Minutes (63)

Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP MEETING

Face-to-Face Meeting
SWPA Offices in Springfield, MO
April 30, 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 Lewis, KCPL
Fred Meyer, EDE*  Tony Harris, WRI
Mike Crouch, OGE*  Robert Hirchak, CLECO
Ron Green, AEP*  Bill Bowen, SPS/Excel Energy
Bo Jones, WRI*  Carl Stelly, SPP
Ron Maki, KCPL  Jim Gunnell, SPP Staff Secretary
Gary Cox, SWPA
Mike Wech, SWPA
Rod Lewis, KCPL
Tony Harris, WRI
Robert Hirchak, CLECO
Bill Bowen, SPS/Excel Energy
Carl Stelly, SPP
Jim Gunnell, SPP Staff Secretary

Agenda Item 2: Approval of 04/09/2009 Meeting Minutes
The minutes from the April 9, 2009 meeting were approved.

Agenda Item 3: Review of Agenda
Two agenda items were added: Discussion of Current OTWG Vacancies and Discussion of OTWG Charter. The modified agenda was approved.

Agenda Item 4: Status of Previous Action Items
- 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 will prepare a report for the April 30, 2009 Face-to-Face meeting.
- 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, 2009 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
Minutes (63)

☐ 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

Richard Appel reported that Control System Security Program (CSSP). The website is http://www.us-cert.gov/control_systems/cstraining.html

**Agenda Item 5:  Debrief and Discussion of System Operations Conference**

Carl Stelly reported that the conference ran very smoothly and the logistics and presentations ran more smoothly than the previous conference.

Feedback:
- Review the Market Training session evaluations and determine how to make the session more relevant to the group at large.
- OES-NA presentation was very good.
- Jim Gunnell asked the group if they would be open to conducting one of the sessions via net conference. The group was receptive and asked the training staff to explore this option as an alternative.

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

Shannon Bolan suggested that NPPD host an SOC in 2010. Shannon said that the NE entities would discuss and he would report at the next OTWG meeting.

Carl Stelly presented the estimates for four locations for hosting the SOC in 2010. The locations included: Garden City, KS, Oklahoma City, Shreveport, and Tulsa.

Richard Appel suggested hosting one conference at SWPA and one at SPP.

This agenda item will be included on the agenda for discussion at the next meeting.

Fred Meyer proposed the following locations for the SOCs in 2010:
- Oklahoma City, OK and Shreveport in the Spring of 2010 (last week in March and last week in April)
- Springfield, MO and Little Rock, AR in the Fall of 2010 (last week in September and last week in October)

The group agreed on the locations and timing. Carl Stelly will firm up the logistics and report status at the June meeting.

**Agenda Item 7:  Choose Date for System Restoration Scenario Planning Session**

This meeting was scheduled for June 23, 2009 from 2:00-4:00 p.m. CST. Carl Stelly will send out a teleconference and net conference notice.

**Agenda Item 8:  Discussion of Strategic Approach for Continuing Market and Regional Ops Training**

Jim Gunnell presented *Background Justification for Additional Training Staff to Address Regional Emergency Operations Training Needs*. The group discussed deliveries and content. Richard Appel moved for SPP to facilitate five System Operations Conferences in 2010. Mike Crouch seconded the motion. After discussion, Richard Appel withdrew his motion.

Carl Stelly shared with the group that getting the Scenario-based Emergency Response Drills delivered in 2010 would be at risk even if a dedicated trainer was hired in 2009. A more realistic approach would be to hire a trainer in 2009 or early 2010 to design and develop the program in 2010 with the intent of these being rolled out in 2011.
Fred Meyer questioned if there were data to support the additional curriculum. Jim Gunnell said that the proposal was developed based on a previous OTWG recommendation that identified areas of strategic focus that would require additional staffing. The proposal was also based on current enrollment numbers and anticipated increases in enrollment due to continuing education requirements and additional operations personnel participating from new member companies.

Richard Appel moved to approve the recommended training proposal as is. Mike Crouch seconded the motion. After discussion, Richard Appel amended the motion to take into account the risk of not being able to hire the training staff in time to meet the recommended training. The motion reads: Accept the staffing proposal to increase SPP training staff by 4.5 FTEs to address anticipated regional training needs, understanding that training staff would have to be in place well in advance of delivering the additional training for 2010.

The motion passed with a vote of five to one.
Mike Crouch, OGE- Yes
Fred Meyer, EDE- No
Bo Jones, WRI- Yes
Ron Green, AEP- Yes
Shannon Bolan, NPPD- Yes

**Agenda Item 9: Filling OTWG Vacancies**
Jim Gunnell explained that there are currently two vacancies on the OTWG due to resignations from Doug Callison, GRDA and Tom Saitta, KCPL. Jim Gunnell will send a note through the appropriate exploders regarding the vacancies.

**Agenda Item 10: Discussion of OTWG Charter and Reporting Structure**
Jim Gunnell explained that the OTWG Charter was reviewed at the April MOPC meeting and the MOPC remanded the Charter to the ORWG for further discussion to determine if the Charter should include markets training. The ORWG discussed the responsibilities of the OTWG at its April 29th meeting and recommended two options:

- the OTWG Charter could include markets training, but the OTWG should then report directly to the MOPC
- the OTWG Charter would not include markets training and the OTWG would continue to report to the ORWG; the markets training would fall into another working group and that group would report to the MWG.

The group discussed the pros and cons of both options. Fred Meyer expressed concern that the OTWG does not have the level of experience or exposure to take on the responsibility of overseeing the markets training.
Jim Gunnell will contact Emily Davis (MWG staff secretary) to schedule a meeting of the OTWG and MWG for discussion of the second option above.
Further discussion of the OTWG Charter was tabled until the May teleconference since two voting members had to leave the teleconference and there was not a quorum left for a vote at this meeting.

**Agenda Item 11: PER-005-1 Template Discussion Update**
Fred Meyer suggested that SPP OTWG develop a generic task list that each company could use as a basis for developing its own job task list. This would provide a common ground throughout the region for starting the job task process.

**Agenda Item 12: Discussion of Developing List of High Level Job Tasks by Function**
Jim Gunnell will schedule a follow up meeting of the OTWG to develop a common task list based on the NERC Reliability Functional Model, Version 4.
## Agenda Item 13: Review of 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>2. 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 will prepare a report for the April 30, 2009 Face-to-Face meeting</td>
<td>4/9/2009</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>3. Prepare communications solution report and present at the April 30, 2009 OTWG Face-to-Face meeting</td>
<td>4/9/2009</td>
<td>Edgar Rivera</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>4. Follow up with Donna Freeman regarding a job aid for defining what constitutes NERC continuing education hours</td>
<td>4/9/2009</td>
<td>Abby Simms</td>
<td>In Progress</td>
<td></td>
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<tr>
<td>5. Solicit advice from the OTWG in identifying needs that should be addressed in the Train-the-Trainer course</td>
<td>4/9/2009</td>
<td>Donna Freeman</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>6. Explore vendors who offer consulting services and templates that SPP members can use to meet the requirements of NERC PER-005-1</td>
<td>4/9/2009</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
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<td>7. Develop a synopsis of the feedback from the April SOCs</td>
<td>4/30/2009</td>
<td>Carl Stelly</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>8. Send out teleconference and net conference notice regarding the June 23, 2009 meeting to discuss restoration scenarios</td>
<td>4/30/2009</td>
<td>Carl Stelly</td>
<td>In Progress</td>
<td></td>
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<tr>
<td>9. Send note to exploders regarding OTWG vacancies</td>
<td>4/30/2009</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td></td>
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<td>10. Work with Shannon Bolan to schedule and communicate a teleconference meeting of the OTWG for May to finalize agenda items 9 &amp; 10</td>
<td>4/30/2009</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>11. Schedule a meeting to finalize a common task list based on the NERC Reliability Functional Model, Version 4</td>
<td>4/30/2009</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>12. Firm up the 2010 SOC logistics and report status at the June meeting</td>
<td>4/30/2009</td>
<td>Carl Stelly</td>
<td>In Progress</td>
<td></td>
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**Agenda Item 14: Future Calls/Meetings**
Teleconference- June 1, 2009 from 1:30-3:00 CST

**Agenda Item 15: Adjournment**
Richard Appel moved to adjourn the meeting. Mike Crouch seconded the motion. Shannon Bolan adjourned the meeting at 5:45 p.m. CST