Southwest Power Pool, Inc.

OPERATIONS TRAINING WORKING GROUP

Teleconference

June 6, 2011

* Minutes *

Attendees:

Shannon Bolan, NPPD*
Richard Appel, SECI*
Robert Hirchak, Cleco*
Stanley Winbush, AEP*
Mark Eastwood, CUS*
Della Amstutz, WFEC*
Edgar Rivera, LUS*
Mike Crouch, OKGE*
Misty Revenew, WRI*
Kevin Frick, WRI
(proxy for Misty Revenew)
Mike Hood, AECC*
Jim Gunnell, Secretary
Mike Wech, SWPA
Steve Tegtmeier, LES
Randy Ezzell, ITC
Mark Bradley, ITC

Dan Ewing, AEP
Karen McGee, AEP
Carla Fitzpatrick, OPPD
Denney Fales, KCPL
Scott Labit, GRDA
Keeth Works, SWPA
John Mason, INDP
Arron Wetovich, OPPD
Bill Bowen, SPS
Margaret Hebert, SPP
Gay Anthony, SPP
Jane Martin, SPP
Leslie Sink, SPP
Ronda Walters, SPP

* Voting Member

**Agenda Item 1: Call to Order and Approval of Agenda**
Shannon Bolan called the meeting to order at 1:33 p.m. The group approved the agenda.

**Agenda Item 2: Approval of 05/02/2011 Meeting Minutes**
The minutes were approved by the group.

**Agenda Item 3: Nominations for OTWG Vacancy**
The nominees were Bill Bowen – Xcel/SPS, Scott Labit - GRDA, and Denney Fales - KCPL. Scott and Denney briefly stated their bios, and Jim Gunnell stated Bill’s since he wasn’t in the meeting at the time this agenda item was discussed. Bill Bowen was recommended to fill the vacancy in a vote of 7 to 2.
## Agenda Item 4: 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>Jim Gunnell will contact DTS engineer to schedule a meeting with the appropriate contact at PNNL to request a cost estimate for upgrading the SPP DTS Model</td>
<td>01/11/2011</td>
<td>Jim Gunnell</td>
<td>On hold</td>
<td>The DTS Engineer will get the cost estimate from PNNL by end of Q2 2011.</td>
</tr>
<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>In Progress</td>
<td>e-mail request sent on 01/24/2011; ORWG to discuss at 01/26-27/2011 meeting; Jason Smith will follow up with the RE regarding the interpretation of the CIP standard. Jim will follow up with Jason again.</td>
</tr>
<tr>
<td>Jim Gunnell will follow up and give report to the group regarding status of the secondary communications solutions.</td>
<td>02/07/2011</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td>Being tracked by the PRPC.</td>
</tr>
<tr>
<td>Arrange and facilitate a phone call regarding the process of planning for the replacement of retiring operators</td>
<td>03/07/2011</td>
<td>Jim Gunnell</td>
<td>Pending</td>
<td>Jim Gunnell will schedule a call for the group to discuss this issue.</td>
</tr>
<tr>
<td>Add the Train-the-Trainer discussion to the September OTWG agenda</td>
<td>04/21/2011</td>
<td>Jim Gunnell</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Action Item</td>
<td>Date Originated</td>
<td>Owner</td>
<td>Status</td>
<td>Comments</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-----------------</td>
<td>-------------</td>
<td>-------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Summarize Spring SOC evaluations for discussion at July OTWG meeting</td>
<td>05/02/2011</td>
<td>Margaret Hebert</td>
<td>In Progress</td>
<td>Ronda Walters has sent the evaluation summaries to Jim Gunnell for his review. He will send them to the OTWG when his review is complete, and the group will discuss at the July meeting.</td>
</tr>
</tbody>
</table>

**Agenda Item 5: Personnel Subcommittee Update**
Dan Ewing with AEP gave an update to the group saying the committee met in Minneapolis last week to lay out a three-year plan for the group to accomplish. He said a meeting is scheduled in December this year in Florida where SERP members will deliver presentations on assessments, learning objectives, and ILAs. The committee will then put materials together around these subjects. They will also develop a scope of the industry showing where it has been, where it is now, and where they believe it is headed regarding training as an industry overall. The next year the group plans to create a whitepaper that will provide guidelines describing the qualifications for each role in training as a provider, instructor, or presenter to illustrate what is required to be an effective provider. The following year they plan to review continuing education, instructor criteria, program accreditation, etc. which they will also put into a whitepaper. He said their plan is to give companies in the industry guidelines for their training. Dan said they are also going to be updating the Continuing Education manual to remove some things that don’t really need to be in it.

**Agenda Item 6: Customer Training Vacancy Update**
Jim Gunnell announced that the Instructional Designer position will be filled in the next few weeks. He said he is working with HR on the Customer Trainer Market and Customer Trainer Restoration positions which are being reposted due to some changes made on both job descriptions. He commented that there are a couple of strong candidates for these positions and anticipates the positions will be filled by the end of June. Jim said he would follow up with HR about the reposting of the jobs, and stated once the positions are reposted the hiring process should move quickly.

**Agenda Item 7: Review of OTWG Charter**
Jim Gunnell told the group that the verbiage was changed in a previous year to read “market personnel” rather than “operations personnel”, and “SPP members” was changed to “SPP stakeholders”. He said the only major change would be the group’s responsibility for a broader group as it relates to training. It was also discussed whether the group membership needed to be increased or not, and the decision was made to leave the membership as is.
Agenda Item 8: 2012 System Operator Conference Locations
Shannon Bolan mentioned the entities that were interested in hosting a 2012 SOC—LUS, NPPD, KCPL/Westar, SPS, SWPA. Richard Appel, Shannon Bolan, and Edgar Rivera reminded the group that Lafayette, LA had already been selected as a location for one of the SOCs next year. There was discussion about the benefits of having one at Little Rock versus holding it at one of the above mentioned host companies in order to keep the cost down. Mike Crouch pointed out the importance of having the conferences in locations offering something enjoyable for the participants to do when not at the conference. The group decided to send a survey in order to receive feedback from those who would attend. Jim Gunnell reminded the group that the locations needed to be decided by August 1, 2011. Jim Gunnell will send a list of potential 2012 SOC locations to OTWG members asking them to rank all six locations. The locations he will present for feedback in the survey are: Nebraska, Kansas City, Amarillo, Springfield, and Little Rock since Lafayette is already a set location.

Agenda Item 9: Integrated Marketplace Participant Training Taskforce Discussion
This item was discussed during agenda item 7, and the group decided on the specific name of the taskforce. It was noted that the taskforce will be in place until 2014. The following volunteered to be on the taskforce with Misty Revenew leading the group: Mike Hood with AECC, Carla Fitzpatrick with OPPD, Denney Fales with KCPL, and Mark Eastwood with CUS. Misty said she plans to try to recruit someone from Westar who is actually working in the markets to be on the taskforce. It was also determined that Jim Gunnell will send an email to solicit recruits for the taskforce. Jim made the comment there is an Integrated Marketplace Implementation kick-off meeting being held in Dallas June 22 – 23, and he believes there will be a large representation at the meeting. He added it is anticipated SPP will be giving more detail information about the market, training, interactions with customer relations, and readiness. Jim suggested since there will be a lot of information exchanged at this meeting that Gay Anthony give a report to the taskforce prior to the OTWG meeting in July concerning what was decided at the kick-off meeting.

Agenda Item 10: Lessons Learned from Audits, JTA Development, etc.
Bill Bowen mentioned that all three operating companies of Xcel had been audited. Mike Crouch said they haven’t received their final report, but didn’t have anything major that was revealed in their audit.

Agenda Item 11: Other
There weren’t any other items to discuss.
Agenda Item 12: Summary of New Action Items

1. Jim Gunnell will send Nick Brown an email recommending Bill Bowen be added to the OTWG membership.

2. Jim Gunnell will follow-up with Jason Smith regarding the status of the interpretation of the EOP 006-2 CIP standard.

3. Jim Gunnell will schedule a call for the group to discuss the replacement of retiring operators.

4. Ronda Walters will send Shannon Bolan and Misty Revenew the cost information from the spring 2011 SOC held in Little Rock.

5. Jim Gunnell will send an email to solicit recruits for the Integrated Marketplace Participant Training Taskforce.

6. Gay Anthony will give a report to the Integrated Marketplace Participant Training Taskforce prior to the July OTWG meeting to inform them what was decided at the Integrated Marketplace Implementation kick off meeting.

7. Jim Gunnell will get with Margaret Hebert and Ronda Walters to send a survey regarding the location ideas for the 2012 SOCs, and he will note that Lafayette is already set for a location.

Agenda Item 13: Future Meetings
Teleconference: July 11, 2011
1:30-3:00 p.m. CST

Agenda Item 14: Adjournment
Shannon Bolan made a motion to adjourn, and Stanley Winbush seconded the motion. The meeting adjourned at 2:50 p.m. CST