Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
Teleconference
August 2, 2010

● Minutes ●

Attendees:

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

Fred Meyer, EDE
Mike Wech, SWPA
Bob Kieborz, NPPD
Steve Tegtmeier, LES
Doug Callison, GRDA
Mike Willhoite, GRDA
Carl Stelly, SPP
Jane Martin, 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 1:44 p.m. in Shannon Bolan’s absence.

Agenda Item 2: Approval of 07/12/2010 Meeting Minutes
Carla Fitzpatrick made a motion to approve the minutes for 07/12/2010, and Misty Revenew seconded the motion. The 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>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; 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>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>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 potential JTA database providers to Jim Gunnell</td>
<td>04/22/2010</td>
<td>OTWG</td>
<td>In Progress</td>
<td></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>It will be modified and ready to go for the fall SOCs.</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>Talk to John Taylor (NERC CE Program Manager) about repository for EOPs</td>
<td>06/07/2010</td>
<td>Carl Stelly</td>
<td>In Progress</td>
<td>Carl sent e-mails to John Taylor detailing this issue, along with suggested answers to their past issues regarding doing this. Carl has had no response from John. He will follow-up.</td>
</tr>
<tr>
<td>hours in the SOCCED</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explore the reporting capabilities of the LMS that can be provided to</td>
<td>06/07/2010</td>
<td>Jane Martin</td>
<td>Complete</td>
<td>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.</td>
</tr>
<tr>
<td>members, and the possibility of allowing them to gain access to certificates of their personnel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review the feedback on the SOC evaluations of the markets presentation to</td>
<td>06/07/2010</td>
<td>Carl Stelly</td>
<td>Complete</td>
<td>Carl recommended this idea be planned for 2011. It can’t be done in 2010 due to the fact the material is already printed, and the ILA has already been approved, and there are no additional resources to conduct the additional class.</td>
</tr>
<tr>
<td>determine what adjustments need to be made</td>
<td></td>
<td></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>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 will give an update later in the agenda.</td>
</tr>
<tr>
<td>Determine logistics of conducting ½-day DTS training prior to drills</td>
<td>06/07/2010</td>
<td>Carl Stelly</td>
<td>In Progress</td>
<td>Carl said this would be considered for the 2011 calendar. He is also updating the DTS reference guide that goes along with it. It will be ready in the fall except for the one for the north. However, it will be ready in 2011.</td>
</tr>
</tbody>
</table>

**Agenda Item 3: JTA Taskforce Update**
Rod Lewis reported there was nothing new from the last meeting. He said the next meeting will be on August 11, 2010 at 1:30 p.m. Jim Gunnell added that there is a teleconference/web conference scheduled through the SPP Compliance department that is on a broader scale on August 10th from 3:00 – 4:00. Mark Robinson said he would give Jim Gunnell the dial-in information to pass along to the OTWG. Jim said that the August 11th meeting will be the final debrief meeting to develop a communication strategy for sharing the information the JTA Taskforce has developed.

**Agenda Item 4: OTWG Vacancy**
Jim Gunnell stated he has only received one nomination from both e-mail requests he sent announcing the vacancy. The nomination received from Paul Johnson was for Stanley Winbush from AEP. Jim reminded the group that the representatives on the group are: five from the north, three from the south, two from the west, and with Fred Meyer’s term expiration leaving the group without a representative from the east. Stanley would increase the representative count from the west to three. Jim read Stanley’s background experience to the group describing his extensive experience in the electric industry. A motion was made Rod Lewis and seconded by Mike Crouch to accept Stanley Winbush’s nomination, and the group agreed to recommend him to fill the vacancy. Jim Gunnell will send the recommendation to Nick Brown for approval. Jim also pointed out the next term expiration would be December 2010 which is Carla Fitzpatrick’s term.
Agenda Item 5: LMS Update
Jane Martin reported on the LMS saying it is running very well. The next big project regarding the LMS will be next year’s calendar and getting it posted in the system. She asked the group for feedback, and Richard Appel said he is hearing comments regarding the certificates, and the frustration of employees having to make a copy and mail it to him. Jane pointed out that the managers can see the employee’s hours, what courses they’ve completed, and the number of credit hours they have acquired including the EOPS on a report from the LMS. Regarding the limited Admin permissions, Jane reported she had one application and was doing final testing. By the end of this week, she hopes to send the request form out to the OTWG members.

Agenda Item 6: PER-005-1 Update
Jim Gunnell reminded the group about the meeting scheduled for August 3rd, and asked everyone to come prepared to share their thoughts so he could draft them. Once drafted, everyone can make a decision on whether they want to submit individual comments, comments as the OTWG, or both.

Agenda Item 7: Lessons Learned from Audits, JTA Development, etc.
There was no discussion at this time.

Agenda Item 8: General Physics Budgetary
John Kerr presented information he received from phone conversations with General Physics world-wide. He gave a brief history of how the General Physics modules came about. If it is agreed to have the modules upgraded, then General Physics will discuss a partnership on computer-based training (CBT) which is when the certification process would take place. He stated they are excellent materials to build classes on and get them approved easily with NERC. Misty Revenew asked if the group should check to see if there is possibly another company that has something like this already out there that would cost less. Jim Gunnell, stated the CBT would be pretty pricey due to the time involved in developing it. He said if the group wants to move in the direction of keeping the General Physics modules and just updating them, someone has to do the update. He said since SPP and its members own the copyrights, the group would either have to pay General Physics, an independent contractor or consultant to do it. Jim reminded everyone that an RFP and bids would have to be submitted on a project of this magnitude. Misty Revenew and Mike Crouch said they would not be in favor of pursuing the upgrade. Jim Gunnell told the group he and Richard Appel had discussed SPP putting together an SPP-specific PowerPoint or document with readily available information about the transmission system, and SPP and its function in the interim. Jim Gunnell said that he would explore creating a presentation that would explain what SPP does, who SPP is, what services SPP provides, and the relationship with each of the members. The group was in favor of the idea. Jim Gunnell agreed to review module 6 & 13 of the General Physics curriculum to create a PowerPoint presentation that would enhance the materials.
**Agenda Item 9: Set 2011 SOC Dates**
Carl Stelly stated that the dates for the 2011 SOCs have not been determined. He listed the dates that might work best next year as a starting point. The proposed dates he mentioned fall on the last week of March (28 – 31), the third week in April (18 – 21), and the last weeks in September (26 – 29), and October (24 – 27). He said the sites had not been determined yet either, and also said the four SOCs would be scheduled first with everything else being scheduled around them. Carl asked the group to allow the Little Rock conference to be hosted first since there would be more staff available to help since it is the first one out. The group discussed what dates would work best, and it was decided by the group to hold them on March 28 – 31 (possibly Little Rock), April 18 – 24 (possibly LUS hosting), September 26 – 29 (possibly SWPA hosting), and October 24 – 27 (possibly OG & E hosting). These are tentative dates and locations.

**Agenda Item 10: 2011 Net Conference Topics**
Carl Stelly discussed the topic ideas for the net conferences in relation to the feedback from the Regional Training Survey. Carl stated he would give the OTWG the final results from the regional survey, and will send it out in raw form with all the comments for their review. At the meeting in September all can bring any additional topic ideas from their respective companies and the group will discuss what net conference topics to present for 2011. Misty Revenew suggested offering the most popular topics the more time during the year, and mix in some of the others, but offer them fewer times. Carl said the training department is considering offering some courses that can be taken online as opposed to them being delivered live. Carl said he would put placeholders for the net conferences, and the topics could be determined at a later date.

**Agenda Item 11: Summary of New Action Items**
- Carl Stelly will send John Taylor a follow-up e-mail regarding the EOPs hours in the SOCCED.
- Mark Robinson will send Jim Gunnell the dial-in information for his August 10th meeting regarding PER-005 comments. Jim will send it to the OTWG.
- Jane Martin to send LMS Admin. form to OTWG representatives
- Jim Gunnell will submit to Nick Brown the recommendation of Stanley Winbush to the OTWG membership.
- Jim Gunnell will review modules 6 & 13 of the General Physics curriculum to create a PowerPoint presentation that would enhance the materials.
- Carl Stelly and Margaret Hebert will send an e-mail reminder regarding the survey.
- Carl Stelly will put placeholders for the Net Conferences on the calendar.

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

**Agenda Item 13: Adjournment**
Misty Revenew made a motion to adjourn, and Robert Hirchak seconded the motion. The meeting was adjourned at 3:08 p.m.