Southwest Power Pool, Inc.

OPERATIONS TRAINING WORKING GROUP

Teleconference

December 5, 2011

• MINUTES •

Attendees:

Allan George, SECI  
(proxy for Richard Appel*)
Shannon Bolan, NPPD*  
Bill Bowen, SPS*
Mike Crouch, OKGE*  
Mark Eastwood, CUS*
Robert Hirchak, Cleco*  
Mike Hood, AECC*
Misty Revenew, WRI*  
Stanley Winbush, AEP*
Jim Gunnell, SPP Secretary  
Keeth Works, SWPA
Steve Tegtmeier, LES  
Gary Plummer, BPU
Scott Labit, GRDA  
Karen McGee, AEP
John Mason, INDP  
Kary Bigbie, AEP
Angie Blacketer, LES  
Denney Fales, KCPL
Bill Grant SPS  
Leslie Sink, SPP
Gay Anthony, SPP  
Jane Martin, SPP
John Gunter, SPP  
Margaret Hebert, SPP
Michael Daly, SPP  
PJ Rose, SPP
Ronda Walters, SPP

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda
Shannon Bolan called the meeting to order at 1:33 p.m. and the agenda was approved.

Agenda Item 2: Approval of 11/07/2011 Meeting Minutes
The group approved the minutes from the November 7, 2011 meeting.
Agenda Item 3: Review of Previous Action Items

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<thead>
<tr>
<th>Action Item</th>
<th>Date Originated</th>
<th>Owner</th>
<th>Status</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Jim Gunnell will contact the staff secretary for the Operating Reliability Working Group regarding who will be responsible for maintaining the information requirements of EOP-006-2</td>
<td>01/11/2011</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td>ORWG – formation of Blackstart/Restoration Taskforce 09/29/2011- Jim Gunnell to follow up with Jason Smith about the formation of the Blackstart Taskforce 10/03/2011- Jim Gunnell contacted Jason Smith regarding status of the Blackstart Taskforce. ORWG to discuss at January 2012 meeting.</td>
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<td>Jim Gunnell will follow-up with Margaret Hebert, the new Regional Restoration Trainer, and Misty Revenew to develop a process for determining future SOC locations.</td>
<td>07/11/2011</td>
<td>Margaret Hebert</td>
<td>Misty Revenew</td>
<td>In Progress</td>
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<td>This will be addressed when it gets closer to the deadline which is early Spring.</td>
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<td>John Gunter to benchmark other restoration principles classes</td>
<td>09/29/2011</td>
<td>John Gunter</td>
<td>In Progress</td>
<td>John will begin working on this now that the drills have been completed. He will make comparisons with other organizations to SPP's training of this type.</td>
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<td>Daniel Baker to provide a list of items he needs from members to make changes to the DTS for increased realism</td>
<td>09/29/2011</td>
<td>Daniel Baker</td>
<td>In Progress</td>
<td>Daniel completed his list and we are waiting to get input from Legal and Compliance regarding the information request. Daniel will contact Misty Revenew about the list she sent him regarding their needs at Westar. John Gunter said the last communication from Legal and Compliance was a request for a letter to be sent to all Generation Owners in the SPP footprint to survey their willingness to participate in this project. John said he would develop an email and get it approved by Legal to send out this week. (11/7/2011) (12/5/2011) Daniel said he can build a robust model for SPP to utilize if he can get the fuel type information from the companies in the footprint. He and John Gunter will contact the OTWG members who have already volunteered that information so he can begin constructing a model to test.</td>
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<td>Jim Gunnell to schedule meeting with OTWG members in Spring 2012 to draft “assumptions” for 2013 Training Calendar development</td>
<td>09/29/2011</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td>To be added to the March 2012 meeting agenda</td>
</tr>
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<td>Get commitment from OTWG members not in attendance, Della, Mark and Mike on facilitator commitments for 2012 SOC</td>
<td>10/20/2011</td>
<td>John Gunter</td>
<td>In Progress</td>
<td>e-mail sent on November 9, 2011. This was discussed during agenda item #6</td>
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<td>SPP will take 2012 SOC topics and flesh out specifics to discuss at the December OTWG meeting. Mike Crouch will help if needed.</td>
<td>10/20/2011</td>
<td>Margaret Hebert, Leslie Sink, John Gunter</td>
<td>In Progress</td>
<td>See Agenda Item #7</td>
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<tr>
<td>Emergency response drill dates to be voted on by OTWG members at the November meeting</td>
<td>10/20/2011</td>
<td>John Gunter</td>
<td>In progress</td>
<td>John Gunter received feedback from the OTWG. According to the results, July and August would be the most feasible times to hold the drills. John will target these months and try to get another drill on the calendar for later in 2012. He said initially he would schedule two and if there is enough interest a third will be added in the fall. The regions covered for the first two will be the North and South and then possibly combine the East and West in a blended drill in the fall. (12/5/2011) John Gunter will email the dates chosen to the OTWG and get with Jane to put them in the LMS for registration.</td>
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Agenda Item 4: Discuss Nominations for OTWG Vacancies
The group voted to recommend that Misty Revenew's and Mike Hood's terms be renewed for membership.

Agenda Item 5: 2012 Enrollment Numbers
Jane Martin discussed the reports she generated from the LMS with the enrollment numbers. A meeting was scheduled by the group for a committee to meet December 21, 2011 for further discussion regarding multiple registrations and waitlists. Shannon Bolan asked that any communications regarding this issue be sent to the OTWG email listing to keep everyone informed.

Agenda Item 6: SOC Options for 2012, 2013
John Gunter reviewed the list of facilitator commitments for all four SOCs. Mike Hood asked John to add him to the list for all four SOCs. John said all the facilitator slots are now filled after adding Mike Hood to all the rosters.

Agenda Item 7: Discuss 2012 SOC Topics
Margaret Hebert informed the group that she, John Gunter, and Leslie Sink recently met to discuss the information gathered from the OTWG face-to-face meeting regarding SOC topics. She shared their suggestions for the conference theme and topics for the presentations. The group's response was positive. Leslie Sink added that they plan to have facilitator training that will be a semi Train-the-Trainer before each conference to help prepare the facilitators for their new role since they plan to have them more involved in the training at each of the SOCs in 2012. Leslie said they hope to have a packet to send to the OTWG members prior to the facilitator training so they will have opportunity to ask questions.

Agenda Item 8: Dispatch Training Simulator Update
Jim Gunnell and John Gunter told the group that a meeting was held last week with all the DTS support groups (Ops Engineering--including Daniel Baker, IT, IT Management, and Training) to discuss the needs and expectations the Training Department has for 2012. He also said in 2012 there will be engineering support staff, and IT staff available for all the drills, and a process will also be developed and implemented for scheduling DTS related maintenance in order to avoid the same kind of issues encountered during the fall 2011 training.

Agenda Item 9: Integrated Marketplace Participant Training Taskforce Update
Misty Revenew said the topics to be discussed at the taskforce meeting today will include course administration, quizzes on the introductory material, a training update from Gay Anthony, and an overall discussion on some feedback gathered from the participants.

Agenda Item 10: Lessons Learned from Audits, JTA Development, etc.
Keeth Works with SWPA asked if anyone had heard anything about the extension on PER-005-1. Misty Revenew said she didn't think it would change the timeframe for implementation in operations. Bill Bowen said he would check into it and would report back to the group.

Agenda Item 11: Other
Jim Gunnell said he had received a compliance application notice on EOP-005-1, and he has asked Philip Propes at SPP to be involved in a call to discuss it in January. He also said he would have Ronda Walters post the CAN to the OTWG materials folder on the website.
Agenda Item 12: Summary of New Action Items

- John Gunter will pick three of the suggested dates for the Emergency Response drills and will email the dates chosen to the OTWG and get with Jane to put them in the LMS for participant registration.

- John Gunter will add Mike Hood to all four 2012 SOC facilitator rosters.

- Jim Gunnell will email Nick Brown a recommendation for Misty Revenew and Mike Hood to renew their terms as members on the OTWG.

- Jim Gunnell will facilitate clean up of the SOC rosters and waitlists to eliminate duplications.

- Jim Gunnell will set up a WebEx for 12/21 at 9:00 a.m. for the committee to discuss the SOC options. He will send the information to the OTWG.

- Jim Gunnell will have Ronda Walters to post the new CAN from NERC in the OTWG materials folder.

Agenda Item 13: Future Meetings

Teleconference, January 9, 2012 (1:30-3:00 p.m.) CST
Register here: http://www.spp.org/event_register2.asp?oID=3816

Agenda Item 14: Adjournment
Robert Hirchak made a motion to adjourn and Misty Revenew seconded the motion. The meeting was adjourned at 3:00 p.m.