Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
Teleconference
July 12, 2010

• MINUTES •

Attendees:
Richard Appel, SECI*
Robert Hirchak, Cleco*- John Lindsey (proxy)
Michael Crouch, OG&E*
Mike Hood, AECC*
Carla Fitzpatrick, OPPD*
Rod Lewis, KCPL*
Misty Revenew, WRI*
Edgar Rivera, LUS
Jim Gunnell - (Staff Secretary)

Karen McGee, AEP
Steve Tegtmeier, LES
Bill Bowen SPS
John Kerr, SPP
Jane Martin, SPP
Margaret Hebert, SPP
Mark Robinson, SPP
Ronda Walters, SPP

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda

Richard Appel called the meeting to order at 1:37 p.m. in Shannon Bolan’s absence. Jim Gunnell requested an addition to the agenda regarding FERC NOPR for PER-005-1.

Agenda Item 2: Approval of 06/07/2010 Meeting Minutes

Mike Hood made a motion to accept the minutes as written, and Mike Crouch seconded the motion. The minutes from 06/07/2010 were approved as written.
### 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.</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; possible internal candidate interested in the position. Will explore working with current ops engineer on this item.</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>In Progress</td>
<td>This will be coordinated with the approval of PER-005-1 and JTA taskforce work completion. Have not been able to schedule since they are being coordinated around the PER-005. If it doesn't move forward quickly, JTA update conferences will be scheduled.</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>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>
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<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>Jim is waiting on the database provider suggestions from the group. He’s aware of including Sara with QTS.</td>
</tr>
<tr>
<td>Modify CDM scoring rubric and include it in the participant packet for the Fall SOC</td>
<td>04/22/2010</td>
<td>Carl Stelly</td>
<td>In Progress</td>
<td>Carl is out until July 14, 2010</td>
</tr>
<tr>
<td>Talk to John Taylor (NERC CE Program Manager) about repository for EOPs hours in the SOCCED</td>
<td>06/07/2010</td>
<td>Carl Stelly</td>
<td>In Progress</td>
<td>According to Jim Gunnell, Carl did send an e-mail to John Taylor</td>
</tr>
<tr>
<td>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</td>
<td>06/07/2010</td>
<td>Jane Martin</td>
<td>In Progress</td>
<td>Jim Gunnell stated that Jane has been working diligently with Cornerstone, the LMS provider, to allow members access to print these certificates.</td>
</tr>
<tr>
<td>Review the feedback on the SOC evaluations of the markets presentation to determine what adjustments need to be made</td>
<td>06/07/2010</td>
<td>Carl Stelly</td>
<td>In Progress</td>
<td>Carl is out until July 14, 2010</td>
</tr>
<tr>
<td>Determine the logistics of having break-out sessions for the SOC markets presentation for the different levels of experience</td>
<td>06/07/2010</td>
<td>Carl Stelly</td>
<td>In Progress</td>
<td>Carl and Margaret will review this presentation for improvement when Carl returns.</td>
</tr>
<tr>
<td>Determine staff to update Modules 6 and 13 from the General Physics curriculum</td>
<td>06/07/2010</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td>John Kerr suggested purchasing the new curriculum. The group decided to investigate pricing vs. changes.</td>
</tr>
</tbody>
</table>
Determine logistics of conducting ½-day DTS training prior to drills 06/07/2010 Carl Stelly In Progress Carl is out until July 14, 2010

**Agenda Item 4: JTA Taskforce Update**

Rod Lewis commented that Jim Gunnell had previously covered the status of this agenda item in a prior action item where Jim reported that the group would meet on August 11. He said at the meeting they will validate what they have written, come up with a communication plan, get some dates scheduled on the calendar, and send notifications out regarding the follow-up on the JTA piece. Richard Appel asked Rod if the taskforce planned to finish up the generator operator description, and Jim Gunnell said the group voted not to go any further with it other than to identify the job tasks.

**Agenda Item 5: OTWG Vacancy**

Jim Gunnell reported there is currently one vacancy due to the expiration of Fred Meyer’s term this month. Jim said he had not received any nominations after sending an e-mail solicitation on June 24. He said he would send another notification to hopefully generate interest for nominations. The group discussed the desired representation for the OTWG and also the requirement stated in the bylaws. The discussion was tabled until the August 2nd meeting in hopes of having nominations for the open position.

**Agenda Item 6: LMS Update**

Jane Martin updated the group regarding the LMS, saying things are running smoothly. She has received positive feedback, and has implemented one suggestion received from a member. With regard to additional member permissions, she has determined a way to assign permissions to a designated person giving them the ability to assign training within their own company, and also view a report that includes the transcript information for all of their employees. System limitations are prohibiting us from giving permissions to view user transcripts and/or do substitutions of participants. This is because the substitution functionality is tied to the ability to view transcripts, and the substitution functionality enables the user to see all users in the system. Jane has spoken with Cornerstone several times, and their technical person has researched the issue. At this point there is an impasse with them regarding this issue due to the fact that the majority of their clients do not have a problem with the current set-up. Custom coding is not an option either as all Cornerstone clients use the same set of code. Misty Revenew will use the test system to validate the additional permissions process works correctly and will provide feedback to Jane. Once this final testing is completed, members can contact Jane for the authorization form.

**Agenda Item 7: PER-005-1 Update**

Jim Gunnell discussed the fact that a 56 page NOPR (open for comment) was issued by FERC on June 17, 2010 on PER-005. He reminded the group he had e-mailed them this document along with a concise document entitled “Issues Raised by FERC in PER-NOPR” which is information compiled by the SPP Compliance department. Each section is referenced to a page in the NOPR making it much easier to go through. Jim said he and Terry Oxandale compiled some comments from the SPP Training department and then met with the SPP Compliance department. He said the Training department will be pulling more comments together by August 1st and then the compliance group will host a footprint-wide teleconference to allow members to add comments. All comments will then be presented on the NOPR from SPP. FERC is seeking comments, and looking at changing the timelines for implementation. FERC is concerned that NERC does not address emergency operations personnel in PER-005-1. FERC wants a plan from NERC by the last quarter of 2011 that specifically states how they will address training regarding generator operators. FERC also asked if the simulation technology
is required to mimic the bulk electric system, or an individual entity’s system. Jim Gunnell said he believed each entity should take advantage of the opportunity to make comments especially given the accelerated timeline. Mark Robinson of the Compliance department stated the meeting would take place as soon as the SPP Training department submitted their comments to them, and it would most likely be the first of part of August. Jim Gunnell said he thought it would probably be around the end of the first week or beginning of the second week of August to give the compliance group time to prepare. He asked Mark to include him on the meeting notice so he could forward it to the OTWG. The OTWG members decided to meet regarding the comments in order to glean ideas from one another to take to their respective compliance departments as suggested comments. Jim Gunnell asked Mark Robinson to be involved in that meeting. Misty Revenew asked if the members could each have someone from their compliance departments to participate, and Jim thought that was a good idea. The group decided to try to meet regarding the PER-005 comments the afternoon of August 3, 2010 for the meeting since comments are due on August 23. Jim said he would send the meeting notice along with the WebEx information to the group, and to Mark Robinson. All can forward the notice to anyone in their compliance departments they would like. Jim reminded the group that these two documents are posted on the website in the OTWG 2010 Meeting Documents folder.

**Agenda Item 8: Lessons Learned from Audits, JTA Development, etc**
Misty Revenew asked if others in the group were working on their own JTA development or waiting for the blueprint from SPP. Carla Fitzpatrick and Richard Appel commented they have been working on theirs. Misty, Richard Appel, and John Lindsey discussed what they do at their companies to assist in the JTA development. Jim Gunnell asked if they would like to brainstorm the next steps at the JTA taskforce meeting on August 11th. The group agreed.

**Agenda Item 9: Items to Consider for 2011 Budget**
Jim Gunnell stated that budgets had to be submitted by Friday, July 16. He listed the events decided on by the OTWG for next year--four System Operations Conferences, six regional EOPs, and increased net conference offerings. He said these would not have a big effect on the budget regionally, but that there are some additional market dollars that will have to be budgeted for markets training. He said that development of markets training will begin in 2011. He also said that he could tentatively put the General Physics curriculum cost in the budget to see what might be possible.

**Agenda Item 10: 2011 Regional Calendar**
Jim Gunnell reported the SPP Training department will present the regional training calendar at the OTWG September Face-to-Face meeting for a final run-through if the group is in agreement. The group agreed unanimously. Jim said he would e-mail the calendar, get it posted to the website, and have hard copies available at the meeting.

**Agenda Item 11: Summary of New Action Items**
- John Kerr will follow up with pricing for the whole set of General Physics new curriculum.

- Jim Gunnell will send the OTWG vacancy notification again requesting nominations for the open position.

- Jim Gunnell will send the group, along with Mark Robinson at SPP, a meeting notice including WebEx info for a meeting the afternoon of August 3rd to discuss ideas for comments on PER-005.

-Jim Gunnell will send the 2011 SPP regional calendar to the group when it is completed.
-Mark Robinson will send a meeting notice to SPP OTWG regarding PER-005 comments on the FERC NOPR.

**Agenda Item 12: Future Meetings**
- Teleconference: August 2, 2010 from 1:30-3:00 p.m. CDT

NOPR for PER-005-1 Discussion
- Teleconference/Net Conference: August 3, 2010 from 1:30-3:00 p.m. CDT

**Agenda Item 13: Adjournment**
Misty Revenew made a motion to adjourn, and Carla Fitzpatrick seconded the motion. The meeting adjourned at 2:40 p.m.