Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
February 1, 2010

• Minutes •

Attendees:

Shannon Bolan, NPPD*
Fred Meyer, EDE*
Edgar Rivera, LUS*
Misty Revenew, WRI*
Ron Green, AEP*
Rod Lewis, KCPL*
Jim Gunnell, SPP Staff Secretary
Mike Wech, SWPA
Mark Bradley, ITC

Bill Bowen, SPS
Mark Eastwood, CUS
Kevin Frick, WRI
Gary Plummer, BPU
John Kerr, SPP
Jane Martin, SPP
Carl Stelly, SPP
Ronda Walters, SPP

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda

Shannon Bolan called the meeting to order at 1:38 p.m. and the agenda was approved. There was one exception--Jim Gunnell reported on the Train-the-Trainer class in Donna Freeman’s stead.

Agenda Item 2: Approval of meeting minutes

The 01/11/2010 minutes were approved by the group.
Agenda Item 3: Review of Previous Action Items

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Date Originated</th>
<th>Owner</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Explore vendors who offer consulting services and templates that SPP members can use to meet the requirements of NERC PER-005-1</td>
<td>4/9/2009</td>
<td>Jim Gunnell</td>
<td>On Hold</td>
<td>PER-005-1 has not yet been voted on at FERC.</td>
</tr>
<tr>
<td>Work with Mike Wech regarding presentation of System Restoration Principles and incorporating exercise for the 2010 SOCs</td>
<td>12/7/2009</td>
<td>Carl Stelly</td>
<td>In Progress</td>
<td>Same as below RE: Objectives</td>
</tr>
<tr>
<td>Contact Robert Hirchak and Mike Wech regarding the development of a presentation for 2010 SOCs</td>
<td>01/11/2010</td>
<td>Carl Stelly</td>
<td>In Progress</td>
<td>Same as below RE: Objectives</td>
</tr>
<tr>
<td>Human Error Prevention presentation at 2010 SOCs</td>
<td>01/11/2010</td>
<td>John Kerr &amp; Shannon Bolan</td>
<td>In Progress</td>
<td>Same as below RE: Objectives</td>
</tr>
<tr>
<td>Send e-mail with class numbers for REOPs and SOC conferences</td>
<td>01/11/2010</td>
<td>Margaret Hebert</td>
<td>Complete</td>
<td>e-mail sent on 01/11/2010</td>
</tr>
</tbody>
</table>
### Agenda Item 3: Review of Previous Action Items (Contd.)

<table>
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</thead>
<tbody>
<tr>
<td>Send list of objectives for SOCs</td>
<td>01/11/2010</td>
<td>Carl Stelly</td>
<td>In Progress</td>
<td>Carl will e-mail the list of objectives along with the agenda to the group by COB 02-02-10</td>
</tr>
<tr>
<td>Testing of LMS</td>
<td>01/11/2010</td>
<td>Shannon Bolan &amp; Misty Revenew</td>
<td>In Progress</td>
<td>Testing will begin later in February or early in March.</td>
</tr>
<tr>
<td>Submit list of representatives from member companies who will assist with LMS testing</td>
<td>01/11/2010</td>
<td>OTWG Members</td>
<td>In Progress</td>
<td>Anyone interested in helping with testing needs to send Jane Martin an e-mail at <a href="mailto:jmartin@spp.org">jmartin@spp.org</a></td>
</tr>
</tbody>
</table>

### Agenda Item 4: JTA Taskforce Update

Jim commented that the taskforce has completed the work for the Transmission Operator Job role, and he sent a template to the group for them to rank the criticality, frequency, and importance of the tasks developed. He also said there is a roundtable meeting scheduled for February 10, 2010 to determine the loose ends with the Transmission Operator Job role. Jim also stated that there has never been anyone from the OTWG to agree to chair this taskforce and isn’t sure who is doing it. He said he needs a single point of contact for the group and said they would be more productive if work was being done between the calls rather than everyone just getting on the call. He asked if anyone was interested in being the contact for the taskforce. Rod Lewis agreed to be the contact person for the JTA Taskforce.

### Agenda Item 5: Communications Solution Update

Shannon Bolan stated he and Edgar Rivera were on the ORWG teleconference which was in tandem with their Face-to-Face meeting last month to discuss the secondary communications issue with SPP and its members. He said the ORWG has agreed to accept this endeavor to research and develop an alternate means for secondary means of communication that is less cumbersome than the satellite phone. Shannon commented that Mike Wech did an excellent job retaining the e-mail messages and forwarding them on to both he and Edgar and he forwarded them on to Neil Robertson with the ORWG who will take on the charge for secondary communication. Shannon said Neil contacted him with questions in regard to the MCN that NPPD once utilized prior to joining SPP. He gave him that information and said Neil had spoken with SPP IT and SPP has talked with MISO again. Shannon said he and Edgar were encouraged that the ORWG has agreed to take this back.
Agenda Item 6: Report from Compliance Call

Fred Meyer spoke about the compliance call, and said it was dealing with the proposed COM-003 standard that is currently in the “standards drafting phase” with comments closing on January 15th. He said another SPP group is paying particular attention this year to it from a compliance perspective. He stated that many comments have been made regarding COM-003 and most are not in favor of the standard, saying it is redundant with other NERC standards providing no benefit to the operator or the bulk electric system in real-time situations. He commented that one other interesting fact they have included is that events would occur in the Central time zone as opposed to different operating zones. People felt it had no bearing on real-time situations. It is also redundant with some of the EOP standards regarding disturbance reporting and CIP standards with sabotage reporting. Misty Revenew asked if there was a place where the training requirements are mentioned or if it was mentioned at the OTWG meetings to keep everyone in training abreast of them. Shannon Bolan commented that Jim Gunnell makes it a point to make the group aware of new training requirements at the meetings and asks for the group to read them and give input so he can give a reply to NERC. Jim Gunnell said there is a group working to take the standards and convert the ones that need to be results-based standards which could have a huge impact on the OTWG. He isn’t sure who is leading the effort or if SPP has a representative on the committee looking at rewriting the standards to a results-based perspective, but this will mean that almost every standard will have training related to it. Jim said he would research it and send what he finds regarding this to the group. Edgar Rivera told Misty and the group about the quarterly compliance forum taking place on Monday, February 8, 2010 in Dallas. It was discussed by the group that the RTO side is facilitating the forum. Jim Gunnell said this is an excellent forum and told Misty that she could contact David Hodges at SPP for more information.

Agenda Item 7: End-of-Year Survey re: Training Program

Carl Stelly reviewed the End-of-Year survey and pointed out that some of the topics listed as suggestions in the feedback have already been decided on for the SOCs. He said a few comments were: increase the net conference from two hours to three hours to allow more time to cover more material; look into web-based simulator hours; more two-hour net conferences—2010 offerings have increased this year to 28; SOCs – some said more SOCs or more openings. There are things in the feedback that the group is already looking to do in the future or are already doing. Continuing Education comments were: Net conferences are great for cutting travel expenses and time; More SOCs or longer time frame to make it more cost effective due to travel costs. Carl encouraged the OTWG to review the copy that was e-mailed to them, and mentioned if anyone else wanted a copy to let either him or Ronda know and a copy would be sent to them. Carl also said since he has been here this is the first time only one survey was sent. In the past it was done more often, and the hope is to go back to doing them twice a year—mid-year in June or July, and year-end. He told the group if they knew of anyone who had participated in training and hadn’t received the survey, to let either him or Ronda know so one could be sent to them. Shannon Bolan spoke about the comment regarding sending more NPPD to training. They were able to get a few in due to the waiting list. Carl Stelly encouraged everyone to get their operators on the waiting lists. He also commented that the Regional training has begun. Shannon Bolan commended Carl for the excellent job he continues to do.
Agenda Item 8: Train-the-Trainer Update

Jim Gunnell reported there are five people attending this week’s Train-the-Trainer. There were some who had to withdraw because of travel restrictions. Donna Freeman will debrief the two and a half day training with Jim Gunnell and a report will be given at the next OTWG meeting.

Agenda Item 9: Learning Management System Update

Jane Martin gave an update on the LMS saying it is continuing on track toward a late March/early April implementation. The process for adding those who are already registered for the 2010 classes is working well. Internal discussions are on-going to determine ways to communicate the changes to the members. They are considering exploder lists, but aren’t certain that is the best way to communicate the changes. She enlisted the input of the OTWG for any ideas of ways to communicate to the members. Misty Revenew recommended putting links in areas where SPP received the most traffic on the website which act as a portal to the LMS. Doing so will alleviate the members having to go to two different places. Shannon Bolan reiterated that it would be helpful for the group to send a name of someone who might be the contact at their entities to help with the transition. Shannon and Misty said they would not only be involved with the testing, but also be the contact for their respective companies.

Agenda Item 10: Goals for 2010

Jim Gunnell said when the OTWG met in April 2009 before the SPP budget discussions began; the group had identified 13 considerations for 2010 – 2012. He said he wanted to discuss some of the things on that list due to the fact that a strategy needed to be developed for meeting some of the requests by the OTWG. He said some could be combined. Jim recommended determining if there were some items that needed to be removed and then he could develop a spreadsheet for the group to rank them in priority order which would help better determine a strategic plan. Misty asked about the item regarding DTS usage beyond restoration drills; stating that members were wanting more time on a DTS with the ability to participate on their own schedule. Jim explained about Pacific Northwest National Laboratories buying a simulator that they put the SPP model on to show the Department of Energy and others how SPP coordinates the drills. Jim Gunnell commented that when the DTS Engineer is brought onboard the hope is to develop a timeline for providing event-specific scenarios at a sub-regional level. Shannon Bolan stated that there may be an issue with the different companies having different systems to work from. Carl Stelly and Margaret Hebert will be working on scenarios for each of the different sub-regions in addition to facilitating the drills and the other training. Jim Gunnell said it needed to be revisited at the next OTWG face-to-face meeting. Jim said he would put the list of 2010-2012 considerations in an excel spreadsheet with the instructions and send it to the group in order for them to multi-vote and rank them in priority of the importance to the region. This will be further discussed at the next OTWG face-to-face meeting.
**Agenda Item 11: Summary of New Action Items**

1. Carl Stelly will e-mail the group the list of objectives for the SOCs by COB 2-2-10.
2. Jim Gunnell will send out information regarding the results-based standards to the group.
3. Rod Lewis will assume responsibility as the JTA Taskforce contact person from this point forward.
4. Jim Gunnell will debrief with Donna Freeman the Train-the-Trainer currently in session and Donna will give a report to the OTWG at the next meeting.
5. Carl Stelly or Jane Martin will send out a reminder e-mail requesting contacts at each entity to assist with the SPP LMS transition.
6. Everyone in the group will send a name as a contact person from each of their companies to assist with the SPP LMS transition. Those names need to be sent to Jane Martin (jmartin@spp.org)
7. Jim Gunnell will send the Regional Training Strategic Considerations 2010-2012 in a spreadsheet format to the group for ranking them in priority order according to the needs of the region. All will rank the goals and return them to Jim. He will tally the votes and send it out to the group.
8. Jim Gunnell will follow-up with PNNL regarding the use of the DTS once the DTS Engineer is hired at SPP. This will be discussed further at the OTWG Face-to-Face in April.
9. Ronda Walters will begin sending the action items list to the group immediately after the meetings effective today.

**Agenda Item 12: Future Meetings**

Teleconference: March 1, 2010 from 1:30-3:00 p.m. CST

**Agenda Item 13: Adjournment**

Edgar Rivera made a motion to adjourn and Misty Revenew seconded the motion. The meeting was adjourned at 2:55 p.m.