Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
Teleconference
January 9, 2012

• MINUTES •

Attendees:
Shannon Bolan, NPPD*
Richard Appel, SECI*
Bill Bowen, SPS*
Mark Eastwood, CUS*
Robert Hirchak, Cleco*
Mike Hood, AECC*
Misty Revenew, WRI*
Edgar Rivera, LUS*
Stanley Winbush, AEP*
Jim Gunnell, SPP Secretary
Angie Blacketer, LES
Steve Tegtmeier, LES
Randy Ezzell, ITC
Carla Fitzpatrick, OPPD
Scott Labit, GRDA
Karen McGee, AEP
Gary Plummer, BPU
Keeth Works, SWPA
Dave Millam, KCPL
John Gunter, SPP
Gay Anthony, SPP
Michael Daly, SPP
P. J. Rose, SPP
Leslie Sink, SPP
Margaret Hebert, SPP
Jane Martin, SPP
Daniel Baker, SPP
Ronda Walters, SPP

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda
Richard Appel called the meeting to order at 1:35 p.m. on behalf of Shannon Bolan.

Agenda Item 2: Approval of 12/05/2011 Meeting Minutes
Misty Revenew made a motion to approve the minutes and Robert Hirchak seconded the motion. The minutes were approved.
## 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>Jim Gunnell will contact the staff secretary for the Operating Reliability</td>
<td>01/11/2011</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td>ORWG – formation of Blackstart/Restoration Taskforce 09/29/2011- Jim Gunnell to follow up with Jason Smith about the formation of the Blackstart Taskforce 10/03/2011- Jim Gunnell contacted Jason Smith regarding status of the Blackstart Taskforce. ORWG to discuss at January 2012 meeting.</td>
</tr>
<tr>
<td>Working Group regarding who will be responsible for maintaining the information requirements of EOP-006-2</td>
<td></td>
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<tr>
<td>Jim Gunnell will follow-up with Margaret Hebert, the new Regional Restoration</td>
<td>07/11/2011</td>
<td>Margaret Hebert</td>
<td>In Progress</td>
<td>They met last week and have begun the process development. They will follow-up with edits, and have an additional meeting to finalize the process. They will determine a timeline for selecting the areas to hold the SOCs, and conference requirement for the hosting facilities.</td>
</tr>
<tr>
<td>Trainer, and Misty Revenew to develop a process for determining future SOC locations.</td>
<td></td>
<td>Misty Revenew</td>
<td></td>
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</tr>
<tr>
<td>John Gunter to benchmark other restoration principles classes</td>
<td>09/29/2011</td>
<td>John Gunter</td>
<td>Complete</td>
<td>John researched various restoration trainings offered by other companies, and gave a report of his findings to the group. He said there were some ideas he gathered that he wants to incorporate into the SPP restoration classes.</td>
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**Action Item**

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<tr>
<td>Jim Gunnell to schedule meeting with OTWG members in Spring 2012 to draft “assumptions” for 2013 Training Calendar development</td>
<td>09/29/2011</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td>To be added to the March 2012 meeting agenda</td>
</tr>
<tr>
<td>Eliminate SOC waitlist duplications</td>
<td>12/05/2011</td>
<td>Ronda Walters Jane Martin</td>
<td>In Progress</td>
<td>Jane Martin sent an email in December to the training coordinators who had duplications on the SOC rosters and waitlists. Ronda has been working on removing duplicates as responses have been received. The OTWG members voted to give the training coordinators until January 31 to respond to the second email Jane will be sending regarding their duplications. If they have not responded by that date they will forfeit their duplicate seats or waitlist positions.</td>
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**Agenda Item 4: Vote on Adding 5th SOC (Week of August 13th in Little Rock)**
The group voted to hold a System Operations Conference in Little Rock at the Crowne Plaza the week of August 13th – 16th to reduce the numbers of waitlisted registrants.

**Agenda Item 5: 2012 SOC Curriculum**
Margaret Hebert provided an update on the SOC curriculum development progress. John Gunter emailed the proposed agenda for the 2012 SOCs to the group. Margaret said she and John will continue to work to develop the SOC into an hourly/daily format. Their plan is to eliminate the testing, include activities that will increase more participant involvement, group work, and team sharing. Margaret said they would be asking for more help from the OTWG as they further develop it.

**Agenda Item 6: 2012 Emergency Response Drill Dates**
John Gunter explained that he was waiting to see whether the OTWG wanted to hold an August SOC. Since it will be taking place, he said he hopes to offer the Emergency Response Drill on the following dates: June 26 & 27, July 17 & 18, barring any conflicts that may arise. He also said, depending on the response, he may offer one on August 28 & 29. He will send the information regarding the Emergency Response Drill dates to the OTWG, and will work with Jane Martin to get them posted in the LMS.
Agenda Item 7: Discuss End-of-Year Survey Items
Margaret Hebert discussed the End-of-Year survey, and told the group that Customer Training is planning to add all the customer training classes to future surveys. In addition to the courses already being surveyed, she plans to include the Train-the-Trainer, PER, and JTA courses also. They will not include any of the Integrated Marketplace training since there is a separate survey for those courses. She said they hope to structure the survey in such a way to obtain more thorough information so the training needs of the members can be better addressed for future class offerings.

Agenda Item 8: Dispatch Training Simulator Update
Daniel Baker told the group that John Gunter had been working to gather the additional information on the generator capacities and capability curves. He said they have recently removed the conversions to the ETS model in order to make it a DTS model. John Gunter said a request was sent to those they needed to get information from and found some are already sending the information to SPP, and some are still working on it and will be sending it as soon as it’s gathered. John said he is planning a meeting with the SPP Modeling group and Engineering group on January 23, 2012 to identify the information that is already available at SPP. He said once they determine what information they already have and what they still need, he will ask the OTWG members and any others to fill in the gaps.

Agenda Item 9: Integrated Marketplace Participant Training Taskforce Update
Misty Revenew told the group that things are going well with the Integrated Marketplace training. She said the taskforce had a little feedback for Gay Anthony regarding some enhancements and structural changes needed in the curriculum. She said many of the taskforce were supposed to have gotten the opportunity in December to be involved in a class so she hopes to get a report from them at the taskforce meeting today to see how the training was received by them.

Agenda Item 10: Lessons Learned from Audits, JTA Development, etc.
Scott Labit with GRDA asked the group if anyone had looked at the PER-003-1 that goes into effect on 10-1-12, and how it will affect the PER-005-1. The group discussed their thoughts regarding it. Jim Gunnell gave the group the contact information for the Director of Compliance, Philip Propes (501-614-3255). He said they could discuss their list of questions with Philip, or someone on his team to get some answers.

Agenda Item 11: Other
John Gunter discussed the security compliance agreements for the 2012 training. He said he has a meeting with the SPP IT department following the OTWG meeting to find out how these agreements will need to be handled this year. He said tentatively it looks like the agreements are only going to be required for those individuals holding a VPN—not everyone participating in the training. However, it hasn’t been determined whether or not those holding a VPN will be required to participate in the security training. He said he would let the group know what he finds out.

John also mentioned to the group his need for three or four facilitators for the August, Little Rock SOC. John said he had sent an email, and will follow up with the individuals he hasn’t heard from in order to get the slots filled.
Agenda Item 12: Summary of New Action Items

1. John Gunter will coordinate with Misty Revenew, Richard Appel, and any other OTWG members who have additional information to incorporate in the Restoration Principles classes.

2. Jane Martin will send an email to the remainder of the entities having duplications on the SOC rosters. She will inform them that they have until January 31, 2012 to respond with instructions on how they want them handled, and after that date if we do not receive a response their duplicate seats will be given up to the next person on the waitlist for each SOC.

3. Ronda Walters will contact the SPP Event Planner to begin the process of getting the contract signed with Crowne Plaza for the additional 2012 SOC the week of August 13, 2012.

4. John Gunter will send the information on the Emergency Response Drills to the OTWG and will work with Jane Martin to get them in the LMS.

5. John Gunter will send an e-mail regarding the DTS to the OTWG after the January 23 meeting with the Modeling group.

6. Jim Gunnell will follow up with his contact at the Transmission Forum and will send the OTWG the information he gathers. He will also send Richard Appel the name and link for the Transmission Forum site.

7. John Gunter will send an e-mail letting the OTWG know how the Security Compliance agreements will be handled in 2012 once he gets clarification.

Agenda Item 13: Future Meetings
Teleconference, February 13, 2012 (1:30-3:00 p.m.) CST

Agenda Item 14: Adjournment
Richard Appel made a motion to adjourn and Edgar Rivera seconded the motion. The meeting was adjourned at 3:15 p.m.