

Meeting Notes

Chair: Hamid Sharifnia hamids@ieee.org
 Vice Chair: Ron Carlson ronald.carlson.54@sbcglobal.net
 Secretary: Debra Longtin dlongtin@atcllc.com

Meeting called to order by the Chair, Hamid Sharifnia. Hamid introduced himself and introductions were made. There were 27 attendees (7 members and 20 guests). A list of attendees is located at the end of these notes. There was no quorum since only 7 of our 20 members attended.

The patent slides were referred to from the meeting program and the required statement was read regarding a call for acknowledgement of potentially essential patents.

The PAR and the schedule were reviewed along with the meeting notes and assignments from the Spring 2015 Minneapolis meeting. The PAR expires in 2017. This means that the document needs to be ready to ballot in 2016 (next year)! We still have a lot of work ahead of us before we are ready to ballot.

The group reviewed section 7 of the document for relevancy and duplication. It was decided to delete section 7 and merge its material into sections 5 & 6 as appropriate. In summary: delete 7.1 and 7.2, merge info from 7.3 table 3 into section 5 as appropriate, move info from 7.4 and 7.5 to section 6 as appropriate, move info from sections 7.6 through 7.12 to sections 5 & 6 as appropriate.

The remaining time was spent reviewing the latest draft of section 5. Mark Smedvig kept track of the comments in his copy of the draft and will forward to the section lead, Keith.

The following table shows previous assignments for the document sections. New assignments are shown in red.

Section	Description	Team Members	Comments
2	Normative References	Hamid Sharifnia	To be done when document is more complete
3	Definitions	Hamid Sharifnia	To be done when document is more complete
4	Threat Assessment	Brian Farmer	Complete – previously submitted
5	Criteria for Acceptable Designs of the Physical Security System	Keith Graham (lead), Ron Carlson, Sophia Flood, Arthur Graves, Patrick James, Al Longhi, Shashikant Patel, Pino Porciello, Alonso Rodriguez, Hamid Sharifnia, Paul Somboonyanon, Jim Wilson	Needs to be modified per group discussion at meeting and to include section 7 material as appropriate.
6	Analysis Process	Gary Beane (lead), Bruce Largent, 6.2.7 – Arthur Graves, Bruce Largent 6.2.9 - Mike Eads, Keith Graham, Alonso Rodriguez, Steve Shelton	Needs to be modified to include section 7 material as appropriate.
7	Features of the Physical Security System – Advantages and Disadvantages	Mark Smedvig (lead), Ron Carlson, Keith Graham, Al Longhi, Deb Longtin, Pino Porciello, Tom Proios, Diane Watkins Added Sophia Flood, Arthur Graves, Alonso Rodriguez, Jim Wilson	Merge this material into sections 5 & 6 and then delete this section.
8	Substation Security Plan	Arthur Graves (lead), Keith Graham, Ben Hooley, Richard Jones	Complete – previously submitted. This will become section 7 when the existing section 7 is removed.

Other discussion items included the following:

1. We will need to be careful how we refer to threats. For instance, terrorism is excluded from the present scope of this guide. If the group feels we need to include terrorism threats, then the PAR would need to be revised, along with the scope. We may also need to revise the scope to include projectiles.
2. Deb cautioned the WG members that we need to use terms like “should” sparingly, since this a guide, not a standard. (“Shall” is not really appropriate at all in a guide.)
3. Substation physical security is a rapidly changing environment.
4. Brian Farmer mentioned that CEATI published a report in June: Evaluation of Physical Security Mitigation Techniques: T-133-700#3507.

Below is a list of items from the discussion at a previous meeting (May 2015 MPLS), that should be added to the document as appropriate. These will likely be addressed at the next meeting.

- How to prioritize substations, levels, etc.
- Discussions with law enforcement, etc.
- Rules of engagement for working with government agencies
- Redundancy of equipment
- Do we need to protect all equipment?
- How do you “secure” the security plan, so that folks don’t know what you are doing?
- New substation design considerations
- Hamid mentioned a survey from 2012-2013 that found 85% of threats are internal – “disgruntled employees”. How do you protect your substations from “yourself”?

A brief discussion concerning the status of the Nashville meetings was held. The Nashville meeting is too large and difficult to organize and manage by the D0/E0 chairs. This was the last meeting for Nashville. Future meetings outside of the annual meeting will likely take place at the JTCM.

Summary of Action Items:

1. **Hamid to request Chuck post the PAR to the website for easy reference.**
2. **Mark Smedvig to send e-mail to section 5 & 6 leaders concerning material from section 7. (by end of October, 2015)**
3. **Deb to send Gary the latest draft of section 6.**
4. **Section 5 & 6 groups to merge section 7 material into their sections by December, 2015. (send results to Hamid and Deb)**
5. **Deb will then send to sections to Chuck for inclusion in the master document.**
6. **Chuck to revise the document by end of January, 2016.**
7. **Deb will then send a note to the group to review the document by the end of March and send comments back to Hamid and Deb.**
8. **Hamid to schedule a conference call for early April, 2016 to review the comments.**

Meeting adjourned.

Future Meetings:

Atlanta, GA, May 22-26, 2016

E7 Working Group – IEEE Draft Standard for Physical Security of Electric Power Substations (1402)
 2015 Fall Meeting – Nashville, TN
 Wednesday, 10/7/15, 8:00 AM

Meeting Attendees:

Name	Company or Affiliation	Working Group Role
Ulf Anderson	ABB	Guest
Gary Beane	TRC Engineering	Member
Chris Considine	Oldcastle	Guest
Frank Godawski	S&L	Guest
Brian Farmer	PG&E	Member
Sophia Flood	Oldcastle Precast Inc.	Member**
Alan Gaetz	HDR Engineering, Inc.	Member
Arthur Graves	Ameren	Member
Rod Giron	Southern California Edison	Guest
Dragana Hadziosmanovic	Xcel Energy	Guest
Bruce Largent	HDR	Member
William Lively	Alstom Grid	Guest
Al Longhi	Tymetal Corp	Member**
Dave Lombardo	Southern States	Guest
Debra Longtin	American Transmission Company	Member - Secretary
Jeremy McNutt	Tennessee Valley Authority	Guest
Michael Nadeau	Applied High Voltage	Guest
Kim Nuckles	Southwire	Guest
Nate Postma	ATC	Guest
Alonso Rodriguez	ThermaLimits	Member**
Oscar Santos	Southern California Edison	Guest
Hamid Sharifnia	HDR Engineering, Inc.	Member - Chair
Mark Smedvig	Burns & McDonnell	Member**
Kenneth Strahl	HDR	Guest
Matthew Vacha	First Energy	Guest
Tam Vo	ATC	Guest
Jim Wilson	Consultant / Vanquish	Member**

**Changed from Guest to Member after the meeting by request (based on attendance and participation)