Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
December 7, 2009

• Minutes •

Attendees:

Shannon Bolan, NPPD*
Richard Appel, SECI*
Fred Meyer, EDE*
Rod Lewis, KCPL*
Edgar Rivera, LUS*
Bill Cook, WFEC*
Mike Crouch, OKGE*
Carla Fitzpatrick, OPPD*
Bo Jones, WRI
Kevin Frick, WRI
Ron Green, AEP

Bill Nolte, SECI
Bill Bowen, Xcel
Robert Hirchak, Cleco
Mike Wech, SWPA
Misty Revenew, WRI
Mike Hood, AECC
Jim Gunnell, SPP Staff Secretary
Margaret Hebert, SPP
Ronda Walters, SPP
John Kerr, 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.

Agenda Item 2: Approval of 11/2/2009 Meeting Minutes
The group approved the minutes from the meeting on 11/2/09.
### 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 meeting to discuss COM-003-1</td>
<td>10/8/2009</td>
<td>Jim Gunnell</td>
<td>Complete</td>
<td>Postponed until COM-003-1 is reposted by NERC and opened for comments. The deadline for comments is 1/15/10 so the group needs to meet very soon to get the comments together and posted.</td>
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<tr>
<td>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</td>
<td>11/2/2009</td>
<td>Jim Gunnell</td>
<td>Complete</td>
<td>The idea for coming together as a group to assemble comments was brought before the group by Shannon Bolan and since there was no response, it was determined everyone would address it from their own company’s standpoint. Jim sent out the JTA info to those requesting it.</td>
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### Agenda Item 4: Nominations for OTWG Vacancies

Shannon Bolan announced that the group has four nominations for the three vacancies: Mike Hood with AECC, Robert Hirschack with Cleco, Ron Green with AEP, and Misty Revenew with WRI. They each gave their bio information and asked for any questions from the group. Jim Gunnell mentioned he sent the list of nominees out last week to the group for all to review for filling the three openings. Jim stated that Mark MacDonald and Ron Green’s terms have ended, and Bo Jones has resigned. He added that there are two regions represented in the nominations which are: Mike Hood and Robert Hirschak from the South, and Ron Green and Misty Revenew from the West. He reminded the group that composition and background need to be considered when voting, and that there are four nominees for three available positions. Richard Appel asked why Ron Green was back on the list for nomination since he was terminated. Jim Gunnell clarified that Ron Green was not terminated, but that his term has ended which means he can be nominated again for a continuation. Shannon inquired from the nominees if they had backing from each of their companies to attend/ help with facilitating the SOCs and Train-the-Trainers and also attend the Face-to-Face OTWG meetings. They all confirmed they had backing from their companies to attend the above mentioned. Jim stated that the nomination period has been open since late October/November. He reminded the group that the OTWG would make a recommendation for three of the nominees to Nick Brown. Nick will then make the final decision based on the recommendation information sent to him.
Jim Gunnell said the vote would be conducted by roll call from each of the voting members allowing them three votes each. Shannon asked the group if they were in agreement with this. All agreed. Mike Hood asked for clarification on the OTWG voting process. Jim Gunnell explained that it would just be the voting members at the meeting participating in the voting process and stated there are 11 voting members and a full slate when all are in attendance. The voting was as follows:

Fred Meyer – Hirchak, Green, Revenew
Mike Crouch - Hood, Green, Revenew
Edgar Rivera – Hirchak, Green, and Revenew
Carla Fitzpatrick – Hood, Green, Revenew
Bill Cook - Hirchack, Green, Revenew
Rod Lewis – Hood, Green, Revenew
Richard Appel – Hood, Green, Revenew
Bolan – Hood, Hirchak, Green

Jim Gunnell announced the three nominees garnering the most votes were Ron Green, Misty Revenew, and Mike Hood. Jim will submit the recommendation to Nick Brown this week.

Shannon Bolan thanked the nominees for their interest and participation in the OTWG. He told Robert Hirchak that he would appreciate his continued involvement with the OTWG. Robert commented that he would remain involved.

**Agenda Item 5: 2010 Enrollment Status**

Carl Stelly discussed the enrollment numbers he had compiled for the various training events in 2010, essentially looking at the trends. Taking the first half of the year through the middle of June for the net conferences, which will have seven different topics with four deliveries of each, there is an average of 18 – 20 people that are already registered. He reminded the group that the limit is 40 participants, although it was raised to 50 for the fall, it would be dropped back to 40 since another class was added to the schedule. The first TLR net conference has 21 enrollees, but there is still plenty of time and there are available openings in all the net conferences.

The REOPS class which is a 20-hour simulation class is held in Little Rock in February, March, and May—all are already full. The waiting lists were created and currently no one is on them for the February and May classes and there are four on the March waiting list. He stated the remaining three classes have the following number of participants: June has 12, September has 16, and November has 12 out of 20 available seats for each class. He told the group that there is always good participation in the drills, and looking at the enrollment for the first half of the year there are about 20 registrants, and there is no participant limit for the drills at this point. There are approximately 20 registered for each of the drills at this time. The East drill, which is typically the smallest one due to the fact that there are only a few BAs associated with this region, has 6 registered. There are 24 registered for the Regional Drill consisting of entities and individuals. He pointed out that all four of the SOCs are full. The waiting lists are as follows: Shreveport - 13, Oklahoma City - 20, Springfield – 22, LR – 7. Edgar Rivera posed the question about possibly adding a fifth SOC. Carl reminded the group that the conferences are 9 or 10 months out. He said also that he would be reluctant to discuss adding another conference this year due to the fact that some of those registered may back out when it comes closer to time for the actual conferences leaving space for those on the waiting list.

Richard Appel commented that the OTWG had talked about adding a fifth SOC in 2011. Carl confirmed that the OTWG had agreed to go to four in 2010 and add a fifth one in 2011. Jim Gunnell encouraged the members of the group with companies who have registered multiple people to give us ample notice in order to contact those on the waiting list giving them time to arrange it in their schedules and secure airfare and hotel. Richard Appel commented that he
had registered for all four SOCs. Carl said it shouldn’t be a problem since it’s only one seat and he could substitute someone from Sunflower in those slots. John Kerr asked if there could be a different way for the OTWG members to register if they were only going to help facilitate at the SOCs. Carl suggested that Ronda Walters contact the OTWG members who were registered for the SOCs to see if they were participating for credit or registering to facilitate. Carl said this would help us determine whether or not we can put someone from the waiting list in a slot. He told the group when he stated the conferences are full he was counting 52 names. He encouraged the OTWG members and those on the call to help the SPP training department manage the rosters by letting us know when a seat comes available as soon as possible.

**Agenda Item 6: Upcoming JTA Taskforce Meetings**

Jim Gunnell informed the group that the JTA taskforce has a meeting scheduled on December 9, 2009 from 1:00 – 3:00. He commented this group has already identified the job tasks and will now go back through the job roles beginning with the Transmission Operator job role. They will be grouping these tasks into common areas which will be called processes. The taskforce will put the processes into a logical sequence, identify the concepts related to those processes, and rate the skills associated with them in terms of criticality as far as how critical they are on a scale from 1 – 10 or 1- 5. This will give everyone in the group a guide to plug their own processes or tasks into the over-arching processes developed by the taskforce so they will have an idea of how it was done and how they were rated. Jim said this is what the taskforce group hopes to accomplish on Wednesday, and they will schedule any follow-up meetings to complete it for the Transmission Operator role. The next one to be addressed will be the Generator Operator job role. He ended with saying during the MOPC call on Friday Bill Dowling asked if the OTWG wanted to present a status report of what’s going on with the JTA taskforce since it’s associated with PER-005. Jim told Bill on the call that it needed to wait until after the December 9th meeting to see if the group had any information that would be of more value to deliver in person than just in a written report. Jim wanted to inform the OTWG group of the possibility. He said that the taskforce could discuss it on the call December 9th to decide if it would be worth putting a quick slide presentation together for Shannon Bolan or Richard Appel to present at the MOPC Face-to-Face or if it could be accomplished through a written report. Jim said he would discuss this later with Shannon if he was unable to be a part of the JTA teleconference.

**Agenda Item 7: Update: Communications Solution**

The group hoped to discuss this at the last meeting, but weren’t able to. Jim Gunnell said they met with Carl Monroe and Carl said it would be best to get with the chair of the ORWG to see about getting on their agenda so it could be handed back to them for their follow-up since he believed it was more reliability related. Shannon Bolan and Edgar Rivera recalled this being the case. Jim Gunnell said he would be glad to contact Jason Smith to get either Shannon or Edgar on the ORWG agenda if either could be available for their next meeting. They both said to include them.

**Agenda Item 8: Feedback from Fall System Operations Conferences**

Carl Stelly stated that Ronda Walters had e-mailed the aggregate evaluation summaries for the fall SOC to the group with the summaries showing comments just as they were written on all speakers and on the overall conference from the participants. He said there were no big surprises since this was the third delivery, but what was substantially different from those in the spring was the CIPs session which had primarily to do with how it was presented. It was done via net conference, and the comments reflected that they didn’t like the net conference versus the other in person deliveries. There were comments about questions on the exam and
that they weren’t quite as clear as the other exams. Carl said he believed it was due to the fact that maybe the participants weren’t quite as engaged during the presentation because it was the exact same test given at the first two SOCs and there weren’t the same misunderstandings with those. Carl pointed out that Lafayette did an excellent job hosting the event, saying, “Our hats off, of course, to Edgar and his group.” There was very good feedback regarding the hospitality, facility, and the food. Carl mentioned if anyone on the call would like a copy or if anyone who received a copy had any questions to let him know.

**Agenda Item 9: End-of-Year Survey re: Training Program**

Carl Stelly said the year-end survey goes out to anyone who participated in a regional training event in 2009. The participants will receive a link to a survey which will give more of a general feedback on the regional training program. A mid-year survey was done in the past so he is interested in the feedback for the entire year. Carl hopes to have the responses compiled for a report at the February OTWG meeting.

**Agenda Item 10: Discussion of System Operations Conference Topics for 2010**

Carl Stelly read the list of suggestions that Jim Gunnell had sent out which includes: 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.

He said that decisions didn’t have to be made today, but he did want to narrow down the list and begin developing an agenda for the 2010 SOCs based on the chosen topics so that materials can be developed and back by the end of January or early February to allow for printing time.

Richard Appel inquired about having an outside speaker come to deliver a session and Carl discouraged the idea due to the expenses that are already anticipated with hotel conference room rentals. He encouraged staying in-house to secure the speakers. Shannon Bolan stated that he would like to see something on Reserve Sharing presented.

Carl brought up the fact that the net conferences might overlap some of these suggestions for the SOCs. He made the comment that it would be easy to present since the materials are already developed. Mike Wech asked if Carl envisioned the same material being presented at the SOC that would be in the net conferences; therefore, would those who had attended the net conference previously be able to obtain hours from the SOC also? Carl said the ILAs would be different from the net conference ILAs, so the participants could still get credit. Carl also said rather than doing a two hour Reserved Sharing which covers some fundamentals, foundation, and application it could be turned into a one hour presentation with a 45 minute Critical Decision Making Exercise along with it. This could serve as a follow-up to the net conferences giving the participants an opportunity to apply what they had learned at the net conference. He said he didn’t think it would work quite as well with “Voltage and Angle Stability” as it would with Reserve Sharing. He said that an exercise could be worked around Congestion Management as well.

Mike Crouch would like to see more on System Restoration Principles. Carl said this is something they would like to do. He asked Mike what timeframe he thought it would involve. Mike said he thought adding a CDM with it would make it at least a two hour session. Edgar Rivera suggested combining some of the topics that relate to one another such as Congestion Management, Reserve Sharing System, NNL and EA, with an exercise included. Carl said they could look at doing that. Carl said he prefers having a one hour presentation with a one hour
exercise since one day of CDMs is too much. John Kerr recommended that the first person facilitating the CDM should give instructions on how the CDM process works.

Shannon Bolan asked Fred Meyer, Carla Fitzpatrick what their thoughts were on the topics. Carla said she thought relay classes would be very helpful.

Mike Wech offered to do the four-hour System Restoration Principles and would get permission to attend all the SOCs in order to do the presentation at all four of them. Carl Stelly was very interested in him doing this. The presentation would include the following: frequency control with discussing governor droop and all of the factors surrounding controlling frequency in an islanded situation, voltage control in an islanded system, followed lastly by a presentation on synchronizing or tying islands together. Carl mentioned he would like to work together with Mike to develop this for the SOC to do it for a full day.

Shannon Bolan asked if it had ever come up about reserves and how they were dispersed across the coal units (nuclear, hydro, gas turbine, etc.?) Carl asked if he wanted to do a presentation on it at the SOC. Shannon said he certainly could. Carl said he would like to see that topic covered and maybe somehow tie it together with the reserve sharing and some might go along with Mike’s frequency control presentation.

Shannon asked Bill Cook if their group had any major concerns that needed to be addressed at the SOC. He said they were having major concerns with the fluctuating voltage around the wind farms and the problem with the wind farms is that their biggest concern is profit and his group’s biggest concern is reliability and the two don’t always go together. He believes it needs to be addressed because as more and more wind farms are added there will be more issues with fluctuation around the system.

Shannon asked Ron Green what their operators might like to be presented and he said at this point he didn’t have anything to add.

Carl Stelly asked the group if the subject of markets was becoming too redundant or if there still needed to be time spent training on it. Richard Appel commented he believed there was a need to spend more time on the market. Carl said the market participants are the majority of the SPP participants.

Mike Crouch remarked a good thing to address would be how the transmission operators are affected by the unseen forces of the market that they may not understand affects them. Carl asked him if it could be tied into the Congestion Management presentation.

Carl Stelly asked the group if the SPP Criteria could be a topic to present at the SOC. Carla Fitzpatrick asked if CIP-1 on sabotage reporting and also the 3-way communications could be presented. Richard Appel agreed and said the 3-way and alpha-numeric communication could be presented in considerably more detail.

Carl also asked whether the consolidating balancing authority would be a topic to present this year or should it be done in 2011. Richard and Carl discussed it briefly and Carl came to the conclusion that more questions would be created than could be answered at this point.

Carla Fitzpatrick said this is true of ACE Diversity also. Carl said he thought they were implementing some of it and could be tied back into the market discussion. Carl remarked that he now had some topics to work with to develop a plan for the SOC and asked the group if there was anyone who is doing something already on any of the above mentioned topics who might help out with any presentations.
Shannon Bolan said he could help with doing a presentation regarding Power System Restoration or Human Performance issues.

Carl asked if anyone was doing any training regarding the wind and voltage control that could help do a presentation on it.

Carl also inquired of the group, how many deal with the RCs other than SPP or Entergy due to the fact there is something in the standards that entities are to be familiar with neighboring RCs. He asked if there was a need to develop an exercise around this topic?

Richard Appel offered to help the group in developing any presentations they might need help with.

Jim Gunnell encouraged those on the JTA taskforce to consider possibly using what is gleaned from the taskforce group to use at the SOC.

**Agenda Item 11: Black Start Planning**

Richard Appel mentioned that he’d like to see all members talking together about what they are each doing at their companies regarding the Black Start. John Kerr stated that this was asked for in 2008 and he discussed this with Robert Rhodes who said that it was a good idea. It wouldn’t be for operators but rather supervisors. There was nothing budgeted for this to happen in 2010, but as of now they just are swapping plans with each other when they can and this probably should be pursued in the future. Jim Gunnell stated that it would be something that the OTWG might get some synergy from the ORWG and should be brought up at the time the communications issue is discussed. Jim offered to discuss it with Jim Useldinger if the group wanted him to. Shannon Bolan asked Richard what he would want done. There was discussion by Richard Appel and he said that he would prefer it.

Jim said he would ask Jason Smith what would be the best way to handle this when he talks with him about the communications solution. Richard said he believes it is a reliability matter, but that there should be training done on it also.
**Agenda Item 12: Summary of New Action Items**

1. Jim Gunnell will send a link to the COM-003-1 to all meeting attendees.

2. Jim Gunnell will submit the recommendations to Nick Brown for membership on the OTWG.

3. Carl Stelly will have Ronda Walters contact the OTWG members to see if they are attending to obtain credit or to facilitate the SOCs.

4. Jim Gunnell will contact Jason Smith with the ORWG about getting Shannon Bolan and Edgar Rivera added to their agenda for their next meeting to discuss the communications issue and he will also to see how to proceed regarding Black Start planning.

5. Carl Stelly will work with Mike Wech regarding the presentation of System Restoration Principles and incorporating an exercise for the 2010 SOCs.

6. Carl Stelly will work with Shannon Bolan about a presentation for the SOC.

7. Carl Stelly will send the OTWG a tentative list of topics and a proposed time line for the SOC agenda.

8. OTWG members and those on the call will encourage their people to get on the waiting lists for the SOCs and the REOPs classes as well.

**Agenda Item 13: Future Meetings**

Teleconference: January 11, 2010 from 1:30-3:00 p.m. CST


**Agenda Item 14: Adjournment**

Carla Fitzpatrick made a motion to adjourn and Fred Meyer seconded the motion. The meeting was adjourned at 3:10 p.m.