Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
Teleconference
June 7, 2010

Attendees:
Shannon Bolan, NPPD*
Richard Appel, SECI*
Robert Hirchak, Cleco*- Mark MacDonald (proxy)
Michael Crouch, OG&E*
Fred Meyer, EDE*
Carla Fitzpatrick, OPPD*
Rod Lewis, KCPL*
Misty Revenew, WRI*
Jim Gunnell - (Staff Secretary)

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda
Shannon Bolan called the meeting to order at 1:35 p.m. CDT

Agenda Item 2: Approval of 04/01/2010 Meeting Minutes.
The minutes for 04/22/2010 were approved by the group.

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>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>On Hold</td>
<td>PER-005-1 has not yet been voted on at FERC. Still waiting to hear from FERC.</td>
</tr>
<tr>
<td>Follow up with Frank Greitzer with PNNL to determine estimated cost associated with usage of their onsite SPP DTS</td>
<td>03/01/2010</td>
<td>Jim Gunnell</td>
<td>On Hold</td>
<td>Waiting on DTS engineer hire; explore working with current ops engineer on this item</td>
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<tr>
<td>Follow up with Conrad Gottfredson to determine if the JTA template can be shared with MISO</td>
<td>03/01/2010</td>
<td>Jim Gunnell</td>
<td>Complete</td>
<td>Clarification: Shannon Bolan shared that request came from MISO trainer; Jim Gunnell will give Dr. Gottfredson’s information to Deb Lang with MISO</td>
</tr>
<tr>
<td>Schedule JTA process net conference in coordination with PER-005-1 implementation</td>
<td>04/01/2010</td>
<td>Jim Gunnell</td>
<td>On Hold</td>
<td>This will be coordinated with the approval of PER-005-1 and JTA taskforce work completion</td>
</tr>
<tr>
<td>Coordinate and schedule a net conference in which multiple vendors are asked to present their products to the JTA Taskforce</td>
<td>04/01/2010</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td>This presentation will be scheduled to occur following accomplishment of work by the JTA Taskforce</td>
</tr>
<tr>
<td>Send ranking General Physics modules to Jim Gunnell for consideration by the OTWG</td>
<td>04/01/2010</td>
<td>OTWG Members</td>
<td>Complete</td>
<td>Gained clarification from the OTWG at June 7 meeting that the request was for SPP to explore updating the content for two of the modules.</td>
</tr>
<tr>
<td>Discuss potential regional pricing breaks for use of SOS, Intl. by SPP member companies</td>
<td>04/01/2010</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Send list of General Physics topics to the OTWG</td>
<td>04/22/2010</td>
<td>Jim Gunnell</td>
<td>Complete</td>
<td>List sent on 05/25/2010</td>
</tr>
<tr>
<td>Send list of potential JTA database providers to Jim Gunnell</td>
<td>04/22/2010</td>
<td>OTWG</td>
<td>In Progress</td>
<td>The group was to send suggestions of potential vendors to Jim Gunnell.</td>
</tr>
<tr>
<td>Compile SOC evaluation summaries and send to the OTWG prior to the June 7th meeting</td>
<td>04/22/2010</td>
<td>Carl Stelly</td>
<td>Complete</td>
<td>Summaries sent on 05/26/2010</td>
</tr>
</tbody>
</table>
Modify CDM scoring rubric and include it in the participant packet for the Fall SOC | 04/22/2010 | Carl Stelly | In Progress | Carl is still working on this item.

Send list of communications issues to ORWG (Jason Smith and Jim Useldinger) and OTWG | 04/22/2010 | Jim Gunnell | Complete | Sent list to Jason Smith on 04/26/2010

Send “Facilities Requirement” list to the OTWG | 04/22/2010 | Carl Stelly | Complete | List sent on 05/25/2010

Contact Mike Wech about using the SWPA facility for one of the 2011 SOCs | 04/22/2010 | Carl Stelly | Complete |

**Agenda Item 4: JTA Taskforce Update**
Rod Lewis mentioned that the BA tasks are being grouped into processes. The next taskforce meeting will be on June 23, 2010 at 1:30 p.m. Jim Gunnell said this should be the last meeting for discussing the BA job tasks then all will be packaged, and the group will have a final meeting to discuss how to proceed with a roll-out.

**Agenda Item 5: LMS Update**
Jane Martin stated that things are going well with the LMS since the launch, and she asked for feedback from the group. Shannon Bolan with NPPD and Carla Fitzpatrick with OPPD both commented that it was working really well at their companies. Richard Appel said he’s getting more copies of certificates now that individuals have access to print their own certificates. Jane discussed the issues with granting admin access in the LMS. She is looking at options that would work such as providing a report showing the courses completed and course grades. Misty Revenew and Richard Appel explained the difficulty they were having obtaining the certificates from their personnel. Jane said she would explore the possibilities to handle their issues. She is also working with the SPP legal department to work through the legalities in order to provide some additional reporting functions. Jim Gunnell asked Alan Wahlstrom from the Regional Entity what they look at for an audit, and he said they look at everything including the certificates. He did say that if it is on the SOCCED that would suffice. It was determined that there is a need to have access to the certificates. Carl Stelly pointed out that the certificates will always be in the LMS, but for them to go ahead and continue requesting the certificates from their personnel so they will have a hard copy. Carl also mentioned the fact that the System Operations Conference rosters are still being managed manually by Ronda Walters until the issues are resolved in the LMS.

**Agenda Item 6: Review of SOC Evaluation Summaries**
Carl Stelly reported that the marks were high across the board for all the presentations with many positive comments. He said the evaluations looked good from the standpoint of the agenda and topics offered. He encouraged all presenters to review the feedback for their particular sessions and see where they might adjust their presentations in order to improve them for the fall conferences. Carl said there were some comments about the markets presentation and exam indicating there was some difficulty for those participants that were inexperienced and unfamiliar with markets. Misty Revenew asked if the participants could do an online session prior to the conference in the future in order to become familiar with the
material that would be presented, and then the SME could enhance what they learned online in
the session at the conference. Jim Gunnell stated that the idea had been thought of in the
past, but there are some things to consider if the group wants to try it. Misty also suggested
possibly doing break-out sessions for the varied levels of experience in order to improve the
session. Jim Gunnell said he liked the idea if it could be done, stating that Terry Oxandale is
SPP's resident SME for the markets and he could do the 201/301 level, and by fall Gay
Anthony would be to a point that she could do the 101 session. Shannon Bolan commented
that CJ Brown would also be a good person to do a break-out session. The group expressed
interest in trying the idea of the break-out session for the two fall conferences. Jim Gunnell
said he and Carl Stelly would discuss the logistics to determine if it could be done in the fall,
and it could be discussed at the next meeting. Jim also said he and Carl would talk with Terry
Oxandale regarding the presentation to see if any adjustments could be made.

**Agenda Item 7: Lessons Learned from Audits, JTA Development, etc.**
Misty Revenew asked the group if there were any suggestions from the group that might help
to better prepare her company or anyone else's in the group for audits. She thanked Jim
Gunnell for sending her the SOS document to assist her. Shannon Bolan offered to show her
what they do if she could travel to NPPD. The group discussed the NERC definition of the
generator operator. Carla Fitzpatrick reminded the group to make sure that PER-002
requirement 3 - applicable regulatory requirements was in their training plan. She advised the
group to follow the section that must be completed by the compliance enforcement authority
which is listed after each requirement. It was also mentioned that NERC does not recognize
cell phones as a reliable source of communication during an emergency procedure so it should
not be listed as such. Jim Gunnell asked that this agenda item remain a standard item on the
agenda. The group agreed unanimously.

**Agenda Item 8: Discuss Repository for EOPs Hours in the SOCCED**
Bill Bowen asked everyone if they would be interested in approaching NERC as a group to
express their need for NERC to retain the EOPs hours in the SOCCED. Misty Revenew and Mike
Wech said they agreed with the OTWG backing up this effort. Fred Meyer stated that although
he agreed with them, he didn’t believe NERC would be willing to track it since it is company
specific for the tracking. Mike Wech said that it might be a difficult road trying to convince
NERC to move a standard adherence requirement (the EOP) into a system operations
certification database. Carl Stelly mentioned other issues regarding the EOPs hours. Jim
Gunnell said he would contact NERC regarding the EOPs hours being retained.

**Agenda Item 9: General Physics Modules (options, next steps)**
The group requested that the General Physics Modules be updated. Specifically module 6
(Roles at SPP and NERC), and 13 (Operations Constraints and Considerations) need to be
updated. Jim Gunnell said he would see who the appropriate person would be for handling the
updates.

**Agenda Item 10: Overview of SPP 2011 Budget Process**
Jim Gunnell said the SPP budget is a zero-based budget. He said according to the OTWG
strategic rankings, the group was most interested in SPP helping them with OJT, JTAs, adding
more continuing education courses, event-specific scenarios for the DTS, and making the
restoration drills more event-specific. Jim said if this is the direction the group wants to take
that he would need to get numbers regarding how many courses are needed, and what the
resources are to produce the training for submitting his budget requests. He asked them to
keep in mind that there will be additional training resources needed to focus on “future
markets”. First budget drafts are due this week, and then headcount a few weeks from now.
He doesn’t believe the regional offerings can be increased with the current staffing. Shannon
Bolan said he agreed. The question was asked whether a DTS engineer/programmer had been
hired. Jim said the job description had been updated and is now in HR’s hands to be re-posted soon. The group had a discussion about the responsibilities of the new DTS engineer and what would be offered to the members.

**Agenda Item 11: 2011 Regional Calendar (input requested)**
Jim Gunnell asked the group to be thinking ahead about next year’s calendar, saying, there will be four SOCs, and net conferences which were 28 this year, and would be the same next year. He reminded the group that they had asked for possibly adding some REOPs classes to the 2011 calendar. He asked the group to be thinking of what the priorities would be for 2011. Fred Meyer commented that it would be good to have a half day prior to the drills to do DTS training. Carl Stelly suggested doing it on the Monday prior to the drill, and said that he would look into it. Misty Revenew asked if the material being presented at the 2011 net conferences would be new topics or would it be topics previously presented just shuffled around some. Carl Stelly said there would be one or two new topics and the rest would be carried over from 2010.

**Agenda Item 12: Summary of New Action Items**
- Jane Martin will explore the reporting capabilities of the LMS that can be provided to help our members, and the possibility of allowing them to gain access to certificates of their personnel.

- Carl Stelly will review the feedback on the SOC evaluations of the Markets presentation to see if any adjustments need to be made.

- Jim Gunnell and Carl Stelly will discuss the logistics of having break-out sessions for the SOC markets presentation for the different levels of experience.

- Jim Gunnell will contact NERC about EOPs hours.

- Jim Gunnell will make the agenda item regarding lessons learned from audits a permanent agenda item.

- Jim Gunnell will explore who would be the best person to update Modules 6 & 13 in the General Physics curriculum.

- Carl Stelly will explore doing a½ day training on the DTS prior to each drill.

**Agenda Item 13: Future Meetings**
Teleconference: July 12, 2010 from 1:30-3:00 p.m. CDT

**Agenda Item 14: Adjournment**
Misty Revenew made a motion to adjourn. Rod Lewis seconded the motion. The meeting was adjourned at 3:35 p.m.