Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
Teleconference
December 2, 2013
• MINUTES •

Attendees:
Denney Fales – KCPL*
Edgar Rivera – LUS*
Michael Gaunder – OG&E*
Sheldon Hunter – SECI*
Robert Hirchak – CLECO*
Leslie Sink – SPP
Jim Gunnell – SPP
Shannon Bolan – NPPD
Brian Goracae – NPPD
Amy Casavechia – SPP
PJ Rose – SPP
Mike Hood – AECC*

Jane Martin – SPP
John Gunter – SPP
Jennifer Farley – SPP
Margaret Adams – SPP
Katie Mauldin – SPP
Russell Moore – CUS
Steve Tegtmeier – LES
Karen McGee – AEP
Chris Dodds – WRI
Alex Vitt – WRI
Dave Millam – KCPL
Gary Plummer – BPU

* Voting Member
Mark Eastwood (Russell Moore) Proxy
Stanley Winbush – no proxy identified

Agenda Item 1: Call to Order and Approval of Agenda
Meeting began at 1:30, Robert Hirchak made a motion to approve the Agenda as written
and Michael Gaunder seconded the motion.

Agenda Item 2: Approval 11/4/2013 Meeting Minutes
Motion to approve the meeting minutes with identified changes by Robert Hirchak, seconded
by Sheldon Hunter

Agenda Item 3: Review of Previous Action Items by Leslie Sink

<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>Virtual Machine Changeover</td>
<td>6/20/2013</td>
<td>PJ Rose</td>
<td>In Progress</td>
<td>PJ will send out emails for additional testing of machines. Testing will be early January</td>
</tr>
<tr>
<td>2014 SOC Topics</td>
<td>10/24/2013</td>
<td>John Gunter</td>
<td>Completed</td>
<td>John will send an email on the 2014 SOC brainstorming topics to ensure all members have the opportunity to weigh-in</td>
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**Agenda Item 4:** 2014 SOC Update – John is completing the specifics for the 2014 SOCs logistics. John will be contacting OTWG members to assist as SMEs, developers, facilitators and instructors soon. Leslie requested a “loose” timeline for SOC deliverables be created.

**Agenda Item 5:** DTS update – Katie Mauldin stated that the DTS 2.5 upgrade should happen in March and/or April timeframe. She continues to work with the Trainers on scenarios, testing, etc.

**Agenda Item 6:** 2014 Registration – Margaret Adams shared with everyone that the SOCs are all full and there are very few on the waitlists at this time. REOPs are mostly full but that there are several classes that have seats available. The January Train the Trainer has 6 people in the class and it still has 9 seats available if anyone would like to attend. John Gunter stated that he recently sent out emails to the region regarding the ERDs registrations for 2014.

**Agenda Item 7:** Upcoming Regional Events: Margaret Adams will be attending the WAPA Relay training class in February that was recommended by Sheldon Hunter. The remaining 2013 classes will be closed out and uploaded to SOCCED in the next week.

**Agenda Item 8:** Integrated Marketplace – Special Resource Type training 1 and 2 and Overview or Market Monitoring have been completed. Several job aids and reference materials have been completed. There are 7 learning burst that are currently being developed and additional performance support tools. All completed training materials are available on SPP.org.

**Agenda Item 9: Lessons Learned from Audits**- Robert Hirchak discussed the recent CLECO audit. He stated that the questions and information that NPPD’s Shannon Bolan provided was spot-on and very helpful for them. He mentioned that PER-005 1.3 regarding any task change or modification they wanted “gory details”. The auditors were also very interested in the “unknown” state for drills etc. other items discussed specifically were; EOP-5 lineman and operators trained on special clearing of circuits; PRC1 and PRC 5; IRO 4

**Agenda Item 10: Other Items** –
   a. Year-end surveys will be going out on January 6, 2014
   b. End of year letters will be out by January 3, 2014
   c. Jay Chase nomination will be voted upon at the January meeting

**Agenda Item 11: Summary of new Action Items**
   1. PJ Rose will send out an email regarding the security measures for 2014 VPN access and the January testing dates
   2. John Gunter will complete a loose timeline of the SOC deliverables

**Future Meetings**
   January 6, 2014 Teleconference 1:30 – 3:00 CST
   To register, click here
   Michael Desselle; SPP VP and PIO will be giving a strategic plan presentation
Agenda Item 12: Adjournment
Denney Fales asked for a motion to adjourn the meeting. Michael Gaunder made a motion to adjourn the meeting and Robert Hirchak seconded the motion. The meeting was adjourned at 2:25 p.m.