Southwest Power Pool, Inc.

OPERATIONS TRAINING WORKING GROUP

July 6, 2009

• MINUTES •

**Agenda Item 1: Call to Order and Approval of Agenda**

Shannon Bolan called the meeting to Order at 1:32 p.m. CST

**Attendees:**

Shannon Bolan, NPPD*  
Mike Crouch, OGE*  
Ron Green, AEP*  
Richard Appel, SECI*  
Mark MacDonald, CLECO*  
Fred Meyer, EDE*  
Bo Jones, WRI*  
Tony Harris, WRI  
Mike Wech, SWPA  
Rod Lewis, KCPL  
* Voting Member

Robert Hirchak, CLECO  
Bill Bowen, SPS/Excel Energy  
Karen McGee, AEP  
Steve Tegtmeier, LES  
John Kerr, SPP  
Carl Stelly, SPP  
Ronda Walters, SPP  
Jim Gunnell, SPP Staff Secretary

**Agenda Item 2: Approval of 06/01/2009 and 06/18/2009 Meeting Minutes**

Ron Green moved to approve the meeting minutes from the June 1, 2009 and June 18, 2009 meetings. Mike Crouch seconded the motion. Minutes were approved.
## 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>Prepare recommendation for additional staff and send to OTWG for review and comment.</td>
<td>6/18/2009</td>
<td>Jim Gunnell</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Send recommendation regarding revised charter to ORWG, MWG, and Carl Monroe.</td>
<td>6/18/2009</td>
<td>Jim Gunnell</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>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>Edgar will contact Jason Smith and Jim Useldinger about the status of this. Still working on this.</td>
</tr>
<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>In Progress</td>
<td>PER-005-1 didn’t get voted on at FERC meeting. Oct. 1 would be soonest date to implement. He will pass along anything new and will follow up with NERC.</td>
</tr>
<tr>
<td>Contact Jim Useldinger regarding System Restoration Drills and the Black Start Task Force</td>
<td>4/9/2009</td>
<td>Carl Stelly</td>
<td>NA</td>
<td>This item has been deleted because the direction changed</td>
</tr>
<tr>
<td>Jim Gunnell will review OTWG Charter with legal to determine the most appropriate language to use. He will contact the OTWG after the review.</td>
<td>06/01/2009</td>
<td>Jim Gunnell</td>
<td>Complete</td>
<td>Jim Gunnell met with the OTWG on 06/18/2009</td>
</tr>
<tr>
<td>Jim Gunnell will update the Charter based on OTWG recommendations and direction from Stacy Duckett.</td>
<td>06/01/2009</td>
<td>Jim Gunnell</td>
<td>Complete</td>
<td>Charter was updated and posted on 06/16/2009</td>
</tr>
</tbody>
</table>
Agenda Item 4: Discuss Requirements for being an OTWG Voting Member

Jim Gunnell reiterated that there are currently two vacancies. There was discussion by the group of the importance of having voting members who are a part of the market side if OTWG will be providing markets training in the future. The OTWG is waiting to see if MOPC approves the OTWG Charter at their July 14th meeting. It is the desire of the group to make participation in the group a priority, and give input on the training program and content of the System Operations Conferences (SOC). Due to the increase in SOCs in 2010 it will be helpful to have OTWG members assist with these. Involvement of OTWG will increase as SOCs increase.

John Kerr reminded everyone that membership is only for two years. If it is determined a member isn’t actively participating in the group, then re-election would not occur with that member once their membership term ends. Richard Appel agreed that active involvement in the OTWG needed to be stated as an expectation when advertising for the vacant positions.
Carl Stelly commented that a minimum of six OTWG members helping with the SOCs would be needed. Shannon Bolan supported this estimate. Jim Gunnell will advertise the expectations of being a member of the OTWG when sending the notification to the various exploder lists.

**Agenda Item 5: Discuss OTWG Voting Membership including Market Ops Personnel**
All present were in agreement to include market ops personnel as voting members of OTWG.

**Agenda Item 6: Discuss Plan for Filling OTWG Vacancies**
Jim Gunnell will send an e-mail notification through the appropriate SPP exploder lists regarding the OTWG vacancies along with the expectations of being a member of the group.

**Agenda Item 7: Update Regarding Presentation to MOPC for Additional Training Staff**
Shannon Bolan will be at the MOPC meeting on July 14th to give a presentation regarding the OTWG Charter and training staff requirements for 2010. Shannon reminded the group of the need for additional staff in order to administer the Dispatcher Training Simulator and meet the increased requirements of the Regional training. Jim Gunnell mentioned that the meeting will be available via teleconference and encouraged other OTWG members to dial in if possible and join the meeting in support of Shannon.

**Agenda Item 8: Discuss Rotation Schedules**
In order to ensure that the training deliveries in 2010 are available to the widest audience possible, it is important to know the rotation schedule most common throughout the footprint. The rotation schedules were discussed and it was determined that it would be best for the training schedule to remain the same since there are so many variations in the rotation schedules and it will be difficult to accommodate everyone. Several members confirmed that SPP does provide training for a number of members, but some also have in-house training and utilize outside vendors to meet their training needs. Jim Gunnell and the training team will develop a rough draft of the 2010 Training Calendar and send it out.

**Agenda Item 9: Communications Solutions Report**
Edgar Rivera was not at the meeting to deliver a report.

**Agenda Item 10: System Operations Conference Evaluation Summaries**
Carl Stelly informed the group that he will send out the summary report when he has completed it. He explained that there were no “red flags” regarding the past two conferences.

**Agenda Item 11: Upcoming Train-the-Trainer Session**
Jim Gunnell reported that the Train-the-Trainer sessions were set for July 14 & 15. This session will cover objective and assessment writing. The Training team is looking at PER-005-1 and alignment with ILA’s. It was discussed that the job task analyses and assessments need to match the objectives.
Agenda Item 12: Summary of New Action Items

- Jim Gunnell will send nominations via exploder lists and will mention the overall expectations of being a member of the OTWG.
- Jim Gunnell will follow up with NERC regarding PER005-1, and will continue to search for vendors who offer consulting services and templates that SPP members can use to meet the requirements of PER-005-1.
- Carl Stelly will send the SOC evaluation synopsis out to everyone.
- SPP Training will begin work on the 2010 Training Calendar.
- Carl Stelly will check on logistics of conducting a one-hour net conference presentation at the Fall SOC in Lafeyette, LA. He will follow up with Edgar Rivera to determine what the technical capabilities are.

Agenda Item 14: Future Meetings
Teleconference: August 3, 2009 from 1:30-3:00 p.m. CST

Agenda Item 15: Adjournment
Mark MacDonald moved to adjourn. Fred Myer seconded the motion. The meeting adjourned at 2:42 p.m. CST