

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 42 attendees (11 members and 31 guests). A list of attendees is located at the end of these notes.

The patent slides were shown and the required statement was read regarding a call for acknowledgement of potentially essential patents.

Hamid discussed the increased interest in physical security of substations. There was a group discussion concerning security, new regulations, and who will be paying for the added security. This physical security topic seems to be mostly a US issue.

The PAR and the schedule were reviewed along with the meeting notes from the spring Portland 2014 meeting. The PAR expires in 2015, which does not give us enough time to complete the revision and complete the balloting process. Hamid has requested an extension of the PAR, to early 2018, to go before IEEE NESCOC at their next meeting.

The group again brought up the question of a standard versus a guide. Chuck Haahr pointed out the definition of guide and standard from the IEEE Style Guide. Erin Spiewak of IEEE was brought into the meeting and consulted. Hamid then went around the room soliciting the opinion from each attendee. There was overwhelming support for making our document a guide instead of a standard. There was some discussion over the fact that the Cyber Security documents were standards, not guides, but the group felt that physical security was a bit different, and harder to come up with prescriptive requirements. Several in the group suggested that we need to get some guidance out for the users sooner rather than later and that it could be later turned into a standard if needed, when the physical security practices are more mature. It was also brought up that the whole environment and threats are changing rapidly right now.

Deb made a motion to change our effort to a guide instead of a standard, and Keith seconded the motion. Motion passed. (There was a quorum of 11 members present out of a WG total of 18.) **Hamid will revise the PAR to change to a guide.**

The technical editor has not been available for several meetings, so Deb was tasked with contacting him to see if he will be coming to future meetings or whether he wants to step down. Deb contacted Mason after the meeting and found that he has retired and will likely not have support to attend future meetings. Mason was interested in stepping down as technical editor. Chuck Haahr volunteered to become our technical editor and Hamid accepted his offer.

The group then reviewed several of the section assignments that were submitted (4, 5, 6, & 8). Many still need more work, and assignments were made.

The following table shows assignments for the document sections. **These sections need to be completed by the section groups and submitted to Deb Longtin, Hamid Sharifnia, Ron Carlson, and Chuck Haahr by November 15, 2014 at the latest.**

Section	Description	Action	Comments
2	Normative References	Hamid Sharifnia	
3	Definitions	Hamid Sharifnia	
4	Threat Assessment	Brian Farmer	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, Julie Rebac, Alonso Rodriguez, Hamid Sharifnia,	Needs to be reviewed with section 5 to see if there is any duplication or better organization suggested. Keith to work with Julie.
6	Analysis Process	Steve Shelton (lead), Bruce Largent DONE	6.2.7 – Arthur Graves and Bruce Largent to assist. 6.2.9 – Mike Eads, Gary Beane, Keith Graham, & Alonso Rodrigues to assist.
7	Features of the Physical Security System – Advantages and Disadvantages	Julie Rebac (lead), Ron Carlson, Keith Graham, Al Longhi, Deb Longtin, Pino Porciello, Tom Proios, Diane Watkins	Needs to be reviewed with section 5 to see if there is any duplication or better organization suggested. Julie to work with Keith.
8	Substation Security Plan	Arthur Graves (lead), Keith Graham, Ben Hooley, Richard Jones. Julie Rebac	Submitted, then resubmitted with minor changes after the meeting.

Note: Action item are shown in bold print.

Summary of Action Items:

1. **Hamid to request a revision to the PAR to change to guide along with the request for an extension of the PAR completion date.**
2. **Groups to complete section assignments by November 15.**
3. **Chuck to get the revised document onto the website for review by December 15. (after the assignments are received on November 15.)**
4. **Group to then review the revised document and provide any comments by end of January.**
5. **Hamid to review the document for organization and redundancy and send his comments back to Chuck by February 15.**
6. **Hamid to schedule a conference call with WG members for March 3rd to discuss the document content.**

Meeting adjourned.

Future Meetings:

Minneapolis, MN: May 17-21, 2015
 Nashville, TN: October ?, 2015

E7 Working Group – IEEE Draft Standard for Physical Security of Electric Power Substations (1402)
 2014 Fall Meeting – Nashville, TN
 Wednesday, 10/8/14, 8:00 AM

Meeting Attendees:

Name	Company or Affiliation	Working Group Role
Gary Beane	TRC Engineering	Member
Josh Berkow	HDR	Guest
Kevin Buhle	American Transmission Company	Guest
Don Campbell	Southern Company	Guest
Michael Chavis	Duke Energy – Progress	Guest
Chris Considine	Oldcastle	Guest
W. Bruce Dietzman	Oncor Electric Delivery Company	Member
Mike Eads**	ABB	Guest**
Brian Farmer	PG&E	Member
Michael Fleck**	ITC Holdings	Guest**
Sophia Flood	Oldcastle Precast Inc.	Guest
Alan Gaetz	HDR Engineering, Inc.	Member
Keith Graham	Dominion	Member
Arthur Graves**	Ameren	Guest**
Charles Haahr	Power Grid Engineering	Member
Zack Hoffmann	Burns & McDonnell	Guest
Charles Holcombe	Southwire Company	Guest
Bruce Largent**	HDR	Guest**
Ben Loehr	Sega, Inc.	Guest
Al Longhi	Tymetal Corp	Guest
Debra Longtin	American Transmission Company	Member - Secretary
Jeremy McNutt	Tennessee Valley Authority	Guest
Jason Meidinger	Dominion VA Power	Guest
Olivialin Miller	AEP	Guest
Donnie Moreau	HDR Engineering, Inc.	Member
William Munn	Southern Company Services Transmission	Guest
Shashikant Patel	Public Service Electric and Gas Comp	Member
Pino Porciello**	Systems With Intelligence, Inc.	Guest**
Nate Postma	American Transmission Company	Guest
Thomas Proios**	SAIC	Guest**
Julie Rebac	EVRAZ North America	Guest
James Reid	SCE	Guest
Alonso Rodriguez	ThermaLimits	Guest
Oscar Santos	Southern California Edison	Guest
Hamid Sharifnia	HDR Engineering, Inc.	Member - Chair
Steven Shelton	HDR Engineering, Inc.	Member
Vinod Simha	AEP	Guest
Gilles Tremouille	Alstom Grid	Guest
Matthew Vacha	First Energy	Guest
Tam Vo	ATC	Guest
Aaron Wilson	POWER Engineers, Inc.	Guest
Jim Wilson**	Consultant / Vanquish	Guest**

Note that new attendees were assigned to the role of guest. Some have assignments. If those assignments are completed and they continue participating, they may become members if desired.

**Seven (7) attendees have requested membership, noted by asterisks. To be reviewed by the chair.