Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
Teleconference
September 13, 2010

• Minutes •

Attendees:
Shannon Bolan, NPPD*
Richard Appel, SECI*
Robert Hirchak, Cleco*
Edgar Rivera, LUS*
Carla Fitzpatrick, OPPD*
Rod Lewis, KCPL*
Misty Revenew WRI*
Stanley Winbush, AEP*

Bill Bowen, Xcel
Gary Plummer, BPU
Steve Tegtmeier, LES
Jane Martin, SPP
Margaret Hebert, SPP
Ronda Walters, SPP
John Kerr, SPP (proxy for Jim Gunnell)

* Voting Member

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

Agenda Item 2: Approval of 08/02/2010 Meeting Minutes
The group approved the meeting minutes 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; 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>Complete</td>
<td></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>Awaiting feedback from 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>Complete</td>
<td>Jane explored the possibilities and discussed the outcome (see Agenda Item 8)</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>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>The group decided to have General Physics come another time rather than at the Face-to-Face.</td>
</tr>
<tr>
<td>determine what adjustments need to be made</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine the logistics of having break-out sessions for the SOC markets</td>
<td>06/07/2010</td>
<td>Carl Stelly</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>presentation for the different levels of experience</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine staff to update Modules 6 and 13 from the General Physics</td>
<td>06/07/2010</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td>Margaret Hebert reported Carl is planning to offer it in 2011 which will be four hours of CEs (EOPs related).</td>
</tr>
<tr>
<td>curriculum</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine logistics of conducting 1/2-day DTS training prior to drills</td>
<td>06/07/2010</td>
<td>Carl Stelly</td>
<td>Complete</td>
<td></td>
</tr>
</tbody>
</table>

**Agenda Item 4: JTA Taskforce Update**

Misty Revenew commented that the taskforce had finalized the second role and discussed how they would market and communicate the work of the group. Many options were discussed since it is unknown when PER-005-1 will go into effect. They discussed working with the SPP Compliance department to put some teasers out about PER-005-1, mentioning that the taskforce has some tools they have been developing to assist them. A group from the taskforce plans to have a meeting with the SPP Compliance department, and then the taskforce would have a meeting subsequent to that meeting in order to discuss some other marketing ideas. Shannon Bolan added comments regarding the Train-the-Trainer session he attended along with Jim Gunnell in Milwaukee, saying he and Jim spoke about the work being done with the JTA taskforce. Shannon said many with the Transmission Forum were interested in what the taskforce has accomplished, and said he believed Jim Gunnell had uploaded the JTA taskforce list with the disclaimer to the Transmission Forum for people to view.
Agenda Item 5: Introduce the 2011 Regional Training Calendar
Margaret spoke about the proposed calendar, and stated that there are eight net conference offerings for 2011 instead of seven. The topics have not been finalized. She stated Market Basics is the only new topic included in the tentative list since it was requested the most. She said the 2011 calendar would be discussed at the Face-to-Face on September 30 in Springfield. There are six offerings of the REOPs sessions scheduled for 2011, along with four System Operations Conferences, and the additional DTS hands-on prior to each Restoration Drill. The DTS Hands-on will be a four-hour class offered as net conferences in 2011 to give participants an opportunity to become familiar with the DTS prior to the drills. There are placeholders for the quarterly net conference training sessions of Train-the-Trainer, PER-005-1 and JTA. The full face-to-face Train-the-Trainer is tentatively scheduled for June of 2011. The calendar will be finalized after the group discusses it at the OTWG Face-to-Face in September. Misty Revenew asked if the DTS hands-on could be more structured. Margaret suggested they handle the more structured section at each of their shops after the introduction portion. Margaret said she would discuss the DTS hands-on class with Carl before the next OTWG meeting.

Agenda Item 6: Discuss Upcoming SOC
Margaret Hebert commented that all things are prepared for the upcoming Springfield SOC, and said the printed materials have been received from the printer. She also said the EIS Market presentation has been condensed, printed and is ready to go. Misty Revenew asked about the participant rosters. Ronda Walters reported that although both rosters are full, she has received several cancellations allowing for a few more on the waiting list the opportunity to attend either the Springfield or Little Rock SOC.

Agenda Item 7: Discuss Agenda for September 30th Face-to-Face
The group discussed various items to list on the agenda for the Face-to-Face in Springfield. Shannon Bolan stated that the General Physics representatives wanted to come to the Face-to-Face, but the OTWG decided to have them approach the group in a WebEx or teleconference next year. Shannon said the group could discuss it more in depth at the face-to-face. The following are agenda items the group suggested for the OTWG Face-to-Face meeting agenda:

- JTA Taskforce

- Topics for 2011

- Markets for the SOC and ways to handle different levels
  Shannon Bolan commented that he would like to send Carla Fitzpatrick the Markets presentation to get her input, and Misty Revenew volunteered to review it also since she is customizing Gay Anthony’s presentation for use at Westar.

- John Kerr asked Misty Revenew if she would be willing to help with a broad overview of what will be taking place with the Consolidated Balancing Authority. Shannon Bolan asked John Kerr if he would be doing the presentation, and John said it could be anyone. The group agreed that this would be a good topic to discuss presenting.

- Richard Appel stated he would like to see Mike Wech give a presentation again next year at the SOCs since he has been so well received by the participants this year.

- John Kerr reminded the group that a theme was chosen for this year’s conference which helped to determine the topics. He suggested that it be considered again at the Face-to-face meeting.
-Misty Revenew suggested doing a session regarding the most violated NERC standards. Margaret suggested taking a group of standards each year to focus on to review and refresh. Misty located a list of the top ten violated standards (PRC-005, CIP 1, CIP 4, Facility-008, EOP-005, TOP-2, VAR-2, Facility-9, CIP -7, and PER-002).

**Agenda Item 8: LMS Update**
Jane Martin updated the group saying the Member/Admin role was rolled out, and several have signed up for it. There are eight companies that are set up, but she’d like to have more. The eight signed up are: Carla Fitzpatrick at OPPD, Stanley Winbush and Heather Felix at AEP, Empire District, GRDA, Misty Revenew at Westar, Richard Appel at Sunflower, Rod Lewis at KCPL, and Stephanie Huffman at Cleco. Jane encouraged those who are using the function to share their thoughts about it. Stanley, Carla, and Misty all had positive comments regarding the administrator capability. Jane informed everyone that she isn’t notified someone new is registered, and told the group to notify her if they notice someone missing from their reports so she can add them as the admin for that particular person as long as the person is registered in the LMS. She encouraged those not signed up to do so by requesting the form from her, and said she’d be happy to assist them via net conference. Misty Revenew stated it might be nice to have Jane conduct a short session at the SOCs to show members the different features of the LMS. Jane announced that Cornerstone who supports our LMS has created new data centers to keep up with the growth of their company, and they are in the process of migrating their clients to the new data centers. The migration will give us greater bandwidth and improve the reliability and availability; however, the URL will change. Currently we go to spp.cyperu.com, and after the migration we will go to spp.csod.com. We are scheduled to migrate Monday night, September 20, 2010. Jane stated an e-mail will go out to all of the registered users of the LMS notifying them of the change. She will send out a communication to the list of member contacts. Also, there will be a redirect in effect until the end of the year on the old Cornerstone website.

**Agenda Item 9: Lessons Learned from Audits, JTA Development, etc.**
Carla Fitzpatrick shared that someone at the Transmission Forum Train-the-Trainer stated she only has ten reliability-related tasks. Misty Revenew said she has 60–80 tasks per role, but the reliability-related tasks will be considerably less. Shannon Bolan said NPPD put a lot of their reliability tasks on the OJT and required their personnel to simulate it to make sure it was done. They also have to have an oral review after the written exam to pass from operator I – Operator II, and the lead for each side or the trainer must sign off on it.

**Agenda Item 10: Summary of New Action Items**
- Margaret Hebert will talk with Carl Stelly regarding the DTS Hands-on before the next OTWG meeting.

- John Kerr will develop a list of companies in the East and South and send the list to the OTWG members. **Ronda- List sent to OTWG members via email 09/15/2010.**

- Jim Gunnell will send an announcement to solicit nominations for new members.

- Margaret Hebert will send the e-mail regarding Carl Stelly’s discussion with John Taylor to the OTWG members again.

- Ronda Walters will cancel the OTWG meeting for October 4, 2010 and remove the meeting from the SPP calendar and send announcement of the cancellation to those registered.
**Agenda Item 11: Future Meetings**

Face-to-Face Meeting, September 30, 2010 from 1:00-5:00 p.m. CDT

The group decided to cancel the October 4th meeting due to the fact that it is so close to the Face-to-Face in September, and there will be another Face-to-Face meeting at the end of October. Ronda Walters will cancel the meeting and notify those registered of the cancellation and send a note to the OTWG.

*Other item discussed*
Shannon Bolan stated that a vacancy on the OTWG occurred recently. Shannon said Jim Gunnell will send out a notification requesting nominations.

**Agenda Item 12: Adjournment**

Misty Revenew made a motion to adjourn the meeting, and Edgar Rivera seconded the motion. The meeting adjourned at 2:40 p.m.