Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
FACE-TO-FACE MEETING

October 8, 2009

Attendees:
Shannon Bolan, NPPD*
Richard Appel, SECI*
Fred Meyer, EDE*
Carla Fitzpatrick, OPPD*
Edgar Rivera, LUS*
Mike Crouch, OKGE*
Ron Green, AEP*
Rod Lewis, KCPL*
Tony Harris, WRI**
Robert Hirchak, Cleco**
Karen McGee, AEP
Mike Wech, SWPA
Bill Bowen, Excel
John Kerr, SPP
Carl Stelly, SPP
Jim Gunnell, SPP

* Voting Member
**Proxy

Agenda Item 1: Call to Order and Approval of Agenda
Shannon Bolan called the meeting to order at 1:07 p.m.

The following agenda items were added:
• Discuss OTWG member terms ending
• Advanced Reliability Operator Certification- schedule special meeting to discuss
• COM-003-1- schedule special meeting to discuss
• Organizational Effectiveness Survey reminder
• Train-the-Trainer duration and frequency in 2010
• Bylaws Overview
• Review OTWG Charter/Scope

Agenda Item 2: Approval of 09/14/2009 Meeting Minutes
Minutes 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>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>The OTWG decided that a meeting with Carl Monroe be scheduled to discuss the feasibility and reliability of using satellite phones during system emergencies. Jim Gunnell will schedule meeting for Carl Monroe, Shannon Bolan, and Edgar Rivera to discuss.</td>
</tr>
<tr>
<td>Check on logistics of conducting a one-hour net conference presentation at the Fall SOC in Lafayette, LA. Follow up with Edgar Rivera to determine what the technical capabilities are.</td>
<td>07/06/2009</td>
<td>Carl Stelly</td>
<td>Complete</td>
<td>Carl Stelly coordinated this with the LUS facility and Philip Propes presented the CIP presentation via net conference.</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>NERC sent Petition of Approval to FERC on September 30, 2009. Jim will not seek a vendor until after FERC rules on the NERC Petition.</td>
</tr>
<tr>
<td>Send recommendation for filling OTWG membership vacancies to Nick Brown for approval</td>
<td>09/14/2009</td>
<td>Jim Gunnell</td>
<td>Complete</td>
<td>Nick Brown approved the recommendation 09/22/2009.</td>
</tr>
<tr>
<td>Put Communications Solution next steps on the agenda for the OTWG Face-to-Face meeting in October</td>
<td>09/14/2009</td>
<td>Jim Gunnell</td>
<td>Complete</td>
<td>Agenda posted with this item.</td>
</tr>
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</table>
Minutes (68)

Reschedule JTA teleconference call from September 30 due to conflict with restoration drill

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Status</th>
<th>Rescheduled on</th>
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<tbody>
<tr>
<td>09/14/2009</td>
<td>Jim Gunnell</td>
<td>Complete</td>
<td>09/22/2009 for 10/01/2009</td>
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</tbody>
</table>

**Agenda Item 4: Update on SPP Training Positions for 2009 and 2010**

Jim Gunnell provided an update regarding the Regional Emergency Operations position. The position has been filled and the trainer is scheduled to join the SPP training staff on November 2, 2009.

Regarding proposed positions for 2010, Jim Gunnell will provide an update on the two regional training positions at the November 2, 2009 meeting.

**Agenda Item 5: Update on Job Task Analysis Taskforce Meetings**

Jim Gunnell provided an update on this item. The JTA taskforce used the NERC Reliability Functional Model v.4 to guide the drafting of job tasks associated with the Transmission Operator and Generator Operator roles. The JTA taskforce also met briefly on October 1, 2009 to discuss the Market Operator job role. It was determined at that meeting that the OTWG should discuss the scope of the taskforce and whether it should include the Market Operator job role.

The OTWG discussed eliminating the Market Operator job role from the JTA taskforce scope. The group decided to continue working toward completing a JTA for the BA job role.

Jim Gunnell will schedule a JTA Taskforce meeting for November 12, 2009 from 1:30-3:00 p.m. to discuss the BA job role.

**Agenda Item 6: Communications Solutions Report- What are our options?**

The group discussed how to move this process forward. John Kerr asked who the OTWG should go to so that this can be resolved. The OTWG decided that this issue would be more appropriately assigned to the ORWG. Mike Wech recommended that the Regional Restoration Drill be conducted using the satellite phones. The group discussed this option and decided that several questions must be answered before the satellite phones could be incorporated into the drills. The outcome of the discussion was for Jim Gunnell to schedule a meeting with Carl Monroe, Edgar Rivera, and Shannon Bolan to discuss the feasibility and reliability of using satellite phones during system emergencies and ask for a recommendation regarding the best way to address this issue.

**Agenda Item 7: Discuss Proposed 2010 Regional Training Calendar**

Carl Stelly provided background information about the development process for the 2010 Training Calendar. The OTWG reviewed the 2010 calendar month-by-month and made the following recommendation(s):

- Offer two three-day Train-the-Trainer sessions in 2010 instead of three
- Insert names for each of the net conferences
- Insert locations for each of the System Operations Conferences
- Exchange the dates of the April 20-22 Regional Restoration Drill with the April 26-29 System Operations Conference
Richard Appel moved to accept the 2010 Regional Training calendar with the exceptions listed above. Mike Crouch seconded the motion. The motion passed unanimously.

Shannon Bolan, NPPD
Fred Meyer, EDE
Mark MacDonald, Cleco
Carla Fitzpatrick, OPPD
Richard Appel, SECI
Edgar Rivera, LUS

Mike Crouch, OKGE
Ron Green, AEP
Rod Lewis, KCPL
Tony Harris, Westar
Robert Hirchak, Cleco

Carl Stelly asked the group to consider net conference topics and bring topic ideas to the November 2 OTWG teleconference. Current suggestions include: Congestion Management, Reserve Sharing System, Consolidated Balancing Authority, NNL, EEA, OASIS, Wind and Voltage, System Restoration Principles, topics from the SPP Criteria, Critical Decision Making Exercises, New/Proposed Standards

**Agenda Item 8: Schedule OTWG Meetings for 2010**

OTWG teleconference meetings will be scheduled in 2010 on the following dates:

- Monday, January 11, 2010 from 1:30-3:00 p.m. CST
- Monday, February 1, 2010 from 1:30-3:00 p.m. CST
- Monday, March 1, 2010 from 1:30-3:00 p.m. CST
- Monday, April 5, 2010 from 1:30-3:00 p.m. CST
- Monday, May 3, 2010 from 1:30-3:00 p.m. CST
- Monday, June 7, 2010 from 1:30-3:00 p.m. CST
- Monday, July 12, 2010 from 1:30-3:00 p.m. CST
- Monday, August 2, 2010 from 1:30-3:00 p.m. CST
- Monday, September 13, 2010 from 1:30-3:00 p.m. CST
- Monday, October 4, 2010 from 1:30-3:00 p.m. CST
- Monday, November 1, 2010 from 1:30-3:00 p.m. CST
- Monday, December 6, 2010 from 1:30-3:00 p.m. CST

OTWG Face-to-Face meetings will be scheduled in 2010 on the following dates:
- April 1, 2010 from 1:00-5:00 p.m. CST
- April 29, 2010 from 1:00-5:00 p.m. CST
- September 30, 2010 from 1:00-5:00 p.m. CST
- October 28, 2010 from 1:00-5:00 p.m. CST

**Agenda Item 9: OTWG Membership Terms Expiring**
The terms of two OTWG members expire on October 2009 and November 2009. Jim Gunnell will solicit nominations for the two positions.

**Agenda Item 10: Advanced Reliability Operator Certification (AROC) and COM-003 Reviews and Comments**
The group discussed the AROC and determined that this certification does not impact the member system operators directly. Each member will discuss the AROC with their personnel to determine if impacts exist.

The group determined that the proposed COM-003-1 standard should be reviewed by each individual and a special meeting will be scheduled to solicit comments. Jim Gunnell will compile the comments and send the OTWG comments to Charles Yeung.

**Agenda Item 11: Reminder Regarding Organizational Effectiveness Survey**
Shannon reminded the group to complete the organizational effectiveness survey.
Agenda Item 12: Discussion of Train-the-Trainer Format for 2010
The group determined that only two Train-the-Trainer sessions should be offered in 2010 instead of three. Each session will be increased from 1.5 days to three days.

Agenda Item 13: SPP Bylaws Approved by FERC
The group reviewed the Bylaws revisions.

Agenda Item 14: Review OTWG Charter/Scope
The group reviewed and approved the OTWG Scope document.

Agenda Item 15: Summary of New Action Items
- Jim Gunnell will provide an update on the November 2, 2009 meeting on the proposed 2010 training positions.
- Jim Gunnell will schedule a JTA Taskforce meeting for November 12, 2009 from 1:30-3:00 p.m. to discuss the BA job role.
- Carl Stelly will update the regional calendar to include the recommendations included in Agenda Item #7.
- Jim Gunnell will schedule a conference call with Carl Monroe, Edgar Rivera, and Shannon Bolan to update Carl Monroe on the satellite phone issue and ask him for a recommendation on the best way to address this issue.
- Carl Stelly will contact John Ribar with SWPA to determine if the October 12-13 East Restoration Drill dates are acceptable considering the Columbus Day holiday.
- Jim Gunnell will send the 2010 regional calendar to the RE to ensure that the RE doesn’t schedule compliance conferences that conflict with the training dates.
- Jim Gunnell will post the 2010 Regional Calendar in PDF and Excel formats to SPP.org on or before October 16, 2009. Registration for 2010 courses will open on or before November 13, 2009.
- Jim Gunnell will add Net Conference Topic Discussion to the November OTWG meeting agenda
- Jim Gunnell will send meeting notices for the 2010 OTWG meetings to the OTWG members.
- Jim Gunnell will solicit nominations for the two OTWG position vacancies.
- Jim Gunnell will schedule a meeting to solicit comments for COM-003-1 and compile and submit the comments to Charles Yeung.

Agenda Item 16: Future Meetings
Teleconference: November 2, 2009 from 1:30-3:00 p.m. CDT
Register here: http://www.spp.org/event_register2.asp?oID=1463

Agenda Item 17: Adjournment
Fred Meyer moved to adjourn the meeting. Richard Appel seconded the motion. Shannon Bolan adjourned the meeting at 3:25 p.m.