Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
Teleconference
May 14, 2012

● MINUTES ●
1:30 - 3:00 p.m. CST

Attendees:

Shannon Bolan – NPPD*
Richard Appel, SECI*
Bill Bowen, SPS*
Mike Crouch, OGE*
Denney Fales, KCPL*
Robert Hirchak, Cleco*
Mike Hood, AECC*
Misty Revenew, WRI*
Jarrodo Horn, AEP
(proxy for Stanley Winbush)
Leslie Sink, SPP Secretary

Keeth Works, SWPA
Karen McGee, AEP
Steve Tegtmeier - LES
John Mason, IND
Scott Labit, GRDA
David Pham, EDE
Gay Anthony, SPP
John Gunter, SPP
Michael Daly, SPP
P. J. Rose, SPP
Margaret Adams, SPP
Jane Martin, SPP
Ronda Walters, SPP

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda

Shannon Bolan called the meeting to order at 1:35 p.m. and the Agenda was approved by the group.

Agenda Item 2: Approval of 4/26/2012 Meeting Minutes
Misty Revenew pointed out a small correction needing to be made to the minutes regarding the future meeting (agenda item # 12). Ronda Walters will make the change and re-post them to the website.
### 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>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>The assumptions for training offerings for 2013 are: 8 net conference topics offered 4 times per year (topics will decided upon later), 4 NC train-the-trainers and 1 ILT Train the trainer with different topics than previous 2 years – The drill discussions will be tabled until after 6/27 the first ERD. Leslie will send a list of the training topic deliverables to the group this week. It will be discussed at the June meeting.</td>
</tr>
<tr>
<td>Possible training tool/job aids and/or specific entity training for the DTS</td>
<td>3/12/2012</td>
<td>Daniel Baker</td>
<td>In Progress</td>
<td>Daniel is looking into some sort of training aid or specific training to assist with the DTS “issues” – that are unique to each member.</td>
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<tr>
<td>Leslie Sink will contact Jason Smith, Terry Oxandale and SPP Compliance regarding who will be responsible for maintaining the information requirements of EOP-005-2 – requirement 18 &amp; 12</td>
<td>03/12/2012</td>
<td>Leslie Sink</td>
<td>In Progress</td>
<td>Leslie will request clarification from NERC. She will send information to the group regarding both requirement 12 &amp; 18 as soon as she receives it.</td>
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### 2013 Drill discussion – Regional Drills, Sub-Regional Drills and Emergency Response Drills -

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<tbody>
<tr>
<td>4/26/2012</td>
<td>John Gunter</td>
<td>In Progress</td>
<td>To be discussed after the June ERD.</td>
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**SOC participant MAP**

<table>
<thead>
<tr>
<th>Date</th>
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<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/26/2012</td>
<td>John Gunter</td>
<td>In Progress</td>
<td>Larger map for use in the SOC. Leslie Sink said these will be made available in August.</td>
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**Nomination of Denney Fales sent to Nick Brown**

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<thead>
<tr>
<th>Date</th>
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<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>4/26/12</td>
<td>Leslie Sink</td>
<td>Completed</td>
<td>Nick accepted the nomination and all records have been updated.</td>
</tr>
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</table>

**PER005 RSAW Comments submitted to NERC**

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</thead>
<tbody>
<tr>
<td>4/26/2012</td>
<td>Leslie Sink</td>
<td>Completed</td>
<td>These were submitted to NERC on Monday 4/30/12.</td>
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**Integrated Marketplace Level 2 Training Curriculum**

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<thead>
<tr>
<th>Date</th>
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<th>Status</th>
<th>Notes</th>
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<tbody>
<tr>
<td>5/26/2012</td>
<td>Gay Anthony</td>
<td>In Progress</td>
<td>Gay will provide a presentation in the June meeting on the Level 2 curriculum.</td>
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</table>

**Agenda Item 4: System Operations Conference Debrief**

Leslie Sink reported that all seats are currently filled for the August SOC with nine on the waiting list. She said it is now visible in the LMS, and anyone can add their name to the waitlist. John Gunter said he and Ronda Walters are getting the SOC evaluations prepared to send to the group, and will send them as soon as they are completed.

**Agenda Item 5: Integrated Marketplace Participant Training Taskforce Update**

Gay Anthony shared the progress regarding the questionnaire that was recently sent. She said the taskforce would discuss the logistics for doing the “deep dives”, and what entities would host those sessions at their next meeting. She also said they would use the SOC selection form in order to assist with choosing the host sites. She mentioned, they are in the development stage of the level two curriculum, and added that the taskforce also discussed the success of releasing the CBTs for the level one training on April 30, 2012. She said they had a lot of hits during the first week and they are pleased that it is such a great training tool. She said they are considering having a small pilot class for an external group to teach the Day-Ahead/Real-Time Markets, and Scheduling “deep dives”. She said this would help them to be better prepared for some of the questions that may arise during the training of larger groups.

**Agenda Item 6: Lessons Learned from Audits, JTA Development, etc.**

The group shared their experiences with recent and up-coming audits.
Agenda Item 7: Other Items
Shannon Bolan presented a question to the group that Robert Hirchak had asked him regarding EOP-006-2 Requirement 10 pertaining to the RCs of SPP requesting the transmission operators and generator operators attend the restoration drills exercising their simulations. Robert said he heard Jason Smith say on a compliance conference call that he would be developing the criteria for all the EOP 006-2 to be ready sometime in July or August, 2012. Once it’s developed the ORWG will be working to approve it in September to November time frame. Leslie Sink said she had followed up with Jason regarding this, but would ask Margaret Adams to contact Jason Smith again to ensure the OTWG is in the loop regarding this topic.

Leslie Sink discussed an issue with the group relating to the attentiveness of the proctors during the drills. She asked the group to please ensure that the proctors from their entities are aware of their responsibilities as proctors and that they are engaged and present during the drills. She said they had discussed this with the individual entities having issues, but she wanted to ask the group to remind their proctors.

Agenda Item 8: Summary of New Action Items
- Ronda Walters will make the change on the April 26th meeting minutes and will re-post them to the website.
- Leslie Sink will send a list of the training topics to the group this week. It will be discussed at the June meeting.

- Leslie Sink will send information to the group regarding who will maintain both requirement 12 & 18 as soon as she receives it.

Ronda Walters and John Gunter will send evaluation summaries for Little Rock and Lafayette SOCs as soon as they are completed.

Margaret Adams will contact Jason Smith regarding the EOP-006 and its affect on the future changes in the criteria.

Agenda Item 9: Future Meetings
June 4, 2012
1:30-3:00 p.m. CST
Register here: http://www.spp.org/event_register2.asp?oID=3820

Agenda Item 10: Adjournment
Richard Appel made a motion to adjourn, and Bill Bowen seconded the motion. The meeting was adjourned at 2:15 p.m.