Southwest Power Pool, Inc
Operations Training Work Group
September 8, 2008

- MINUTES -

Agenda Item 1: Call to Order
Ron Maki called the meeting to order at 1:36 p.m. CST

Attendees:
Ron Maki, Aquila – Chair*
Mike Wech, SWPA*
Bo Jones, WR*
Richard Appel, SECI*
Ron Green, AEP*
Bob Cochran, Xcel Energy
Jim Williams, SPP RE
John Allen, CUS
Tony Harris, WR
Carl Stelly, SPP
Doug Callison, GRDA
Donna Freeman, SPP
Pat Budler, NPPD
Shannon Bolan, NPPD
Robert Kieborz, NPPD
Carla Fitzpatrick, OPPD
Jim Gunnell, SPP Staff Secretary
* voting member

Agenda Item 2: Approval of 08/04/2008 meeting minutes
The minutes from 08/04/2008 meeting were approved by acclamation.

Agenda Item 3: Review of Agenda
Ron Maki reviewed the agenda for this teleconference with no changes or additions.

Agenda Item 4: Status of Previous Action Items
✓ Carl Stelly will add as an agenda item for the October Face-to-Face meeting a policy for non-member registrants for future regional training events.
☐ Carl Stelly will gather hotel facility comparison data for September 8th teleconference - Recommended discussion at October Face-to-Face
✓ Jim Gunnell will submit paperwork for Mike Wech, Richard Appel, and Fred Meyer nominations for additional 2-year terms as well as the recommendation of Bo Jones to fill Mike Gammon’s vacated seat on the OTWG.
☐ Ron Maki and Fred Meyer will follow up with Allen Klassen and Mike Gammon on the communications taskforce actions with regards to the emergency communications alternatives. Mike Wech provided an update. See Agenda Item 5.
✓ Carl Stelly will follow up with Donna Freeman on evaluations for the second Train-the-Trainer session held at SPP in Little Rock in July.
✓ Jim Gunnell will change reporting structure in OTWG charter and add sentence to OTWG charter for incomplete term recommendations. They will also add language
to reflect every effort to have someone representing each of the four SPP sub-regions, whenever possible.
☑ Carl Stelly to get written confirmation of reporting structure changes for OTWG Charter from MOPC and send to OTWG members.

**Agenda Item 5: Emergency Communications Update**
Mike Wech provided an update. Mike Wech and Mike Gammon attended the ORWG conference call in August. The OTWG request for emergency communications was clarified with the ORWG. When the restoration drills are conducted, teleconference lines are used. The ORWG was asked to explore an alternate form of communications beyond the satellite phones. This communications alternative could be used during the drills where appropriate. Mike Wech suggested that the ORWG investigate alternatives that are being used at other entities (e.g., MCN). Mike also provided information about the network that WECC uses (i.e., WECC Net). Jason Smith was assigned an action item to determine various alternates to the satellite phones. An update will be provided at the next OTWG meeting.

**Agenda Item 6: OTWG Revised Charter**
Ron Maki recommended that the discussion of the revised charter take place at the October Face-to-Face.

**Agenda Item 7: Operations Survey Update**
Carl Stelly provided an update of the survey that closed August 31, 2008. The two net conferences that represented the least interest in continuing were the IROL and SPP RSS net conferences.
The two proposed net conferences for 2009 that represented the most interest were the Markets 201 and NERC Standards net conferences.

**Agenda Item 8: Train-the-Trainer Evaluations**
Donna Freeman reported that the reviews from the Train-the-Trainer were good. On a 4-point Likert scale, the training received scores of 3 and 4, which represented “agree” and “strongly agree”.

Two people recommended the session be longer, while one person recommended that it be shorter.

Ron Maki encouraged others to attend the Train-the-Trainer session in October.

**Agenda Item 9: Fall SOC and Face-to-Face OTWG Meeting Update**
The roster for the SOC is full. Carl Stelly will send out an e-mail reminder the week of September 15th regarding payment of the fee for the System Operations Conference. Carl reminded the group of location and times. The conference dates are October 6-9, and the location of the conference is the Crowne Plaza in Little Rock, AR. In preparation for the conference, Carl will schedule a net conference for those individuals facilitating the Critical Decision Making exercises during the SOC.

**Agenda Item 10: Review of New Action Items**
☐ Follow up on emergency communications alternatives
☐ Jim Gunnell to add OTWG Charter Discussion to the October Face-to-Face agenda
☐ Carl Stelly to send e-mail reminder the week of September 15th regarding the fee for the SOC
☐ Carl Stelly will schedule net conference for those individuals facilitating the Critical Decision Making exercises during the SOC
Future Calls/Meetings
Face to Face: October 9, 2008, 1:00 – 5:00 p.m. Crowne Plaza conference room, Little Rock, Arkansas, and October 10, 8:00 a.m. - noon, SPP Large Training Room, SPP Offices, Little Rock, Arkansas

Adjournment
Ron Maki adjourned the meeting at 2:05 p.m.

Respectfully submitted,
Jim Gunnell, SPP Staff Secretary