Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP MEETING

February 18, 2009
Face-to-Face Meeting

MINUTES

Agenda Item 1: Call to Order
Jim Gunnell began the meeting at 8:05 a.m. CDT

Attendees:
Fred Meyer, EDE*
Tom Saitta, KCPL*
Mark McDonald, CLECO*
Richard Appel, SECI*
Ron Green, AEP*
Bo Jones, WRI*
Shannon Bolan, NPPD*
Carla Fitzpatrick, OPPD*
Edgar Rivera, LUS*
Mike Crouch, OKGE*

* Voting Member

Tony Harris, WRI
Mike Wech, SWPA
Gary Cox, SWPA
John Ribar, SWPA
Allan George, SECI
John Kerr, GRDA
Doug Callison, GRDA
Robert Kieborz, NPPD
Carl Stelly, SPP
Jim Gunnell, SPP Staff Secretary

Recommendations for OTWG Chair and Vice Chair
John Kerr, GRDA, resigned his position as OTWG Chair. Mike Wech, SWPA, explained that he is unable to serve as a voting member and Vice Chair of the OTWG due to SWPA’s contractual partnership with SPP.

Richard Appel, SECI, moved to recommend Mark MacDonald, CLECO, for Chair of the OTWG. Mark MacDonald declined the recommendation.

Mark MacDonald moved to recommend Fred Meyer, EDE, for Chair of the OTWG. Richard Appel seconded the motion. Fred Meyer accepted the recommendation.

Bo Jones, WRI, moved to recommend Richard Appel, SECI, for Vice Chair of the OTWG.

Fred Meyer, EDE, seconded the motion. Richard Appel accepted the recommendation. Mark MacDonald moved to recommend Fred Meyer and Richard Appel to Nick Brown as Chair and Vice Chair respectively. Mike Crouch, OKGE, seconded the motion. The motion passed unanimously.

Agenda Item 2: Approval of 01/05/2009 Meeting Minutes
Richard Appel moved to accept the 01/05/2009 minutes and Mark MacDonald seconded the motion. Minutes were approved with no corrections or additions.

Agenda Item 3: Review of Agenda
An action item was added to the agenda to include a discussion of recommendations for the OTWG vacancy. Mark MacDonald moved to approve the amended agenda. Mike Crouch seconded the motion.
**Agenda Item 4: Recommendations for OTWG Vacancy**
Richard Appel discussed having the OTWG vacancy filled with a system operator. The Group discussed the qualifications of an OTWG member.
Richard Appel moved to recommend Bill Cook, WFEC, to fill the OTWG vacancy. Edgar Rivera seconded the motion. John Kerr, GRDA, recommended Doug Callison, GRDA, to fill the OTWG vacancy.
Richard Appel amended his motion to include Doug Callison and Bill Cook to fill the vacancy. Mark MacDonald seconded the amended motion. Doug Callison received the recommendation in a vote of six to three.

**Agenda Item 5: Status of Previous Action Items**
- Jim Gunnell reviewed previous action items. Applied Professional Training, Inc. (APT) notified SPP that they will be unavailable for the 2009 System Operations Conferences.
- The Dispatch Training Simulator is being updated and should be completed by the North Subregional Restoration Drill in April; operations engineering is porting over the latest model from the EMS.
- Mike Wech talked to Paul Rice at WECC about the WECC net. The WECC net and the MAPP system don’t integrate with the systems at SPP. Fred Meyer asked for someone to take this action item from Mike Wech because of the increasing demands on Mike’s time at SWPA. Mike Wech recommended that the next step would be to talk to the OPS1 developers to determine if forms could be added to OPS1 to allow system operators to enter outages. Edgar Rivera, LUS, agreed to take this action item and meet with Scott Aclin and the ORWG about potential options.
- Carl Stelly discussed Dispatch Training Simulator enhancements such as increased functionality from a generation perspective. SPP training is currently discussing items with AREVA, including a scheduling tool to initially input an NSI number. SPP training will continue to work with ops engineering and AREVA on these upgrades and other upgrades such as individual logins in the future to better track actions in the DTS and troubleshoot any issues encountered.
- Jim Gunnell provided an update of the partnership with Pacific Northwest National Laboratories (PNNL), explaining that SPP would continue to explore logistics for utilizing the SPP DTS housed at PNNL.

**Agenda Item 6: Impact of NE Entities and Potential New Members on Training**
Robert Kieborz said that SPP could expect approximately 65-70 new operations personnel from Nebraska to participate in training. Mike Crouch discussed the possibility of adding a fourth System Operations Conference to the 2010 calendar. Mike Wech expressed concern that adding more conferences, net conferences, classroom training, etc. may require additional regional trainers. Richard Appel moved that Jim Gunnell investigate enrollment numbers for 2009 and potential increases in 2010 and to determine if additional SPP training staff will be required to facilitate the level of training necessary. Edgar Rivera seconded the motion. The motion passed by acclamation.
Richard Appel suggested having a 2011 budget meeting in February 2010. Jim Gunnell will ensure that this item is added to the February 2010 Face-to-Face meeting.

**Agenda Item 7: Market Training**
Carl Monroe discussed the need for a member working group that has responsibility for ongoing market training. The SPP Board of Directors requested this in order to have this responsibility covered. Carl Monroe suggested that Jim Gunnell determine the number of fulltime equivalents required to provide ongoing market training and determine the ongoing market continuing education needs.
Richard Appel moved to amend the OTWG charter to include market personnel training. Mike Crouch seconded the motion.
Agenda Item 8: OTWG Charter Discussion
The OTWG Charter was reviewed and changes were made to include market personnel training.
The amended OTWG Charter was approved unanimously.
The amended OTWG Charter will be forwarded to Carl Monroe (SPP VP, COO) and Jim Useldinger (ORWG Chair).

Agenda Item 9: Vendor Involvement in SOCs
Carl Stelly provided an update on vendor participation in the System Operations Conference. Applied Professional Training, Inc. will not be able to meet their commitment to the SPP SOC. As an alternative, Operator Educational Services, North America (OESNA) has provided a proposal to deliver an 8-hour session at the 2009 SOCs on “Emergency Preparedness and Restoration Training”. OESNA will complete all necessary paperwork for continuing education hours. The cost of the OESNA session will be $4,000 per SOC. Tentatively 8 EOPS, 2 Simulation, and 8 Operations Topics hours will be offered for the session.

Richard Appel moved (pending budget) to engage OESNA for an 8-hour session at the 2009 SOCs at a cost of $4,000 per SOC along with changes to the SOC agenda. Mark MacDonald seconded the motion. The motion was approved unanimously.

Agenda Item 10: PER-005 Workshop Review
This agenda item was not discussed as there was a separate meeting to plan PER-005 workshops for SPP members. Refer to PER-005 Workshop notes in the OTWG materials folder at SPP.org.

Agenda Item 11: Partnership updates (PNNL & AREVA)
See Agenda Item #5

Agenda Item 12: Discuss Potential DTS Enhancements
See Agenda Item #5

Agenda Item 13: Strategic Plan for 2009-2011 (Drills, Classroom, Net Conferences, etc.)
In regards to Agenda Items 6 and 7, Jim Gunnell will investigate continuing education courses for market training, the impact of additional training for new members, and determine the necessary training staff needs for these additional requirements.

Agenda Item 14: Results of Regional Training Survey
Carl Stelly reviewed the regional training survey results. The overall survey results were positive. Carl will send the regional survey breakdown by regional members. These results will be posted in the OTWG materials folder at SPP.org.

Agenda Item 15: Future Face-to-Face Meetings in Conjunction with System Operations Conferences
Richard Appel moved to conduct a face-to-face meeting in conjunction with each SOC with a teleconference as well. These meetings would provide time to debrief the conference and discuss modifications where necessary. Edgar Rivera seconded the motion. The motion passed with a vote of nine to one.

Agenda Item 16: Semi-Annual System Restoration Planning Sessions
Carl Stelly explained that these meetings would be held to discuss restoration training and determine what scenarios the members need in their restoration exercises. Jim Gunnell will schedule a planning session to discuss System Restoration Training.
**Agenda Item 17: Review of New Action Items**
- Jim Gunnell will submit a recommendation to Nick Brown for the following:
  - Fred Meyer, OTWG Chair
  - Doug Callison, Voting Member
- Mike Wech to meet with Edgar Rivera to handoff communications system follow-up
- Jim Gunnell to investigate continuing education courses for market training, the impact of additional training for new members, and determine the necessary training staff needs for these additional requirements
- Jim Gunnell to make approved changes to the OTWG charter and forward to Carl Monroe and Jim Useldinger
- Carl Stelly to post a final agenda for the SOC and notify registrants of the changes
- Carl Stelly to send Regional Survey breakdown by regional members to appropriate exploders
- Jim Gunnell will schedule a planning session to discuss System Restoration Training scenarios

**Agenda Item 18: Future Calls/Meetings**
Teleconference: March 2, 2009
Register Here: [http://www.spp.org/event_register2.asp?oID=1458](http://www.spp.org/event_register2.asp?oID=1458)

**Agenda Item 19: Adjournment**
Richard Appel moved to adjourn the meeting. Mark MacDonald seconded the motion. Fred Meyer adjourned the meeting at 1:05 p.m. CDT.