Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
Teleconference
October 28, 2010

● Minutes ●

Attendees:
Shannon Bolan, NPPD*                   Mike Willhoite, GRDA
Richard Appel, SECI*                    Alan George, SECI
Robert Hirchak, Cleco*                  Jaroddo Horn, AEP
Edgar Rivera, LUS*                      Karen McGehee, AEP
Rod Lewis, KCPL*                        Jim Williams, SPP RE
Misty Revenew WRI*                      John Gunter, SPP
Stanley Winbush, AEP*                   Jane Martin, SPP
Mike Hood, AECC*                        Gay Anthony, SPP
Carla Fitzpatrick, OPPD*                Margaret Hebert, SPP
Michael Crouch, OKGE*                   John Kerr, SPP
                                Jim Gunnell, SPP

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda
Shannon Bolan called the meeting to order at 1:00 p.m. CPT

Agenda Item 2: Approval of 09/30/2010 Meeting Minutes
Richard Appel moved to accept the minutes as is. Robert Hirchak seconded the motion. The minutes were approved by acclamation.
### 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>Send list of potential JTA database providers to Jim Gunnell</td>
<td>04/22/2010</td>
<td>OTWG</td>
<td>In Progress</td>
<td>Waiting on OTWG to send the list</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>Provide details regarding DTS Hands-on classes for 2011</td>
<td>09/13/2010</td>
<td>Margaret Hebert, Carl Stelly</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Investigate ideas on how to approach the market session at the 2011 SOCs</td>
<td>09/30/2011</td>
<td>Carl Stelly</td>
<td>In Progress</td>
<td></td>
</tr>
</tbody>
</table>
Agenda Item 4: SOC Debrief
The group commented that the general feedback was favorable. The individual evaluations will be reviewed and the results will be distributed to the OTWG by the December 6th meeting. There was a request to extend the length of the System Operations Conferences. The group discussed it, but took no action at this time.

Agenda Item 5: SPP Member Discounts for SOS NERC Certification Training
SOS offered SPP members a proposal for a group discount. More information about the SPP member discount can be obtained by contacting Melanie Payne at SOS (Melanie.payne@sosintl.com).

Agenda Item 6: JTA Taskforce Update
There is no update at this time. The JTA communication group is awaiting meetings with SPP Compliance. Dwayne Dush will continue to coordinate meetings and add Carla Fitzpatrick to the distribution list.

Agenda Item 7: General Physics Modules Update
Richard Appel made a motion to continue development of modules of 6 and 13. Rod Lewis seconded the motion. The motion failed in a vote of 6 to 2.

Agenda Item 8: 2011 Regional Training Calendar Finalization
Margaret Hebert gave an update. No action required. The SPP Learning Center will be populated with the 2011 regional courses and registration will open on November 15, 2010. Registration updates can be found at: http://www.spp.org/section.asp?pageID=5.

Agenda Item 9: Content/Topics for 2011 SOCs
Misty Revenew moved that a theme of “A Day in the Life of Operations” be used for the 2011 SOCs. Rod Lewis seconded the motion. The motion passed unanimously. The following topics were decided upon for the 2011 SOCs.

- Human Error Prevention (Integrate into CDM activities with the STAR); Three-part Communication
- OPS1 Calculations and Reporting
  - Load Forecasting and Load and Capability Reporting
  - Current Day Studies
- Protection Equipment (transmission relaying, UFLS)
- SPP EIS Market
  - EEA’s and how they relate to the SPP Criteria
  - System Operating Limits in the first contingency basis [how to protect against instability, uncontrolled separation, cascading outages]
- SPP Integrated Marketplace (with part of Consolidated Balancing Authority)
  - ACE and ACE Diversity

Margaret Hebert and Carl Stelly will meet to determine the length for each session and report back to the OTWG prior to posting the 2011 SOCs on the SPP Learning Center.

Agenda Item 10: Lessons Learned from Audits, JTA Development, etc.
The group shared information about recent audit results. Items included:

- Trainer Qualifications (participation in Train-the-Trainer sessions)
- The importance of organized documentation
- Revision history on all documentation
- Sign-in sheets for training meetings and meeting minutes
**Agenda Item 11: Summary of New Action Items**

- Jim Gunnell will send SOS proposal to Karen McGee.
- Richard Appel will contact John Taylor (NERC) to schedule a conference call with John Taylor, Margaret Hebert, and Shannon Bolan to discuss possible topics that Mr. Taylor could present at the 2011 SOCs.
- Margaret Hebert and Carl Stelly will finalize 2011 SOC content and agenda and send final agenda to the OTWG prior to loading these potential topics for the SOC into the SPP Learning Center.
- Jim Gunnell will forward a recommendation to Nick Brown regarding the nominations for OTWG membership.
- The OTWG members will respond to John Taylor’s request for input regarding the CE Manual format.
- Jim Gunnell will send a response to John Taylor regarding the OTWG’s opinion of the CE Manual format.

**Agenda Item 12: Future Meetings**

Teleconference: December 6, 2010
1:30-3:00 p.m. CPT

*Other item(s) discussed*

**OTWG Vacancy and Term Expiration**

Richard Appel moved to nominate Edgar Rivera for another 2-year term on the OTWG. Stanley Winbush seconded the motion. Edgar’s membership on the OTWG was extended for another two-year term.

Regarding the current OTWG vacancy, the group received a nomination for Mark Eastwood from City Utilities of Springfield (representing the East subregion). Richard Appel moved to accept the nomination of Mark Eastwood and Edgar Rivera seconded the motion. The OTWG approved this nomination unanimously.

**NERC CE Manual Format**

The group responded to an e-mail from John Taylor requesting input regarding the CE Manual format. The group’s input was to keep the CE Manual as a single document.

**Agenda Item 13: Adjournment**

Rod Lewis made a motion to adjourn the meeting, and Edgar Rivera seconded the motion. The meeting was adjourned at 3:35 p.m. CPT