Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
March 1, 2010

• Minutes •

Attendees:

Shannon Bolan, NPPD*  Mike Wech, SWPA
Fred Meyer, EDE*       Karen McGee, AEP
Edgar Rivera, LUS*      Stanley Winbush, AEP
Richard Appel, SECI*    Steve Tegtmeier, LES
Carla Fitzpatrick, OPPD* Bill Bowen, SPS
Misty Revenew, WRI*     Mark Eastwood, CUS
Michael Crouch, OG&E*    Kevin Frick, WRI
Anthony Due, EDE – Proxy* for
   Fred Meyer for first part of mtg.
Bill Cook, WFEC*        John Ribar, SWPA
Rod Lewis, KCPL*        Gary Plummer, BPU
Mike Hood, AECC*        John Kerr, SPP
Jim Gunnell, Secretary  Jane Martin, SPP
Karen McGee, AEP        Margaret Hebert, SPP
Stanley Winbush, AEP    Ronda Walters, SPP
Steve Tegtmeier, LES    Donna Freeman, SPP
Bill Bowen, SPS         Mark Eastwood, CUS
Kevin Frick, WRI       John Ribar, SWPA
Gary Plummer, BPU      John Kerr, SPP
John Tegtmeier, LES    Jane Martin, SPP
Mark Eastwood, CUS     Margaret Hebert, SPP
Kevin Frick, WRI       Ronda Walters, SPP
John Ribar, SWPA       Donna Freeman, SPP
Gary Plummer, BPU      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 pm. Jim Gunnell asked to have
John Ribar’s discussion question added to the agenda after agenda item number 11.

Agenda Item 2: Approval of 02/01/2010 Meeting Minutes
The minutes for 02/01/2010 were approved.
### 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 yet been voted on at FERC.</td>
</tr>
<tr>
<td>Work with Mike Wech regarding presentation of System Restoration Principles and incorporating exercise for the 2010 SOCs</td>
<td>12/7/2009</td>
<td>Carl Stelly</td>
<td>In Progress</td>
<td>Carl continues to work on finalizing.</td>
</tr>
<tr>
<td>Contact Robert Hirchak and Mike Wech regarding the development of a presentation for 2010 SOCs</td>
<td>01/11/2010</td>
<td>Carl Stelly</td>
<td>In Progress</td>
<td>Mike Wech sent presentation to Leslie Sink and Margaret Hebert. Margaret said they plan to have it finished this week.</td>
</tr>
<tr>
<td>Human Error Prevention presentation at 2010 SOCs</td>
<td>01/11/2010</td>
<td>John Kerr &amp; Shannon Bolan</td>
<td>In Progress</td>
<td>Margaret Hebert to check with Carl Stelly regarding the HEP presentation length.</td>
</tr>
<tr>
<td>Send e-mail with class numbers for REOPs and SOC conferences</td>
<td>01/11/2010</td>
<td>Margaret Hebert</td>
<td>Complete</td>
<td>e-mail sent on 01/11/2010</td>
</tr>
<tr>
<td>Action Item</td>
<td>Date Originated</td>
<td>Owner</td>
<td>Status</td>
<td>Comments</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
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<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Send list of objectives for SOCs</td>
<td>01/11/2010</td>
<td>Carl Stelly</td>
<td>Complete</td>
<td>e-mail sent on 02/02/2010</td>
</tr>
<tr>
<td>Testing of LMS</td>
<td>01/11/2010</td>
<td>Shannon Bolan &amp; Misty Revenew</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Submit list of representatives from member companies who will assist with LMS testing</td>
<td>01/11/2010</td>
<td>OTWG Members</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Send out the results-based standards information to the group</td>
<td>02/01/2010</td>
<td>Jim Gunnell</td>
<td>Complete</td>
<td>e-mail sent on 02/01/2010</td>
</tr>
<tr>
<td>Provide debrief of Train-the-Trainer session at 03/01/2010 meeting</td>
<td>02/01/2010</td>
<td>Donna Freeman</td>
<td>Complete</td>
<td>Scheduled for 03/01/2010 OTWG meeting</td>
</tr>
<tr>
<td>Send out reminder e-mail requesting contacts at each entity to assist with the SPP LMS transition</td>
<td>02/01/2010</td>
<td>Jane Martin</td>
<td></td>
<td>Jane sent e-mail and has heard back from all except two (Empire &amp; IEEE.) Edgar Rivera offered to find a contact for IEEE.</td>
</tr>
<tr>
<td>Send a name of a contact person from your company to assist with the SPP LMS transition to <a href="mailto:jmartin@spp.org">jmartin@spp.org</a></td>
<td>02/01/2010</td>
<td>OTWG Members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send the Regional Training Strategic Considerations 2010-2012 in a spreadsheet format to the group for ranking them in priority order according to the needs of the region</td>
<td>02/01/2010</td>
<td>Jim Gunnell</td>
<td>Complete</td>
<td>e-mail sent on 02/02/2010</td>
</tr>
<tr>
<td>Follow-up with PNNL regarding the use of the DTS once the DTS Engineer is hired at SPP</td>
<td>02/01/2010</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td>e-mail sent to Ross Guttromson, PNNL on 02/02/2010; call with Frank Greitzer, PNNL on 02/25/2010</td>
</tr>
</tbody>
</table>
Agenda Item 4: JTA Taskforce Update

Jim Gunnell commented that the taskforce group had their final meeting regarding the Transmission Operator job task analysis. They walked through the “DIF Analysis” and then determined the coverage that each individual had at their shop to cover each of the concepts. It has been handed off, and is now up to each entity to determine how they want to rank those tasks in terms of the “DIF Analysis” and they will have to do their own assessment of the amount of training they have to cover the different concepts and will either provide training themselves or locate a vendor to provide training for any area that may be lacking. However, he said if there is a large group across the SPP footprint needing a particular type of training, this would possibly drive some of the net conference and SOC topics. Jim reminded the group that the taskforce only identified the high level JTAs they believed were consistent for that job role across the region. It isn’t a comprehensive JTA so each entity will need to fill in the tasks done at their own shops with software tools and other processes they have that are exclusive to them and not shared with the region.

A meeting is scheduled for March 10th to begin the second phase of the “Generator Operator” job task. The group has identified the high level tasks, and the first step will be to group those into processes, and begin to identify some of the concepts associated with each of those tasks as was done on the last one, including a walk-through. This process should take two to three meetings and then the final JTA will be the BA job role. He said, hopefully these will be completed when FERC approves PER-005-01, and there will be a better understanding and direction of what needs to be done with that standard. The original focus of the JTA Taskforce was discussed, and it was determined that this was accomplished before the end of last year. The taskforce decided there needed to be more detail, so the group changed the scope. Shannon Bolan posed the question whether or not the JTA Taskforce needed to continue.

Agenda Item 5: February Train-the-Trainer Debrief

Donna Freeman gave an update on the Train-the-Trainer class, saying there were five participants representing three entities, along with Margaret Hebert from SPP. Donna said the feedback looked good, and all went well. She commented that the decision by the OTWG to make it one long session rather than breaking it up into three sessions has turned out to be a good idea. She pointed out that there are three participants registered for the June class with one person having already attended the February class. She also said the same presentation will be given at the February class. She encouraged the group to register if they were interested in attending, and said it might need to be determined whether or not to hold the class if there ends up being only two participants on the roster. She recommended the class be cancelled if that is the case. Everyone commented that the ADDIE process from a beginner’s standpoint went really well. There were two comments about possibly covering writing procedures or JTA as topics for 2011. Richard Appel commended Donna for her marvelous efforts in teaching this class. Misty Revenew brought up the question again about doing some of this as a net conference. Donna recommended that the OTWG possibly have one large conference a year so everyone can attend, and then throughout the year present some training on other topics via net conferences. She said this would be good to consider implementing especially if PER-005-01 has changes that could be addressed in “Just-in-Time” training rather than waiting an entire year to do training on them. She suggested that the OTWG possibly vote at their next meeting. Jim Gunnell said this would be something to discuss at the Face-to-Face on April1, 2010. He also said MISO is doing a workshop June 15 – 17th. He encouraged the group to watch for that. Shannon Bolan stated that he has the agenda, and would send it out to the group.
Agenda Item 6: System Operations Conference Update

Margaret Hebert reported that the presentations for the SOCs would be completed and reviewed this week. They will begin working on assessments, and prep for printing also. The Shreveport SOC roster is full, and the waiting list has been exhausted. She encouraged the group to get on the waiting list if anyone is still interested and can attend. The remaining SOCs are full with long waiting lists, but it is expected for them to also be exhausted which has happened in the past.

Agenda Item 7: Learning Management System Update

Jane Martin commented on the progress being made with the LMS, and said she would like to do some testing this week for validating the pre-registration information that is being entered for the members. She asked if those who were helping with the testing would be available to help this Wednesday or Thursday and take part in a WebEx meeting, stating that the LMS would send them an e-mail providing information for a mock person who has been pre-registered. It will give information about the LMS such as a description of the LMS, how to access it and validate the information used to set up their records. She will send the e-mail prior to the WebEx meeting in order to get their feedback about the process, and whether or not it is user friendly. The e-mail will be sent with no other communication just to see if it’s easy to follow in case members receive these e-mails once the LMS is implemented and they haven’t received any communication about the system roll-out. Shannon Bolan, Richard Appel, Carla Fitzpatrick, Misty Revenew, Mike Hood, and Rod Lewis agreed to be involved in the testing on Wednesday, 3/3/10. Jane advised that our vendor, Cornerstone, is implementing a system enhancement the weekend of March 26. Only high-level information regarding what functionality is changing has been provided by the vendor; however, there are at least 20 areas that could impact our configuration, documentation and training. Until the enhancement is available for user testing (March 15-26), we will not know the extent of the changes. Once we are confident as to what impacts there are, we will set a new implementation date for SPP.

Agenda Item 8: Partnership with Pacific Northwest National Laboratories (PNNL)

Jim Gunnell discussed his follow-up on February 2, 2010 with Ross Guttromson at PNNL. Jim said Ross asked him to contact Frank Greitzer who had worked with SPP on the wide-area drill a couple years ago. He learned from Frank that they still have the old SPP DTS. The group will discuss this item further at the OTWG Face-to-Face on April 1, 2010 to determine whether or not it is something to further consider in light of funding versus value.
Agenda Item 9: Regional Training Strategic Components 2010-2012

Jim Gunnell discussed the strategic components rankings and said he would send the results to the group. He said this could be a discussion item for the Face-to-Face on April 1, 2010 for the group to decide which ones could be addressed in terms of the resources available. The prioritized list will be reviewed. The group will then determine according to what is listed and what resources are available which ones to implement in 2010 – 2013. He stated that the document will also be included in the meeting materials for the April 1st Face-to-Face meeting.

Agenda Item 10: OTWG Vacancy

Shannon Bolan stated that since Ron Green stepped down from his member position, there is a vacancy needing to be filled. He said he hadn’t received any requests asking to fill the vacancy and asked if Jim Gunnell had received any recommendations or requests. He said he had one interested party asking about the process. Shannon said he would contact Robert Hirchack who was a nominee for the last vote to see if he might be interested in being considered for the vacancy. Richard Appel asked if there was a region that wasn’t well represented, and Shannon indicated the South and East areas were lacking. Jim Gunnell reminded the group that transmission using/owning had to be considered, along with the qualifications of the candidate. The nominee receiving the majority votes will be submitted to Nick Brown, president of SPP, for final approval, so it is important for the group to be diligent about seeking the best nominees. Jim suggested that the group discuss the nominations and vote at the Face-to-Face on April 1st. He also said he would send another notification to give those interested ample opportunity to be included in the nominees for the opening before the voting takes place.

Agenda Item 11: Determine Agenda Items for Face-to-Face Meeting

Jim Gunnell stated he will develop the agenda and send it to the group which will include the SOC debrief, the OTWG vacancy voting, discussion of Strategic Considerations rankings mapping/planning. He said he will also add a discussion regarding Donna Freeman’s idea on a Train-the-Trainer conference with additional net conferences for 2011. Misty Revenew asked if something could be discussed regarding the functionality of the LMS in the future. Jim Gunnell asked Jane Martin if it would be possible to do a WebEx for the Face-to-Face on April 1st. Jane agreed to do it. Shannon Bolan suggested it be placed toward the end if possible for Jane’s sake.

Agenda Item 12:

John Ribar expressed his concerns regarding templates for PER-005-01 and a NERC auditor using it inappropriately against individual companies, making them prove beyond a “NERC” doubt that the company doesn’t follow an established template, and why. Fred Meyer commented that this all came about because the SPP members decided to come together and have a generic template that could then be customized for each individual company. Shannon Bolan said if the company doesn’t do the task, it needs to be removed from the template/JTA. The group concurred it is meant to be modified and customized for each entity. Jim Gunnell said he would send a copy of the JTA template to John Ribar.
Agenda Item 13: Summary of New Action Items

1) Margaret Hebert will talk with Carl Stelly regarding the timeframe for Shannon Bolan’s HEP presentation at the SOCs. She will get Shannon an answer as soon as possible today.

2) Edgar Rivera will find a representative at LUS to be the LMS contact.

3) Anthony Due will discuss with Fred Meyer about finding a representative from EDE to be their LMS contact.

4) Ronda Walters will send the JTA taskforce meeting notice and information as a test to those involved to see if all receive it.

5) Jim Gunnell will develop and send a tentative OTWG face-to-face Agenda for the groups review.

6) Jane Martin will send an e-mail with the WebEx information to Shannon Bolan, Misty Revenew, Richard Appel, Mike Hood, Carla Fitzpatrick, and Rod Lewis to help with the LMS testing. The testing will be done on Wednesday, March 3, 2010 at 9:30 am CST. All will verify the information in the system even if they aren’t able to be involved in the WebEx.

7) Jim Gunnell will e-mail the group the rankings for the Regional Training Components for their review and discussion at the OTWG face-to-face April 1st.

8) Jim Gunnell will send another e-mail regarding the OTWG vacancy so the group can vote at the OTWG face-to-face.

9) Jane Martin will work on a WebEx for the OTWG Face-to-Face on April 1st regarding LMS.

10) Jim Gunnell will send the JTA template to John Ribar, Karen McGee, Stanley Winbush, and Steve Tegtmeier.

11) Jim Gunnell will follow-up to determine if the JTA template can be shared with MISO.

12) Shannon Bolan will send the agenda for the MISO workshop in June to the group.

Agenda Item 14: Future Meetings

Face-to-Face-Meeting: April 1, 2010 from 12:00-5:00 p.m. CST
Shreveport, LA
Register here: http://www.spp.org/event_register2.asp?oID=2419

Face-to-Face-Meeting: April 22, 2010 from 12:00-5:00 p.m. CST
Oklahoma City, OK
Register here: http://www.spp.org/event_register2.asp?oID=2420
Agenda Item 15: Adjournment

Carla Fitzpatrick made a motion to adjourn and Edgar Rivera seconded the motion. The meeting adjourned at 2:37 p.m.