Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
November 2, 2009

• Minutes •

Attendees:
Shannon Bolan, NPPD*
Richard Appel, SECI*
Fred Meyer, EDE*
Ron Green, AEP*
Rod Lewis, KCPL*
Bo Jones, WRI*
Karen McGee, AEP
Mike Wech, SWPA
Bill Bowen, Xcel

Gary Plummer, BPU
Steve Tegtmeier, LES
Mike Hood, AECC
Mark MacDonald, Cleco
Jim Gunnell, SPP Staff Secretary
Leslie Sink, SPP
Margaret Hebert, SPP
Ronda Walters, SPP

* Voting Member

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

Agenda Item 2: Approval of 10/08/2009 Meeting Minutes
Richard Appel made a motion to approve the 10/8/2009 meeting minutes and Shannon Bolan seconded the motion. The minutes were approved.
### 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 been voted on at FERC. Jan. 1, 2010 would be soonest date to implement.</td>
</tr>
<tr>
<td>Schedule JTA Taskforce meeting to discuss BA job role</td>
<td>10/8/2009</td>
<td>Jim Gunnell</td>
<td>Complete</td>
<td>Conducted on October 21, 2009</td>
</tr>
<tr>
<td>Update, post, and send regional training calendar to exploders</td>
<td>10/8/2009</td>
<td>Carl Stelly</td>
<td>Complete</td>
<td>Calendar posted on October 21, 2009</td>
</tr>
<tr>
<td>Schedule conference call with Carl Monroe, Shannon Bolan, Edgar Rivera and Jim Gunnell to discuss satellite phone issue</td>
<td>10/8/2009</td>
<td>Jim Gunnell</td>
<td>Complete</td>
<td>Conference call was held on November 3, 2009.</td>
</tr>
<tr>
<td>Regional training calendar forwarded to RE</td>
<td>10/8/2009</td>
<td>Jim Gunnell</td>
<td>Complete</td>
<td>October 26, 2009</td>
</tr>
<tr>
<td>Send meeting notices for 2010 OTWG meetings</td>
<td>10/8/2009</td>
<td>Ronda Walters</td>
<td>Complete</td>
<td>October 30, 2009</td>
</tr>
<tr>
<td>Send nominations for OTWG position vacancies</td>
<td>10/8/2009</td>
<td>Jim Gunnell</td>
<td>Complete</td>
<td>October 26, 2009</td>
</tr>
<tr>
<td>Schedule meeting to discuss COM-003-1</td>
<td>10/8/2009</td>
<td>Jim Gunnell</td>
<td>On Hold</td>
<td>Postponed until COM-003-1 is reposted by NERC and opened for comments</td>
</tr>
</tbody>
</table>
Agenda Item 4: Update: SPP Training Positions 2009 and 2010
Jim Gunnell stated that Margaret Hebert joined the SPP training department on November 2nd and will be responsible for the Regional Emergency Operations classroom training and net conferences, as well as assisting Carl Stelly with the System Operations Conferences. She has previously worked at LEPA and Entergy and comes to SPP with several years of experience.

Jim mentioned that the budget was remanded back to SPP by the finance committee and they asked that cuts be made. The positions for markets training were deferred along with one of the regional training positions. One regional position remained, which will be a Dispatch Training Simulator (DTS) Engineer. The position lost for 2010 was the one working with the sub-regions to draft the emergency response scenarios that would roll out in 2011. Prior to the final round of budgets, Jim met with Carl Stelly. They believe they can begin the development process with current staff and at least put together one emergency response drill for each sub-region and have those developed with the assistance of the DTS Engineer in 2010 for roll out in 2011. Later in 2010 when developing the 2011 budgets this can be reviewed to see what additional FTEs will be needed to add more drills to the schedule. If additional FTEs are needed in 2011, those positions would be placed back in the budget for review next year.

Agenda Item 5: Update: JTA Taskforce Meetings
Jim Gunnell stated that the Taskforce will be looking at the next steps in developing the Transmission Operator JTA at their meeting December 9th. They will be looking at grouping related tasks into processes and then identifying the related concepts needed to be taught with the tasks. Each member will need to take this information, review their own processes and steps in order to train according to their individual sites. Shannon Bolan encouraged everyone in the group to attend the meeting if possible.

Agenda Item 6: Update: Communications Solution
Shannon Bolan remarked that he, Jim Gunnell, and Edgar Rivera will be talking with Carl Monroe on November 3, 2009 and hopes to relay the problems they have encountered with the communications solution. They will be discussing everything from satellite phones, running satellite phones for emergency responses, and the need for secondary communications.

Agenda Item 7: Discussion of System Operations Conference (Soc) Topics for 2010
Jim Gunnell spoke on behalf of Carl Stelly and brought to the attention of the group the current suggestions for SOC topics that 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.

Richard Appel brought out the fact that his operators have been asking if there could be more instruction on “Relaying,” more in-depth instruction on the “Reserve Sharing System,” and “Consolidated Balancing Authority.” Shannon Bolan commented that there was great interest in the “RSS” from those at NPPD.

Jim Gunnell asked Mike Wech if he had conducted a “Relaying” course a couple of years ago at the SOC, and he confirmed that he had. He has also developed an 18 hour CE course and is about to do it again for some trainees at SWPA in a month or two. It is generic in nature.
Jim stated that SPP is trying to avoid presenting the same topics at the conferences that are being offered through the net conferences. Since SPP Criteria and Voltage Control are already courses being offered, the training department would not want to have them as topics for the SOC. Jim asked Richard Appel to send him more of a description of what he’s looking for and then he will get with Carl Stelly regarding them.

Mike Wech said he could roll out what he did in the past which was a more condensed course and would be willing to present it again if that was needed.

Jim Gunnell stated that once a list of topics is compiled he would send out the list to everyone to have them rank them in priority order.

**Agenda Item 8: Regional Training Course Registration Opens**

Leslie Sink spoke on behalf of Carl Stelly to guide everyone through the course enrollment process. She said she would send a condensed e-mail later in the week regarding the course registration. At approximately 2:00 p.m. CST on November 10, 2009 the enrollment process will open through SPP.org and also the calendar with the attached links. Course registration activation is a manual process. The SOCs will be activated first, and then the Regional Emergency Operations classroom sessions, since they are the ones that usually fill up first, then the net conferences, drills, and finally the Train-the-Trainee. The calendar will have the course descriptions, ILA information and links to the online enrollment. Jim Gunnell reminded the group that they all have had the calendar a couple of weeks to work on their schedules. Members can go to either the training calendar or the SPP.org calendar to register. Jim encouraged everyone not to get discouraged if they are unable to register for a course. It will only mean that the link is in process of being activated and it just takes time to get them done.

OTWG members need to register for SOCs to assist with accurate headcounts for meals. Richard Appel asked if it would be best to register all of their operators before registering themselves, and Jim Gunnell agreed. However, if the SOC slots fill up with members of the OTWG, the slots will be filled by those on the waiting list until the maximum number of participants allowed for the conference is reached.

Jim said Carl Stelly asked him to relay that we just found out this morning the Oklahoma venue was secured. Jim went over the list of the SOCs being offered in 2010. They are as follows:

- **March 29–April 1** - Holiday Inn downtown in Shreveport, LA
- **April 19-22** - Renaissance Hotel with meetings being held in the Cox center in Oklahoma City, OK
- **September 27-30** - SWPA will be hosting again in Springfield, MO
- **October 25-28** - Crowne Plaza in Little Rock

**Agenda Item 9: OTWG Vacancies (Nominations)**

Jim Gunnell had previously mentioned the two nominations already received. Jim stated he had sent an e-mail out to the exploder lists and said if the group knew of anyone needing the information or if anyone on the call hadn’t received the information and were interested, to let him know and he could e-mail it to them. This is necessary because there is certain information needed to process the nominations and that is in the e-mail. Also he said he could send the information again to everyone if necessary.
Shannon Bolan commented that Robert Hirchak had been nominated and Shannon asked if the group wanted to vote on him right then. Jim Gunnell encouraged Shannon and the group to wait until the December meeting to vote since that date was stated in the e-mail that went out.

**Agenda Item 10: Summary of New Action Items**

- Jim Gunnell will send the JTA information/invitation to Rod Lewis, Steve Tegtmeier, Gary Plummer and Richard Appel regarding the Dec. 9th meeting and add them to the distribution list.

- Fall SOC feedback is being compiled and Jim Gunnell will put it on the agenda for next month’s meeting.

- Jim Gunnell will send the e-mail again regarding nominations for membership in the OTWG.

- Richard Appel will e-mail Jim Gunnell more detail on course ideas he has for the System Operations Conferences.

- Leslie Sink will send an e-mail on or before November 6th regarding the 2010 enrollment process.

- Jim Gunnell will send the OTWG nomination information out to the OTWG members prior to the December 7th meeting.

- Jim Gunnell will have Ronda Walters check into getting OTWG members’ information verified and corrected on SPP.org.

- Jim Gunnell will send out the compiled list of the requested topics for the System Operations conferences to allow the group to rate.

**Agenda Item 11: Future Meetings**

Teleconference: December 7, 2009 from 1:30-3:00 p.m. CST


**Agenda Item 12: Adjournment**

Rod Lewis made a motion that the meeting adjourn and Ron Green seconded the motion. The meeting adjourned at 2:25 p.m.