Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
May 5, 2014

• MINUTES •

Attendees:
Denney Fales – KCPL*
Sheldon Hunter – SECI*
Robert Hirchak – CLECO*
Edgar Rivera – LAFA*
Michael Gaunder – OGE*
Stanley Winbush – AEP*
Russell Moore – CUS*
Brian Goracke – NPPD
Shannon Bolan – NPPD
Dave Millam - KCPL
Allan George – SECI
John Mason - INDN
Karen McGee – AEP
Steve Tegtmeier – LES
Angie Blacketer - LES
Melissa Rinehart – SPP
John Gunter – SPP
Katie Mauldin - SPP
PJ Rose – SPP
Michael Daly – SPP
Becky Gifford – SPP
Kim Burnside – SPP
Margaret Q. Adams – SPP
Amy Casavechia – SPP

Not in Attendance:
Karen McGee – AEP
Steve Tegtmeier – LES
Angie Blacketer - LES
Melissa Rinehart – SPP
John Gunter – SPP
Katie Mauldin - SPP
PJ Rose – SPP
Michael Daly – SPP
Becky Gifford – SPP
Kim Burnside – SPP
Margaret Q. Adams – SPP
Amy Casavechia – SPP

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda
Meeting began at 1:30. Robert Hirchak made a motion to approve the Agenda with Item #10.b. moving up to the position of Item 10.a. Michael Gaunder seconded the motion.

Agenda Item 2: Approval 3/20/2014 Meeting Minutes
Motion to approve the meeting minutes was made by Stanley Winbush and Edgar Rivera seconded the motion.

Agenda Item 3: Review of Previous Action Items by Margaret Adams

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Date Originated</th>
<th>Owner</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>RMS Submittal Job Aid</td>
<td>4/24/2014</td>
<td>PJ Rose</td>
<td>Completed</td>
</tr>
<tr>
<td>Breaker/Switch discrepancy list for drill use</td>
<td>4/24/2014</td>
<td>PJ Rose</td>
<td>Completed</td>
</tr>
</tbody>
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Agenda Item 4: 2014 SOC Update – John Gunter stated that he has been working with Jay Chase, a returning presenter, for the upcoming SOC in Springfield. John will begin
reaching out this week to see who else is returning and/or interested in presenting. Margaret Adams stated Russell Moore and Chris Dodds have agreed to present the same presentations they did in Lafayette. Margaret has sent them their presentations and provided them a deadline of May 21 for the remittal of the presentations for inclusion in the print material for the Springfield SOC. John affirmed this date as the deadline for each presenter.

**Agenda Item 5: DTS update** – The RMS Submittal Job aid was sent out in an email on Friday, May 2, at 11AM. PJ Rose and Katie Mauldin will take note of Breaker/Switch discrepancies as they arise in drills and discuss with the Modeling Department the next steps. Denney Fales asked Katie about the status of DTS 2.5. Katie stated if things continue to progress, she should have DTS 2.5 prepared over the summer for use in the fall training sessions.

**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 16 on the waitlist and Amarillo has 50 registered and 3 on the waitlist. The upcoming REOPs sessions are as follows: May – 21 registered, 0 on waitlist, June – 21 registered, 3 on waitlist, October – 21 registered, 7 on waitlist, November – 21 registered, 1 on waitlist.

**Agenda Item 7: Upcoming Regional Events**: Margaret Adams reviewed the upcoming net conferences on June 3, TLR, June 4, Congestion Management, June 5, Flowgate Mitigation and IROL on May 29 and June 19. Upcoming REOPs classes will be May 6 – 8 and June 10-12. The South Emergency Response Drill is May 20 – 21 and the North is June 17-18. The last spring System Restoration Drill is scheduled for May 27 – 28; the DTS Facilitator Training Course preceding this drill is scheduled for May 22. Margaret also provided a status update for the Outage Coordination (CROW) Self Study. The pilot was completed last week and we were able to submit the ILA for 1.5 CEHs. The target for the end of May should be fulfilled. Margaret and John Gunter have been meeting with Dwayne Dush, CBT Developer, regularly as they prepare to record the Control Performance Standards and Restoration Principles audio for Self Study course development.

**Agenda Item 8: Integrated Marketplace** – Becky Gifford gave an update on Project Pinnacle. She highlighted the progress since last month’s update: training proposals have been completed and outlines are under development for both the Regulation Compensation (FERC Order 755) and the Long-Term Congestion Rights (FERC, MPRR138) Projects. Development has started on a must-offer learning burst, planned for Summer 2014. Becky reiterated last month’s update on the topical courses due to be available the first week of July; 50+ smaller, more digestible courses will be replacing the eleven current Level II courses, which will be deactivated at the end of June.

**Agenda Item 9: Lessons Learned from Audits** – No comments were provided for this agenda item.

**Agenda Item 10: Other Items** -

a. Meeting in June – Denney Fales mentioned the dates of the June 2 and June 26 meetings are spread out several weeks apart. However, the July 7 meeting is only 11 days after the June Face-to-Face. Denney mentioned that there would not be much development in that time frame and suggested the OTWG consider cancelling the July 7 meeting. Motion by Stanley Winbush to cancel the July 7 OTWG meeting with a second by Russell Moore. The vote was unanimous in favor of this motion. Leslie Sink will complete the process for having this meeting removed from the schedule.
b. Upcoming Change - Denney Fales shared with the OTWG the decision of Leslie Sink to step down in July as Staff Secretary for the OTWG due to her change in responsibilities after becoming Manager of Customer Training. Denney shared that Margaret Adams will replace her as Staff Secretary, effective by our August 4 meeting. Denney listed reasons for this selection, including Margaret’s development and experience in operations and marketing capacities. Leslie will submit this information to SPP for approval and implementation.

c. Other – Margaret Adams asked if there was to be a deadline for nominations for the open OTWG seat. Shannon Bolan stressed that the Chair normally requests a deadline for submission for consideration prior to the next meeting for vote. Denney reviewed the calendar and selected May 24 as the deadline for nominations.

**Agenda Item 11: Summary of new Action Items**

1. Leslie Sink will send an updated email regarding the May 23 deadline for nominations to the OTWG.

**Future Meetings**

- June 2, 2014 Teleconference 1:30 – 3:00 CDT
  
  To register, [click here](#).

- June 26, 2014 Face-to-Face 1:00 – 5:00 CDT
  Springfield, MO
  
  To register, [click here](#).

- August 4, 2014 Teleconference 1:30 – 3:00 CDT
  
  To register, [click here](#).

**Agenda Item 12: Adjournment**

Denney Fales adjourned the meeting at 1:57.