

Chair: Nenad Uzelec

Meeting Minutes

1. Call to order and introduction:

.

2. Roster Check:

Attendance included 16 Working Group members and 11 guests. . Refer to Annex A for the attendance list.

3. Previous Meeting Minutes:

Minutes were displayed. Karla Trost moved to accept and seconded by Francois Soulard.

4. Meeting Highlights:

The chair reported that the report will need to move submitting the document to RODE to the Spring 2016 meeting.

The document is presently in revision #4 and is 99 pages.

There are three items that are not yet completed which will be discussed today.

1. Pole Top Configuration

- a. Technical requirements are written around pole top devices.
- b. The industry now has different configurations that need to be addressed.
- c. Comment was made that the expect electronics to not be sensitive. What if there are multiple compartments?
- d. Writing Assignment:
 - i. Chris Lettow
 - ii. Dustin Sullivan
 - iii. Individual contributions are to be submitted to Nenad by 12/31/16
 - iv. Revision 4 of the document needs to be sent to Dustin and Chris.

2. Sensors

- a. These are called Low Power Instrument Transformers (LPIT).
- b. The sensors may, or may not be, physically located in side of a unit. They can connect to the switchgear, or the control, or both.
- c. There are no documents known of that deal with how to test the system.
- d. A comment was made that it is up to the utility to define what testing needs are for system put in their jurisdictions. This is because testing is dependent on the configuration
 - i. There can be accuracy issues.
 1. Devices can be exposed to abnormal conditions

- e. It was suggested that the document refer to the individual standards that the LPIT are tested to This will let users know what to review to determine testing needs.
 - i. Nenad will work on including these standards into the document
 - f. Writing Assignment
 - i. Bob Behl will get someone from ABB that knows controls to assist.
 - ii. Anil Dhawan will also assist.
 - iii. Individual contributions are to be submitted to Nenad by 12/31/16.
3. Cyber Security
- a. Normally local communication to these devices.
 - b. WIFI is more secure than blue tooth
 - i. Problem is that WIFI can have the WIFI key discerned.
 - 1. The issue is diminished if a 2nd layer of authentication is incorporated. This is two factor authentication.
 - a. The control does not broadcast SSID.
 - b. It will submit an authorization request to the device trying to access it if it was never accessed by that device.
 - c. Writing Assignment
 - i. Jeff Mizener
 - ii. Individual contributions are to be submitted to Nenad by 12/31/16.
4. Editing Assistance Needed
- a. Introduction and References
 - i. Frank DeCesaro
 - b. Chapter 5 – Human Factors
 - i. Anil Dhawan
 - ii. Dustin Sullivan
 - iii. Jeff Mizener
 - iv. Frank DeCesaro
 - c. Chapter 7 – Firmware/Software
 - i. Paul Found
 - ii. Dustin Sullivan
 - iii. Jeff Mizener
 - iv. Karla Trost
 - d. Chapter 8- System Configuration
 - i. Bob Behl
 - ii. Dustin Sullivan
 - iii. Jeff Mizener
 - iv. Karla Trost
5. Goal is to have the document to RODE sub-committee in the spring of 2016.
- a. Nenad will have the document ready for edit review early January.
 - b. Editing is to be done by 2/28/16.

5. New Business;

It was announced that this will be the last Switchgear meeting that Ed Jankowich will be attending. He will be enjoying a well deserved retirement. The group applauded him for his contributions at these meetings. He will truly be missed..

6. Next meeting:

Week of 25 April 2016; Hilton Head, South Carolina USA

6. Meeting was adjourned at 9:32

Annex: Member Attendance

Role	First Name	Last Name
Vice-Chair	Francois	Soulard
Secretary	Frank	DeCesaro
Member	John Paul	Adigwu
Member	Chris	Ambrose
Member	Robert	Behl
Member	Antone	Bonner
Member	Paul	Found
Member	Jeffrey	Gieger
Member	Peter	Glaesman
Member	Edward	Jankowich
Member	Travis	Johnson
Member	Chris	Lettow
Member	Donald	Martin
Member	Jeffery	Mizener
Member	Timothy	Royster
Member	Karla	Trost
Guest	Robert	Behl
Guest	Anil	Dhawan
Guest	William	Ernst
Guest	Jose	Jarque
Guest	John	Kaminski
Guest	Jon	Spencer
Guest	Kyle	Stromberg
Guest	Dustin	Sullivan
Guest	Steven	Meiners
Guest	Michael	Whitney
Guest	Keith	Wood

Submitted by:

Name Frank DeCesaro

Date 9/21/2015