Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
Teleconference
February 7, 2011

● MINUTES ●

Attendees:
Shannon Bolan, NPPD*  Karen McGee, AEP
Richard Appel, SECI*  Steve Tegtmeier, LES
Robert Hirchak, Cleco*  Renee Devine, Siemens
Stanley Winbush, AEP*  John Mason, INPD
Mark Eastwood, CUS*  Denney Fales, KCPL
Della Amstutz, WFEC*  Fred Meyer, EDE
Michael Crouch, OG&E*  Jane Martin, SPP
Edgar Rivera, LUS*  Ronda Walters, SPP
Rod Lewis, KCPL*  Gay Anthony, SPP
Misty Revenew, WRI*  Leslie Sink, SPP
Jim Gunnell, SPP - Secretary

*Voting member

Agenda Item 1: Call to Order and Approval of Agenda
The group approved the agenda for today’s meeting.

Agenda Item 2: Approval of 01/10/2011 Meeting Minutes
The minutes from the 01-10-2011 meeting 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 DTS engineer to schedule a meeting with the appropriate contact at PNNL to request a cost estimate for upgrading the SPP DTS Model</td>
<td>01/11/2011</td>
<td>Jim Gunnell</td>
<td></td>
<td>The new DTS Engineer is working to get things ready for the spring Drills and REOPs classes so this item has not been a high priority. He will begin working on this as time allows.</td>
</tr>
<tr>
<td>Jim Gunnell will send recommendation to Nick Brown for the filling the OTWG vacancy</td>
<td>01/11/2011</td>
<td>Jim Gunnell</td>
<td>Complete</td>
<td>Recommendation Approved – 01/17/2011</td>
</tr>
<tr>
<td>Margaret Hebert will forward the NERC Project 2010-16 documents to the OTWG</td>
<td>01/11/2011</td>
<td>Margaret Hebert</td>
<td>Complete</td>
<td>Sent on 01/11/2011 Margaret will re-send it since several in the group did not receive it.</td>
</tr>
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<tr>
<td>Jim Gunnell will collect more information regarding PJM’s Generator Operator certification program</td>
<td>01/11/2011</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td>The main certification information page for PJM is: <a href="http://www.pjm.com/training/certification/sys-op-cert.aspx">http://www.pjm.com/training/certification/sys-op-cert.aspx</a>. On this page is the content outline, sample tests, and candidate bulletin. A description of the Certification requirement can be found in Section 1 of PJM’s Manual on Certification and Training. PJM formed a group of operators (subgroup of Dispatcher Training Task Force) to serve as the Steering Committee as well as test Item Writers. PJM also employed Applied Measurement Professionals (AMP) as consultants for the startup of their Certification exams. Obviously, the startup and exam updates are more labor intensive. For the ongoing facilitation of this program, PJM estimates about .25 - .5 FTE. Ray Gross is the leader of this Certification effort for PJM. Ray Gross, <a href="mailto:grossrc@pjm.com">grossrc@pjm.com</a>, 610-666-8890 Jim said he will continue to pursue this.</td>
</tr>
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<tr>
<td>Jim Gunnell will put a GO training item on the Face-to-Face agenda March 31, 2010</td>
<td>01/11/2011</td>
<td>Jim Gunnell</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jim Gunnell will contact the staff secretary for the Operating Reliability Working Group regarding who will be responsible for maintaining the information requirements of EOP-006-2</td>
<td>01/11/2011</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td>e-mail request sent on 01/24/2011; ORWG to discuss at 01/26-27/2011 meeting. They were going to follow-up with the SPP RE regarding the interpretation of the CIP standard. Jason will keep Jim in the loop and he will send information to the group.</td>
</tr>
<tr>
<td>Jane Martin will gather LMS roster data for all 2011 Customer Training courses so that the OTWG can discuss at their March Face-to-Face meeting.</td>
<td>01/11/2011</td>
<td>Jane Martin</td>
<td>In Progress</td>
<td>Jane Martin will have this information ready for the March 31&lt;sup&gt;st&lt;/sup&gt; meeting.</td>
</tr>
<tr>
<td>Jim Gunnell will resend list of potential vendors for JTA development to the OTWG.</td>
<td>01/11/2011</td>
<td>Jim Gunnell</td>
<td>Complete</td>
<td>e-mail sent on 01/21/2011</td>
</tr>
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**Agenda Item 4: Discuss Nominations for OTWG Vacancies**

Jim Gunnell informed the group that Richard Appel’s and Shannon Bolan’s terms expire in March. The group decided to discuss this further at the Face-to-Face meeting on March 31<sup>st</sup>. Jim said he would send out a notice for nominations, and provide meeting registration information in the e-mail.

**Agenda Item 5: Customer Training Vacancies**

Jim Gunnell updated the group on the current vacancies. He explained that applicants are being interviewed for the Integrated Marketplace Trainer position, and he is working on filling the Restoration Trainer position.
**Agenda Item 6: System Operations Conference Update**
Margaret Hebert is currently working with Richard Appel regarding his presentation for the conference. Jim Gunnell stated training is determining how the assessments will be structured in order to align with the presentations to make them more hands-on. He said as soon as Margaret gets the objectives in a more completed form she plans to send an update to the group. This should be in the next week or so. Misty Revenew asked if the SOC facilitator rosters were filling up, and if there would be plenty of coverage from the OTWG to assist with the conferences. Ronda Walters stated they were filling up, and thought there would be good representation. Ronda said she would e-mail all the 2011 SOC facilitator lists to everyone for review. Gay Anthony reminded the group that the first conference would be in Little Rock so SPP training staff could help if necessary.

**Agenda Item 7: Annual Program Evaluation Results**
Jim Gunnell asked the group to review the survey results before the March Face-to-Face in order to be prepared to discuss future training topics. He also said the group would rank the topics in regard to priorities for strategic planning. Jim said he would group the responses into categories before the meeting so they can be easily identified and mapped out.

**Agenda Item 8: Personnel Subcommittee Update**
Jim Gunnell told the group that this would be a standing agenda item. There was nothing to discuss today. He said an update will be given by Dan Ewing at the next meeting.

**Agenda Item 9: COM-002-3 Comment Period to March 7, 2011**
Jim Gunnell announced that there are some changes to COM-002-3 and the comment period closes on 3/7/11. He encouraged anyone interested in making comments to go to the NERC site to the "Standards Under Development" tab to find the comment form and make comments.

**Agenda Item 10: SPP EOPs Hours Policy**
Jim Gunnell stated that all the training events have the new SPP EOPs Hours policy posted on them, and said it is also posted on the SPP website. He read the policy to the group and gave clarification, saying that SPP can only state that it’s applicable to operators of SPP, and can’t make the decision as to whether the hours are applicable to the operators of its members. Jim encouraged everyone to be sure the EOPS hours are applicable since that is how the standard reads.

**Agenda Item 11: Customer Training and Strategic Initiatives**
Jim Gunnell stated this agenda item is listed as a reminder, saying, customer training and strategic initiatives will be discussed at the March 31st OTWG Face-to-Face. The group will be designing a plan that will be carried out for the next three years. He said any information gathered from the survey or discussions they might have with their employees will be useful in determining the training needs for the future.

**Agenda Item 12: JTA Taskforce Update**
Rod Lewis stated that the letter regarding PER-005-1 was sent to the executives of the member companies explaining what it will mean for them.
In addition, Jim Gunnell announced a proposal from a vendor contact, Conrad Gottfredson. Jim explained that Conrad had come to SPP to conduct a rapid job task analysis for the RC desk, and also guided the training team through the templates that Jim uses in the JTA workshop presentation. He stated that Conrad is proposing to conduct a GEAR session on rapid job task analysis. Jim explained that GEAR is an interactive web-learning event where the group goes through the following steps: 1) gather, 2) expand, 3) reply, 4) receive feedback. Jim said Conrad could accommodate 80 people for the session. He suggested that SPP put it on the LMS for registration, and after seeing what the registration numbers are, possibly offering it to MISO and the New England group since it’s a web-based workshop. The group was very interested in the idea. Jim said he would work with Conrad to get the course description and then get Jane Martin to list it in the LMS for registration and announce it via the LMS to everyone. He said once the registration numbers are determined he would like to open the registration to other ISOs and RTOs if the group didn’t object. All were in agreement.

**Agenda Item 13: Lessons Learned from Audits, JTA Development, etc**
Shannon Bolan asked if anyone in the group had any lessons learned to share with the group. No one had any comments. Shannon then asked the group if anyone planned to attend the peer reviews conducted through the forum. Stanley Winbush, Jim Gunnell stated they would attend. Shannon and Jim Gunnell commented on how valuable they are when preparing for an audit.

**Agenda Item 14: Summary of New Action Items**
Jim Gunnell will request from multiple vendors a packet of information showing what they offer. He will then provide the list of vendors and their information regarding the JTA to the group.

Margaret Hebert will send an e-mail regarding the NERC project 2010-16 to the OTWG.

Jim Gunnell will send a note requesting nominations for the OTWG vacancies to be discussed at the March 31st Face-to-Face meeting.

Margaret Hebert will e-mail an SOC update to the OTWG.

Ronda Walters will e-mail the SOC facilitator rosters to the OTWG.

Jim Gunnell will summarize and group the information from the annual survey and present it at the next meeting.

The OTWG will review the Annual Program Evaluation results and bring their ideas to the Face-to-Face for strategic planning regarding customer training.

Jim Gunnell will work with Jane Martin and Conrad Gottfredson to get the JTA rapid task analysis seminar on the LMS for registration to take advantage of Conrad’s free training.

Jim Gunnell will follow up and give report to the group regarding status of the secondary communications solutions.
**Agenda Item 15: Future Meetings**
Teleconference: March 7, 2011
1:30-3:00 p.m. CST

**Agenda Item 16: Adjournment**
Misty Revenew made a motion to adjourn, and Robert Hirchak seconded the motion. The meeting adjourned at 2:25 p.m.