Southwest Power Pool, Inc  
Operations Training Work Group  
October 9, 2008

• MINUTES •

**Agenda Item 1: Call to Order**
Ron Maki called the meeting to order at 12:40 p.m. CST

**Attendees:**
Ron Maki, Aquila – Chair*
John Kerr, GRDA – Vice Chair*
Ron Green, AEP*
Richard Appel, SECI*
Mike Crouch, OGE*
Fred Meyer, EDE*
Mike Wech, SWPA*
Mark MacDonald, Cleco*
Carl Stelly, SPP
Doug Callison, GRDA
Pat Budler, NPPD
Shannon Bolan, NPPD
James Williams, SPP RE
Alan Wahlstrom, SPP
Donna Freeman, SPP
* voting member

**Agenda Item 2: Approval of 9/8/2008 meeting minutes**
Richard Appel made a motion to approve the minutes from the 9/8/08 OTWG teleconference, and John Kerr seconded the motion. The minutes were unanimously approved from 9/08/2008 meeting.

**Agenda Item 3: Review of Agenda**
Ron Maki reviewed the agenda for this teleconference adding a discussion on PER-005 and a discussion of the Fall SOC evaluations.

**Agenda Item 4: Status of Previous Action Items**
- Follow up on emergency communications alternatives – Agenda Item #13
- Jim Gunnell to add OTWG Charter Discussion to the October Face-to-Face agenda – Agenda Item #6
- Carl Stelly to send e-mail reminder the week of September 15th regarding the fee for the SOC - DONE
- Carl Stelly will schedule net conference for those individuals facilitating the Critical Decision Making exercises during the SOC – scheduled and completed

**Agenda Item 5: Review of Fall 2008 SOC Evaluations**
There was discussion and a quick review of the evaluations. Overall, the impressions were the evaluations were good, somewhat better than the spring. The group also began preliminary discussion of future agenda topics. See Agenda Item #14 for further details.
**Agenda Item 6: OTWG Charter Discussion**
The members reviewed the updated OTWG Charter. The charter has been updated, primarily to reflect the change to the reporting structure, now ORWG, rather than MOPC. John Kerr moved that the updated charter be approved as amended, seconded by Mark MacDonald. The motion passed unanimously.

**Agenda Item 7: 2009 Regional Training Calendar**
SPP staff updated the regional offerings posted on the calendar, including the 3 System Operation Conferences, 6 Regional Emergency Operations classes, 21 Net Conferences, 8 Sub-Regional Restoration Drills, 2 Regional Restoration Drills, and 3 Train-the-Trainer sessions for 2009. The full 2009 training calendar is posted on the SPP website.

**Agenda Item 8: Train-the-Trainer Update**
Donna Freeman updated the group on what to expect at the upcoming Train-the-Trainer session in October, which includes a focus on facilitation. There was discussion about the impact of the pending NERC PER-005, the likelihood of there being more trainers in the region, and the need for training to be made available to them. There was general consensus on keeping the Train-the-Trainer sessions in 2009 in a similar format to that in 2008. Actual format and topics may have to be adjusted as PER-005 goes through the process and other items become more or less topical. The group agreed to wait until a decision on PER-005 to make possible adjustments to Train-the-Trainer topics for 2009. There was general agreement to keep the first session similar to the first session in 2008, with the intent of adjusting the second and third sessions as the training environment and needs change. Donna reminded the group to register with SPP to attend the October Train-the-Trainer session.

**Agenda Item 9: 2009 Regional Pricing**
Donna reviewed the 2009 Regional Pricing worksheet reflecting the proposed pricing methodology for regional training offerings for 2009. The Regional Emergency Operations class pricing, the System Operations Conference pricing, as well as the Restoration Drill pricing has changed, while the remaining events remained the same as 2008.

**Agenda Item 10: Filling SPP Staff Trainer Vacancies**
Carl Stelly and Donna Freeman updated the group on the status of trainer position vacancies on the SPP training staff. Jim Gunnell is currently interviewing candidates, with the hope of filling the Restoration Trainer position by the end of the year.

**Agenda Item 11: Policy for non-RE Registrants**
Carl Stelly updated the group on discussions within SPP pertaining to policies concerning the registration of non-SPP members to SPP regional training events. While it may be possible to adopt such policies in the near future, there is no reasonable application or tool to help staff to account for these types of restrictions. It was discussed and agreed upon to keep the group updated on progress as SPP Training staff continues to develop such policies and means to document and track these.

**Agenda Item 12: 2009 Hotel Facility Comparisons**
See Action item for Carl Stelly to further develop proposal comparisons for future meeting updates.
**Agenda Item 13: Emergency Communications Update**
Mike Wech participated in the last two ORWG meetings and met with Jim Useldinger and Allen Klassen. The OTWG has been tasked with working directly with SPP to develop alternative communication methods. Mike Wech has spoken with Phillip Propes with SPP, who will look into MCN communication methodology. Phillip Propes will explore whether or not SPP can come up with something to supplement the satellite phone technology currently in use.

**Agenda Item 14: 2008 Regional Survey Update**
Carl Stelly reviewed the results of the mid-year SPP Regional Training survey. The survey was sent to anyone who had participated in any SPP Regional Training event in 2008 through the end of June. The results of the survey were handed out to the attendees and reviewed for comments.

**Agenda Item 15: 2009 SOC Topics**
Potential topics for the 2009 System Operations Conferences were offered and discussed. These topics included:

- Effects of shift work
- Congestion management and CAT
- Communication and situational awareness
- Voltage control and angle stability
- SPP criteria
- Markets 201

The topics suggested for the 2009 conferences, per group consensus, included:

- Wind turbines (4 hrs)
- New member updates e.g., NPPD and its impact within existing SPP region (2 hrs)
- Critical Decision Making exercises
  - SPP Criteria, reporting procedures (2 hrs)
  - Congestion Management (2 hrs)
  - Lessons learned, SPS event (2 hrs)
- Marcel Martin simulation exercises (4 hrs)
- NERC PER-005 (1 hr), pending NERC approval
- CIPs for Operators (1 hr)
- Human Performance – human error prevention (2 hr)
- Gen / Trans breakout: (4 hrs)
  - Line Relaying (4 hrs) Louis Guidry or Mike Wech
  - Markets (4 hrs) Sam Ellis, CJ Brown, or Terry Oxandale

**Agenda Item 16: 2009 Net Conference Topics**
Using feedback from 2007 and 2008 net conference sessions, as well as feedback from the mid-year Regional Training survey, the group suggested offering the following as 2009 net conference training session topics:

- Voltage Control
- Congestion Management
- Transmission Loading Relief
- SPP Reserve Sharing System
- SPP Criteria, w/ RC responsibilities during OEC and EEA
- NERC Standards, auditable w/ focus on Energy Emergency Alert policies
- System Stability

It was agreed that we replace the IROL and the SPP Procedures net conference sessions with the SPP Criteria and NERC Standards sessions.
**Agenda Item : Filling OTWG Vacancies**  
Ron Maki announced to the group that this would be his last meeting as Chairman of OTWG. The group opened discussions on the need to nominate a replacement for Ron Maki as Chairman. Ron Maki recommended the current Vice Chairman, John Kerr, to replace him as Chairman, and Mike Wech to replace John as the Vice Chairman. Discussion centered around the likelihood of holding open a position for any length of time. Group consensus was to follow up and check SPP policy on filling any open position on a working group. Richard Appel moved to close nominations with John Kerr as Chairman and Mike Wech as Vice Chairman, with no other nominations. The OTWG requested that Jim Gunnell make a formal recommendation to do so.

**Agenda Item 11: Review of New Action Items**
- Jim Gunnell to get charter approved as recommended by OTWG
- Carl Stelly to check on DTS modeling for Nebraska and other potential new members with a proposed date for this to be completed
- Carl Stelly to get with SPP staff to compile hotel facility comparison for 2010
- Mike Wech and Fred Meyer will bring back MCN data files or sheets for illustrative purposes and follow up with Phillip Propes on technical side of communications alternatives
- Jim Gunnell to request fee estimate for Marcel Martin for 2009 SOC
- Mike Crouch to contact Bo Jones about impact of wind farms and possible presentation at 2009 SOC
- Carl Stelly to meet with Terry Oxandale about NPPD system info for potential SOC topic
- Donna Freeman to follow up on human error prevention topic for 2009 SOC
- Mike Wech and Mark MacDonald to confer on Relaying CDM for 2009 SOC transmission breakout session
- Training staff to follow up on SPS CDM for 2009 SOC
- John Taylor to present update on PER-005 at the November teleconference
- Carl Stelly to work with Dwayne Dush on Op Center tour video for 2009 SOC
- Jim Gunnell to clarify official policy on filling open position and get back next meeting
- Jim Gunnell to officially recommend John Kerr as Chairman and Mike Wech as Vice Chairman
- Carl Stelly to set up a teleconference for Monday, Oct. 20, 1:30 p.m., to discuss commenting on PER-005

**Future Calls/Meetings**
Next call, special meeting, October 20, 1:30 p.m. – 3:00 p.m. to discuss PER-005 commenting.

Next regularly scheduled teleconference is November 3, 2008 from 1:30 p.m. - 3:00 p.m.

**Adjournment**
Ron Maki adjourned the meeting at 4:30 p.m.

Respectfully submitted,  
Carl Stelly