia
 Vice Chair: Ron Carlson
 Secretary: Debra Longtin

Meeting called to order by the Chair, Hamid Sharifnia.

Hamid introduced himself and also introduced Ron as the new Vice-Chair.

Introductions were made. There were 28 attendees (14 members and 14 guests). A list of attendees is located at the end of these notes.

The required statement was read regarding a call for acknowledgement of potentially essential patents.

The PAR and the schedule were reviewed next, followed by a review of the Nashville 2012 meeting notes and assignments.

The following table shows assignments for the document sections.

Section	Description	Action	Due Date
2	Normative References	Tom Davey to review. Deb to contact Tom.	July 31
3	Definitions		
4	Threat Assessment	Brian Farmer & Don Burkhardt to review after Ron Carlson sends them the “threat assessment” definition	Define (Ron) – May 10; Review - July 31
5	Criteria for Acceptable Designs of the Physical Security System	Dave Harris & Don Burkart to review	July 31
6	Analysis Process	Steve Shelton, Ron Carlson, Craig, and Don Burkhardt to write. Steve and Hamid to review.	Write – July 31; Review – August 31
7	Features of the Physical Security System – Advantages and Disadvantages	Deb Longtin, Ron Carlson, & Diane Watkins to review	July 31
8	Substation Security Plan	Gary Beane, Mike Noori, & Ron Carlson to review	July 31

Note: Action item are shown in bold print.

Action Items left over from Nashville:

1. Hamid will check the FERC definition of “transmission line”. – **Hamid will send to Deb to include in the minutes.**

Ron sent copies of the goggle docs version of our revisions to Mason during the meeting. Mason will combine these with the previous version he has and send to Deb to be posted on the protected area of the WG website. (Note: this was completed and sent to Chuck for posting. **Deb will send a note to the group when it has been posted.**)

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 mid May.**

E7 Working Group – IEEE Draft Standard for Physical Security of Electric Power Substations (1402)
 2013 Spring Meeting – Pittsburgh, PA
 Wednesday, 5/1 8:00 AM

A discussion was held concerning the definition of “substation”. Yes, it does include switching stations and generating stations. **Craig Preuss is creating a definition for use in the Cyber Security standard and will forward the definition to Deb when complete so that the two standards are in sync.**

Craig suggested that we take a look at an EPRI document to see if any of the information would be useful for our document. Chuck has posted a link to the EPRI document on our WG website. **Hamid, Deb, DJ, Ron, Alan, and Mike will review for applicability.**

There was an open discussion about standard versus guide. Craig explained that the C37.240 Cyber Security is a standard because NERC was looking for a standard to refer to. Guidelines for Low, Medium and High would be based on individual utility definition. Perhaps 1402 should mimic the Cyber Security document. The standard versus guide decision was then tabled until the document is more complete.

The survey was discussed and tabled for this revision of the standard. It could possibly be included as an annex later by addendum. Gary Beane provided a copy of the survey to Hamid at the meeting.

The meeting concluded with a general discussion of security practices and concerns.

Future Meetings:

Nashville: October 7-10, 2013
 Portland, OR: May 18-22, 2014

Name	Company or Affiliation	Working Group Role
Cory Akins	AltaLink	Guest
Gary Beane	TRC Engineering	Member
James Bougie	ABB	Guest
Steven Brown	Allen & Hoshell, Inc.	Guest
Craig Bryant	Duke Energy	Guest**
Don Burkart	Duke Energy	Guest**
Ronald Carlson	Calence PSS / Insight	Vice Chair
Mason Clark	DAQ Electronics	Member - Technical Editor
W. Bruce Dietzman	Oncor Electric Delivery Company	Member
Brian Farmer	PG&E	Member
Alan Gaetz	HDR Engineering, Inc.	Member
Milomar Gavrilovic	Hydro One	Guest
Charles Haahr	Sega, Inc.	Member
David Harris	SPX Transformer Solutions, Inc.	Member
Brett Kenerly	Southwire Company	Guest
Debra Longtin	American Transmission Company	Secretary
Donnie (DJ) Moreau	HDR Engineering, Inc.	Guest
Harsh Naik	Oncor Electric Delivery Company	Guest
Mike Noori	Custom Engineering Solutions	Member
Brett Phillips	Portland General Electric	Guest
Craig Preuss	Black & Veatch	Member
Donald Rogers	Bechtel	Guest
Joe Rostron	Southern States	Guest
Hamid Sharifnia	PacifiCorp	Chair
Steven Shelton	HDR Engineering, Inc.	Member
Stephan Thunell	Pike Energy Solutions	Guest
Diane Watkins	Salt River Project	Member
Aaron Wilson	Power Engineers	Guest

** Requested membership