Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
Teleconference
February 13, 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*
Della Amstutz, WFEC*
Mike Crouch, OGE*
Jim Gunnell, SPP Secretary
Randy Ezzell, ITC
Arron Wetovick, OPPD
John Mason, INDP
Greg Ramsey, GRDA
Karen McGee, AEP
Keeth Works, SWPA
Dave Millam, KCPL
Denney Fales, KCPL
John Gunter, SPP
Gay Anthony, SPP
Michael Daly, SPP
P. J. Rose, SPP
Leslie Sink, SPP
Margaret Hebert, SPP
Jane Martin, SPP

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda
Shannon Bolan called the meeting to order at 1:31 p.m. CST

Agenda Item 2: Approval of 01/09/2012 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

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<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 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>Complete</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. At their January 2012 meeting, the ORWG decided NOT to form a task force. They directed Jason Smith to draft proposed changes to the existing plans to address the EOP upcoming changes for comment/approval rather than forming the task force. Most of the discussion work will occur directly in ORWG.</td>
</tr>
<tr>
<td>Jim Gunnell will follow-up with Margaret Hebert, the new Regional Restoration Trainer, and Misty Revenew to develop a process for determining future SOC locations.</td>
<td>07/11/2011</td>
<td>Margaret Hebert Misty Revenew</td>
<td>In Progress</td>
<td>The group has met and 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>Leslie Sink to schedule meeting with OTWG members in Spring 2012 to draft “assumptions” for 2013 Training Calendar development</td>
<td>09/29/2011</td>
<td>Leslie Sink</td>
<td>In Progress</td>
<td>To be added to the March 2012 meeting agenda</td>
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<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>
</tr>
<tr>
<td>Coordinate with Misty Revenew, Richard Appel, and any other OTWG members who have additional information to incorporate in the Restoration Principles classes</td>
<td>01/09/2012</td>
<td>John Gunter</td>
<td>In Progress</td>
<td>Send an email to the remainder of the entities having duplications on the SOC rosters. 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</td>
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<td>01/09/2012</td>
<td>Jane Martin</td>
<td>Complete</td>
<td></td>
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<tr>
<td>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</td>
<td>01/09/2012</td>
<td>Ronda Walters</td>
<td>Complete</td>
<td>John Gunter will get the ERDs in the LMS by 02/17/2012</td>
</tr>
<tr>
<td>Send the information on the Emergency Response Drills to the OTWG and will work with Jane Martin to get them in the LMS</td>
<td>01/09/2012</td>
<td>John Gunter</td>
<td>In Progress</td>
<td>John Gunter will get the ERDs in the LMS by 02/17/2012</td>
</tr>
<tr>
<td>Send an e-mail regarding the DTS to the OTWG after the January 23rd meeting with the Modeling group</td>
<td>01/09/2012</td>
<td>John Gunter</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Send an e-mail letting the OTWG know how the Security Compliance agreements will be handled in 2012</td>
<td>01/09/2012</td>
<td>John Gunter</td>
<td>Complete</td>
<td></td>
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**Agenda Item 4: SOC Registration/Waitlist Update**

Jane Martin reported the following numbers for SOC waitlists:

- Omaha, NE SOC – 23
- Kansas City, MO – 33
- Lafayette, LA – 21
- Little Rock, AR in March – 19
- Little Rock, AR in August – 46 currently enrolled

There are 96 waitlisted SOC items in the LMS. Out of the 96, there are 48 unique individuals waitlisted; 36 people are also registered for an SOC and waitlisted for one or more other SOCs.

**Agenda Item 5: Overview of Upcoming Training (REOPS and Marketplace)**

Leslie Sink updated the group regarding our first REOPS classroom training. SPP has completed five of six Marketplace Overview training sessions. The next session will take place on March 6th and 7th. Approximately 1,200 seats have been taken in the Overview Modules 1 and 2. 27 MPs attended Overview Modules 1 and 2, and 33 member companies attended Overview Modules 1 and 2. SPP has completed three sessions of “Preparing for the TCR Mock Auction”. About 250 seats were taken in the TCR classes. There are two remaining TCR sessions in February and March. There are several seats available for the remaining TCR sessions. A computer-based training version of the Marketplace Overview will be released by April 30, 2012.
**Agenda Item 6: 2012 SOC Update**
Margaret Hebert and John Gunter provided an update on SOC progress including a Facilitator’s Guide, curriculum development, and facilitators.

**Agenda Item 7: Dispatch Training Simulator Update**
Daniel Baker was not available for an update. John Gunter shared that there may be DTS compatibility issues with 64 bit machines versus 32 bit machines. As members upgrade their machines, this may become an issue. John will be working with Matt Beck (SPP IT) and Daniel Baker (Ops Engineering) to make this as smooth as possible.

**Agenda Item 8: Integrated Marketplace Participant Training Taskforce Update**
Misty Revenew (WRI) reiterated the training stats in Agenda Item #5. Getting participant questions answered and returned during the sessions is due to the input of subject matter experts on the individual workstreams. Please contact Gay Anthony ([ganthony@spp.org](mailto:ganthony@spp.org)) or Misty Revenew ([misty.revenew@westarenergy.com](mailto:misty.revenew@westarenergy.com)) if you would like to join the Integrated Marketplace Participant Training Taskforce meetings that follow the monthly OTWG calls.

**Agenda Item 9: Lessons Learned from Audits, JTA Development, etc.**
There were no lessons learned shared.

**Agenda Item 10: Other**
John Gunter answered several questions:

**How will we know our VPN passwords have expired?** SPP Security is preparing an answer to this.

**Do we have to wait until SPP opens DTS to change our passwords?** No

**Do you recommend that SPP member trainers read and sign policies at the beginning of the year?** As long as they are completed prior to the training events.

**90-day VPN password limit; Can we use the same password throughout the year?** The 90-day limit is an SPP policy. There are CIP password requirements that must also be followed.

**Who do I contact for VPN login password and user access?** John Gunter ([jgunter@spp.org](mailto:jgunter@spp.org)) will help facilitate this process. Users should let John know if they run into difficulties.

**Agenda Item 11: Summary of New Action Items**
1. John Gunter to work with Lesley Bingham (SPP Security) to determine if there is a way to send automatic reminders for VPN password change requirements.
2. John Gunter will send a draft of the proposed process for selecting SOC locations.

**Agenda Item 12: Future Meetings**
Teleconference- March 12, 2012 (1:30-3:00 p.m.) CST
Register here: [http://www.spp.org/event_register2.asp?oID=3818](http://www.spp.org/event_register2.asp?oID=3818)

**Agenda Item 13: Adjournment**
Bill Bowen made a motion to adjourn and Robert Hirchak seconded the motion. The meeting was adjourned at 2:33 p.m.