

Meeting Notes

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

Meeting called to order by Chair, Hassein (Jack) Bashirian.

The IEEE patent slides were shown.

Jack let the group know of that our vice chair, Gary Engmann has passed away. He will be greatly missed by the group, IEEE, and the industry in general.

Jack also announced that he will be stepping down as chair and that this will be his last meeting as chair. Thank you, Jack, for your hard work on this working group! Joe Gravelle called for volunteers for the chair and vice chair positions. No volunteers at this time. **If anyone is interested, please contact either Joe or Deb.**

Introductions were made. There were 24 attendees (11 members and 13 guests).

The following members were in attendance:

- Hassein (Jack) Bashirian
- Gary Beane
- Mason Clark
- Tom Davey
- Brian Farmer
- Dewan Jamir
- Debra Longtin
- TJ Roe
- Sam Sciacca
- Steve Shelton
- Edward William

The following guests were in attendance:

- Ed Cenzone
- Bruce Dietzman
- George Forrest
- Arnold Fry
- Alan Gaetz
- Joe Gravelle
- Donald Moore
- Harsh Naik
- Barry Rogan
- Donald Rogers
- Joe Rostron
- Doug Sharpe
- Robin Thompson

The group reviewed 6.1 as submitted by Steve.

We then reviewed the status of the action items. During this discussion, we discovered that the revision Mason was working from differed from the one Edward was using on goggle docs. **Ed and Mason will work to sort out the document. (Mason’s revision versus the information on goggle docs.) Mason should get the finished document (after sorting) to Deb by August 1, 2012 for Deb to get posted to the protected portion of the website.**

Section	Description	Contributors	Status
2	References	Tom Davey	Complete – Tom sent to Deb after the meeting. Deb sent to Mason.
3	Definitions	Ed William, Ron Carlson	Complete for now, reviewed in meeting. Jack sent to Edward. Edward will sort out the goggle docs with Mason to get everything in one document.
4	Threat Assessment	Jack Bashirian, Brian Farmer	In process. Same as section 3 – Ed to sort out with Mason.
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. Did not get from Angelo. Still

			missing.
6	Analysis Process	Gary Engmann, Craig Preuss, Steve Shelton (6.1), Ron Carlson (6.1)	In process. Only have 6-1 from Steve. Edward will sort out with Mason.
7	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. Did not get from Angelo
8	Substation Security Plan	Gary Beane, Allen Love, Ron Carlson, Ed William	Complete.

Brian Farmer will send an ASTM fence standard to Deb & Jack & Mason. Steve will review to see if it would be useful to apply or add to 6.1. (Brian sent after the meeting.)

Steve will work with Joe to see if there are any hard requirements (NESC?) for distance outside the substation fence that equipment or items (trees) can be located. Don't want folks to be able to climb over the fence.

Someone needs to check other standards (ANSI NESC) for sign requirements so that we don't duplicate.

Donald Moore, George Forrest, and Robin Thompson will work with Steve on the fencing and lock portion of 6.1.

Sections 8 & 9 have been moved to 7 & 8.

Note: Action item are shown in bold print.

Action Items left over from Nashville:

A discussion occurred in Nashville 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. **Still need.**

Later in the Nashville 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. Still need.**

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. **Have not sent out the survey yet. Did not get more contacts except from Brian. The group needs to get a more complete list of utility contacts to send the survey to.**

In summary, the first priority of this working group is to find new leadership (chair and vice chair). Second priority is to get a complete draft of the document to start reviewing.

Future Meetings:

Nashville: October 8-11, 2012

Pittsburgh: April 28-May 3, 2013

Meeting adjourned.