OPERATIONS TRAINING WORKING GROUP MEETING

April 9, 2009

• MINUTES •

Agenda Item 1: Call to Order
Shannon Bolan called the meeting to order at 1:05 p.m. CST

Attendees:
Shannon Bolan, NPPD*  Mike Wech, SWPA
Richard Appel, SECI*  Rod Lusk, KCPL
Fred Meyer, EDE*  Tony Harris, WRI
Mike Crouch, OGE*  Robert Kieborz, NPPD
Edgar Rivera, LUS*  Carl Stelly, SPP
Doug Callison, GRDA*  John Kerr, SPP
Bo Jones, WRI*  Donna Freeman, SPP
Ron Green, AEP*  Gay Anthony, SPP
* Voting Member  Jenny Erwin, SPP
Jim Gunnell, SPP Staff Secretary

Agenda Item 2: Approval of 03/02/2009 Meeting Minutes
Richard Appel moved to accept the 03/02/2009 meeting minutes. Doug Callison seconded the motion. The minutes were approved.

Agenda Item 3: Review of Agenda
Agenda was approved.

Agenda Item 4: Status of Previous Action Items

☐ Communication System Follow-up:
Edgar Rivera reported that he’s been in contact with Scott Aclin, SPP to discuss the need for a new emergency communications system for SPP. Edgar suggested to Scott the possibility of utilizing OPS1 as a method of emergency communications. Scott confirmed that OPS1 was a viable solution. Edgar recommended that the OTWG pursue this solution. Scott and Edgar will continue conversations to follow up on this request. Edgar reported that using OPS1 provides redundancy and connectivity. He reiterated that it would be the optimal solution. Edgar will provide an update at the April 30, 2009 OTWG meeting. Once a high level solution is adopted by the OTWG, Edgar will send the proposal to the ORWG (Jim Useldinger).

☐ Continuing Market Education and Expanded Regional Training Opportunities
See Agenda Item #7

☐ Schedule System Restoration Scenario Discussion:
See Agenda Item #9
**Agenda Item 5: Debrief and Discussion of System Operations Conference**

- Carl Stelly reported that the overall response to the conference was positive. Carl discussed exploring allotting more time for Critical Decision Making exercises.
- Richard Appel felt that more time should be allotted for certain topics.
- John Kerr suggested that we provide a short CDM facilitation and process discussion before the CDM exercises begin. All presenters should use the microphone.
- Doug Callison recommended that we utilize a writing tablet instead of flipchart since the flipchart is not large enough to see from the back of the room.
- Shannon Bolan recommended that we utilize the podium with the stationary microphone in addition to the wireless microphone.
- Ensure that when breaking the large group into subsets for the CDM the subsets have operators with varying experience levels, generation, and transmission represented.
- All presenters should review material from their presentation before exam.
- John Kerr requested a list of the OTWG members who will be present at the SOC in Springfield, MO. Those stating that they would attend the Springfield conference are: Shannon Bolan, John Kerr, Carl Stelly, Robert Kieborz, Terry Oxandale, Fred Meyer, Richard Appel, Tony Harris, Mike Wech, Jim Gunnell.
- Items to consider for future conferences:
  - Tour windmill blade manufacturer
  - Congestion management
  - System operator role in compliance
  - NNL
  - EEA
  - OASIS and Tagging
  - Job aid for what constitutes the dividing line for what counts and doesn’t count for continuing education hours

**Agenda Item 6: Discuss System Operations Conference Dates and Deliveries for 2010**

Carl presented the facilities document for 2010. Richard Appel recommended that the OTWG keep one delivery in Little Rock, AR and one in Springfield, MO if the SWPA facility is available. The other delivery could be at a location of the group’s choice. Topics for future conferences was discussed (see Agenda Item 5). This item will be placed on the April 30, 2009 agenda for further discussion.

**Agenda Item 7: Discussion of Strategic Approach for Continuing Market and Regional Ops Training**

The group discussed each of the 14 items identified in the “Regional Training Strategic Considerations 2010-2012” document.

Donna Freeman suggested that SPP Training solicit advice from the OTWG in identifying needs that should be addressed in the Train-the-Trainer course. Potential redesign of existing course.

The group identified items 1-7 as high priority, 8 as a low priority, 9-13 as medium priority, and 14 to be included as a part of 1 and 9. Jim Gunnell will prepare a report for the April 30, 2009 meeting.

**Agenda Item 8: PER-005-1 Update and April 14th Meeting**

Jim Gunnell reminded the group of the April 14, 2009 meeting to discuss templates to use in meeting NERC Standard PER-005-1.
**Agenda Item 9: Date for System Restoration Scenario Planning Session**
The group discussed the need for a task force to work with Carl Stelly on conducting these meetings. Carl Stelly requested input from the group regarding the structuring of the subregions. It was recommended that the OTWG and ORWG be involved in this task force. Mike Wech provided an historical reference regarding the formation of the Black Start Task Force. The Black Start Task Force no longer exists. Carl Stelly will contact Jim Useldinger with the ORWG to determine next steps and the possibility of forming or reactivating the Black Start Task Force. The group determined that it should meet in June to begin discussions of the process. Carl Stelly will schedule a meeting in June for this item.

**Agenda Item 10: Review of New Action Items**
- Carl Stelly to contact presenters and explain that time should be allotted at the end of their presentation to review the material to clarify any misunderstandings.
- Edgar Rivera to prepare communications solution report and present at the April 30 OTWG Face-to-Face meeting [see agenda item #4]
- Carl Stelly to contact OTWG about reviewing the 2010 SOC dates and deliveries document
- Jim Gunnell to add System Operations Conference dates and deliveries for 2010 to the April 30, 2009 OTWG meeting agenda
- Doug Callison to clarify request for presentation on the system operator’s role in compliance
- Jim Gunnell to contact OATI regarding how the list of end users of the OATI OASIS tool was validated and send a list of conference participants to OATI so that OATI can validate they have been invited to attend the OATI OASIS training
- Abby Simms to follow up with Donna Freeman regarding a job aid for defining what constitutes NERC continuing education hours
- Donna Freeman to solicit advice from the OTWG in identifying needs that should be addressed in the Train-the-Trainer course
- Jim Gunnell to explore vendors who offer consulting services and templates that SPP members can use to meet this requirement of NERC PER-005-1
- Carl Stelly to contact Jim Useldinger regarding System Restoration Drills and the Black Start Task Force
- Carl Stelly will schedule a meeting in June to discuss System Restoration Training Scenarios
- Richard Appel to contact SECI security officer and bring training information regarding Homeland Security presentation to the April 30, 2009 OTWG meeting

**Agenda Item 11: Future Calls/Meetings**
Face-to-Face and Teleconference following Systems Operations Conference in Springfield, MO
April 30, 2009
1:00-5:00 p.m. CST
May 1, 2009
8:00 a.m. - 12:00 p.m. CST
Southwestern Power Administration Offices
2858 South Golden
Springfield, MO


**Agenda Item 12: Adjournment**
Richard Appel moved to adjourn the meeting. Doug Callison seconded the motion. Shannon Bolan adjourned the meeting at 4:27 p.m. CST.