Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
Face-to-Face
April 24, 2014

● MINUTES ●

Attendees:
Denney Fales – KCPL*
Sheldon Hunter – SECI*
Robert Hirchak – CLECO*
Brian Gorake – NPPD
Dave Milam - KCPL
Mike Hood – AECC*
Stanley Winbush – AEP*
Jay Chase – GRDA*
Russell Moore – CUS*
Chris Dodds – WRI*
Allen George - SECI

John Gunter – SPP
Margaret Q. Adams - SPP
Jennifer Farley – SPP
Katie Mauldin - SPP
Steve Tegtmeier – LES
Angie Blacketer - LES
PJ Rose – SPP
Michael Daly – SPP
Becky Gifford – SPP
Kim Burnside – SPP
Leslie Sink – SPP
Amy Casavechia – SPP

* Voting Member
Edgar Rivera (Robert Hirchak) Proxy
Michael Gaunder (Jay Chase) Proxy

Agenda Item 1: Call to Order and Approval of Agenda
Meeting began at 1:02; Mike Hood made a motion to approve the Agenda with adding SOS Training to item #10. Robert Hirchak seconded the motion.

Agenda Item 2: Approval 3/20/2014 Meeting Minutes
Motion to approve the meeting minutes was made by Mike Hood and Jay Chase seconded the motion

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

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<th>Action Item</th>
<th>Date Originated</th>
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<tr>
<td>2014 SOC Facilitators and presenters</td>
<td>3/20/2014</td>
<td>John Gunter</td>
<td>In progress</td>
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<tr>
<td>DTS 2013 Discrepancy update</td>
<td>1/6/2014</td>
<td>Katie Mauldin</td>
<td>In progress</td>
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Agenda Item 4: 2014 SOC Update – John Gunter gave an update on the SOCs that have been held in Little Rock and Lafayette. Issues that were noticed in Little Rock were addressed before the Lafayette SOC. Any issues identified during the Lafayette SOC will be addressed prior to the Springfield SOC in June. Overall, the evaluations for the April SOC were very positive.
**Agenda Item 5: DTS update** – Katie Mauldin stated she will continue to address unresolved issues with the DTS. As of April 24th, she has been able to address approximately half of the discrepancies. PJ Rose shared the new process that will be used to submit a discrepancy for the EMS/DTS. Discrepancies will now be submitted using the RMS. The reason for adding this new process is for greater accountability and to help manage the resolution of the discrepancies in a more efficient manner.

**Agenda Item 6: 2014 Registration** – Kim Burnside gave an update on the upcoming SOC registrations. Springfield has 50 registered and 10 on the waitlist, Kansas City has 59 registered with 17 on the waitlist and Amarillo has 50 registered and 2 on the waitlist. The upcoming REOPs sessions are as follows: May – 21 registered, 0 on waitlist, June – 21 registered, 1 on waitlist, October – 21 registered, 6 on waitlist, November – 21 registered, 0 on waitlist. Margaret did point out that the number registered is 21 because she is included on the roster. She also encouraged training managers to have all employees interested in training to register. They do not have to be NERC certified to attend.

**Agenda Item 7: Upcoming Regional Events**: Margaret Adams will be hosting net-conferences on April 29th, TLR, April 30th, Congestion Management, May 1st, Flowgate Mitigation and May 29th IROL. Her upcoming REOPs class will be May 6th -8th. John Gunter will host an Emergency Response Drill on May 20th – 21st and a System Restoration Drill on May 27th – 28th. Margaret also shared information regarding the new Load Share price allocation for members. More information will follow after training on May 2.

**Agenda Item 8: Integrated Marketplace** – Amy Casavechia gave an update on the Phase II projects, which are now being called Project Pinnacle. The IM team will be providing a presentation to the OTWG in the future. The IM has also been updating Phase 1 CBTs and net-conference materials as well as level II courses. They are currently working on breaking the content into modules (topical) for easy access and review.

**Agenda Item 9: Lessons Learned from Audits**- Dave Millam shared results from KCPL’s recent CIP audit. He stated the audit team requested to speak to an operator and questioned that individual as to how they were trained for EOP 004-2. The audit team looked for the orange stickers and checked their security measures. Dave indicated he does not feel there were any issues. Jay Chase stated GRDA has a 693 audit the week of April 28th, 2014.

**Agenda Item 10: Other Items**- Jimmy Womack, SPP stated there will be an SOS 3 day NERC Exam preparation training that will be hosted here at SPP on June 24th – 26th. The course offers 24 CEHs.

Ricky Smith has accepted a new position and will be resigning from the OTWG effective May 1st. Leslie will send out nomination forms and will update the OTWG roster.

It was discussed and recommended, training that would require participants to travel on a holiday should be avoided in the future. This occurred this year due to other training conflicts, but will be avoided if and when possible in the future.

Robert Hirchak’s term on the OTWG has expired, however, he will be extending his term to April 2016.

Denney Fales OTWG term expires in May, and he will also extend his term.
Agenda Item 11: Summary of new Action Items
1. PJ Rose will send out the presented PowerPoint guide for the RMS submission of all future DTS/EMS discrepancies.
2. John Gunter will begin identifying and confirming the presenters and facilitators for the June Springfield SOC.
3. Kim Burnside will begin sending out her OTWG meeting slide after each call identifying the SOC and REOPs registration and waitlists.
4. Leslie Sink will email the OTWG active roster after May 1.
5. Leslie Sink will email OTWG nomination forms after May 1 for nominee submittals.

Future Meetings
May 5, 2014 Teleconference 1:30 – 5:00 CST
To register, click here

Agenda Item 12: Adjournment
Denney Fales adjourned the meeting at 2:19.