Southwest Power Pool, Inc
Operations Training Work Group
June 2, 2008

• MINUTES •

Agenda Item 1: Call to Order
John Kerr called the meeting to order at 1:35 p.m. CST

Attendees:
John Kerr, GRDA – Vice Chair*
Mark McDonald, CLECO*
Mike Crouch, OGE*
Richard Crouch, SECI*
Ron Green, AEP*
Fred Meyer, EDE*
Mike Wech, SWPA*
Tony Harris, WRI
Bo Jones, WRI
Tricia Prickett, AEP
Carl Stelly, SPP
Jim Gunnell, SPP
* voting member

Agenda Item 2: Approval of 5/1/2008 meeting minutes
Minutes were unanimously approved from 5/1/2008 Face-to-Face meeting.

Agenda Item 3: Status of Previous Action Items
☑ Dave Millam will get most recent revision to Rachel Hulett for the ORWG to review. OTWG members will also receive a copy before the June teleconference.
Completed - Copies sent to OTWG on 5/12/08.

☑ Dave Millam will cancel the regularly scheduled teleconference for July and replace with Face-to-Face meeting on the SPP Calendar.
Completed 5/8/08

☑ Carl Stelly to contact Edgar Rivera at Lafayette Utility Systems to see if LUS would still be interested in hosting a system operations conference for 2009. Carl will report at July Face-to-Face meeting.
Carl made initial contact with LUS and will follow up and provide additional details at the July Face-to-Face meeting.

☐ Ron Green and Mike Crouch to research and consider sites for 2009 system operations conferences in their areas. Update at June teleconference.
John Kerr provided information regarding the Southern Hills Marriott in Tulsa, Oklahoma location for hosting one of the 2009 SOCs.

☐ OTWG members to ask operators for feedback on topics they would like to see covered in 2009 system operations conference series and net conferences.
Members will bring list of topics to the OTWG Face-to-Face meeting in July.
Carl Stelly will discuss budget allocation with Jim Gunnell for feasibility of motion to allow $25,000 per conference. Report to be available at June teleconference. An RE budget for three SOCs in 2009 for $15,000 each was submitted in April.

Carl Stelly to contact Doug Harrington of Team Formations to check availability for 2008 fall SOC. Report to be available at June teleconference. Doug Harrington is willing to present at the 2008 Fall SOC and his schedule is available.

Carl Stelly to have evaluation summary regarding Spring System Operations Conference available at June teleconference. Carl sent evaluation summaries via e-mail to OTWG. Carl will provide final copy of evaluation summaries at the July Face-to-Face meeting. Carl will send specific evaluations to individual speakers to provide them with attendee feedback.

Fred Meyer will follow up with Mike Gammon and ORWG to request development of alternate electronic communication paths possibly through SPP NET. Not able to meet yet. This item will be discussed at the Face-to-Face meeting in July.

John Kerr to contact Robert Rhodes (SPP) to discuss sharing EOPs plans on a regional basis and planning a conference to share these plans. Report at June teleconference. John Kerr visited with Robert Rhodes about this. Robert believes this is a good idea and the sharing of plans could be part of the Chief Dispatchers Conference in 2009.

John Kerr to research alternatives to QTS and report at June teleconference with possible alternatives. John Kerr was not able to contact alternatives. No report at this time.

Dave Millam will follow up with Carl Monroe (SPP) and Jim Gunnell (SPP) about pricing questions from NPPD for fall training. Carl or Jim will get back with NPPD to discuss pricing issues. Completed 5/12/08 (We currently do not have a written pricing policy for incoming members. We will establish a training curriculum and pricing structure as the process moves forward. – Jim Gunnell, 5/12/08)

Agenda Item 4: OTWG Charter Review
The group discussed the current charter and provided feedback. Jim Gunnell will follow up with Carl Monroe regarding the OTWG reporting relationship and report back to the OTWG at the July Face-to-Face.

Agenda Item 5: Discussion of Emergency Communications
No updates available. This action item will be moved to the July Face-to-Face.

Agenda Item 6: System Operator EOP Exchange and Communication
Robert Rhodes to host a Chief Dispatcher’s Conference in 2009 and the group will exchange plans at that time.

Agenda Item 7: QTS Information/Alternatives
Jim Gunnell will poll the ISO/Training Council to determine if there are alternative databases being used in maintaining training records.
**Agenda Item 8: Joint Inter-regional Training Forum Update**

John Taylor met with the group last week and discussed ways in which the group could share information. The group discussed:

- the possibility of scheduling a quarterly net conference to discuss lessons learned
- sharing training documents and templates as another information exchange opportunity
- a continuation of the speaker exchange implemented through the SPP Systems Operations Conference
- providing a shared site where information can be disseminated regarding the events and other training-related opportunities within each region
- creating a method to address the knowledge the industry is losing and how synergy between the regions might be gained by determining a venue for sharing this information
- tentative Inter-Regional System Operator’s Conference (IRSOC) in December 2008
- John Taylor will send minutes from May 27th meeting.

**Agenda Item 9: Miscellaneous Items**

- Carl Stelly provided an System Operations Conference update
  - 51 participants
  - 1,220 CE hours were awarded
  - All CE hours have been uploaded to the SOCCED
  - Carl encouraged everyone to check the SOCCED for accuracy
  - Certificates will be sent this week
  - 2008 Fall SOC registration is full with one person on the waiting list

**Agenda Item 10: Review of New Action Items**

- Jim Gunnell will contact Carl Monroe regarding OTWG reporting structure
- Jim Gunnell will update the OTWG Charter according to new reporting structure and disseminate to OTWG members
- Carl Stelly will cancel July 7th OTWG teleconference and remove it from SPP.org
- Carl Stelly to contact Edgar Rivera at LUS to work on details of LUS hosting a Systems Operations Conference in 2009. Carl will report at July Face-to-Face meeting.
- Carl Stelly to follow-up with John Kerr regarding Southern Hills Marriott in Tulsa, Oklahoma location for hosting one of the 2009 System Operations Conferences.
- Carl Stelly will prepare a list of criteria for hosting a System Operations Conference and send list to OTWG members
- OTWG members to ask operators for feedback on topics they would like to see covered in 2009 system operations conference series and net conferences. Members will bring list of topics to the OTWG Face-to-Face meeting in July.
- Ron Green and Mike Crouch to research and consider sites for 2009 system operations conferences in their areas. Update at July Face-to-Face meeting.
- Jim Gunnell will poll the ISO/RTO Training Council to determine if there are alternative databases being used in maintaining training records.
- Jim Gunnell to send e-mail requesting date of each OTWG member’s appointment to the OTWG.
- John Taylor will send minutes from May 27th Joint Inter-regional Training Task Force Meeting to SPP OTWG exploder
- John Taylor will send an e-mail to the SPP OTWG exploder, the SPP Training exploder, and other parties interconnected with SPP to determine interest in participation in a Joint Inter-regional Training event for Reliability Coordinators in December 2008
- Donna Freeman will send CD with February 2008 Train-the-Trainer to trainers on the roster for the July 15-16 Train-the-Trainer but unable to attend the February event
**Future Calls/Meetings**
July 16, 2008 Face-to-Face (Little Rock, AR) 1:00 p.m. - 5:00 p.m.
July 17, 2008 Face-to-Face (Little Rock, AR) 8:00 a.m. - 12:00 p.m.
Attendees must register to receive dial-in numbers for calls.
Click here to register: [http://www.spp.org/event_register2.asp?oID=1377](http://www.spp.org/event_register2.asp?oID=1377)

Next scheduled teleconference is August 4, 2008 from 1:30 p.m. - 3:00 p.m.
Attendees must register to receive dial-in numbers for calls.
Click here to register: [http://www.spp.org/event_register2.asp?oID=1058](http://www.spp.org/event_register2.asp?oID=1058)

**Adjournment**
Ron Green moved to adjourn the meeting. Mike Wech seconded the motion. John Kerr adjourned the meeting at 3:20 p.m.

Respectfully submitted,
Jim Gunnell