Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
April 1, 2010
Face-to-Face Meeting
Shreveport, LA

• Minutes •

Attendees:
Shannon Bolan, NPPD*
Fred Meyer, EDE*
Edgar Rivera, LUS*
Richard Appel, SECI*
Misty Revenew, WRI*
Bill Cook, WFEC*
Mike Hood, AECC*
Jim Gunnell, Secretary

Mike Wech, SWPA
Steve Tegtmeier, LES
Tom Anderson, LES
Michael Crouch, OKGE
John Kerr, SPP
Margaret Hebert, SPP
Carl Stelly, SPP

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda
Shannon Bolan called the meeting to order at 1:05 p.m. Jim Gunnell asked to add a short discussion of Train-the-Trainer for 2011.

Agenda Item 2: Approval of 03/01/2010 Meeting Minutes.
Richard Appel moved to pass minutes as written. Motion was seconded by Misty Revenew. The minutes for 03/01/2010 were approved.
### Agenda Item 3: Review of Previous Action Items

Jim Gunnell reviewed the action items below.

<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>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>Fred Meyer, Edgar Rivera</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Send ranked list of Regional Training Strategic Considerations 2010-2012 to OTWG</td>
<td>03/01/2010</td>
<td>Jim Gunnell</td>
<td>Complete</td>
<td>e-mail sent on 03/01/2010</td>
</tr>
<tr>
<td>Send TO JTA template to John Ribar, Steve Tegtmeier, Karen McGee, and Stanley Winbush</td>
<td>03/01/2010</td>
<td>Jim Gunnell</td>
<td>Complete</td>
<td>e-mail sent on 03/01/2010</td>
</tr>
<tr>
<td>Follow up with Frank Greitzer with PNNL to determine estimated cost associated with usage of their onsite SPP DTS (Agenda Item 10)</td>
<td>03/01/2010</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td>Waiting on DTS engineer hire; explore working with current ops engineer on this item</td>
</tr>
<tr>
<td>Send note to exploders about OTWG vacancy</td>
<td>03/01/2010</td>
<td>Jim Gunnell</td>
<td>Complete</td>
<td>e-mail sent on 03/01/2010</td>
</tr>
<tr>
<td>Re-send meeting notice for March 10th JTA Taskforce meeting</td>
<td>03/01/2010</td>
<td>Ronda Walters</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Contact Shannon Bolan about length of HEP presentation for SOC</td>
<td>03/01/2010</td>
<td>Margaret Hebert</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
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<td>Status</td>
<td>Comments</td>
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</tr>
<tr>
<td>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 a.m. CST</td>
<td>03/01/2010</td>
<td>Jane Martin</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Develop a WebEx for the OTWG Face-to-Face regarding LMS</td>
<td>03/01/2010</td>
<td>Jane Martin</td>
<td>Complete</td>
<td>Delivered at April 1, 2010 meeting</td>
</tr>
<tr>
<td>Follow up with Conrad Gottfredson to determine if the JTA template can be shared with MISO</td>
<td>03/01/2010</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td>Clarification: Shannon Bolan shared that this request came from MISO trainer</td>
</tr>
</tbody>
</table>

**Agenda Item 4: Learning Management System Functionality Overview**

Jane Martin presented information regarding the SPP Learning Center launch. Questions regarding the LMS should be directed to: LMS@spp.org

**Agenda Item 5: System Operations Conference Debrief**

Carl Stelly reminded the group that the comments and program evaluation scores from each conference will be compiled and shared with the OTWG after each conference. Comments from the group included:

1. Scores were overwhelmingly good for all of the presenters.
2. The facility and its proximity to a railroad track was the biggest concern.
3. Some evaluators suggested breaking the sessions up into smaller increments (e.g., changing a 6-hour session into three 2-hour sessions). The OTWG felt that dividing presentations into smaller chunks might diminish the value of the session as a whole.
4. Some evaluators requested that more time be given for diving deeper into certain topics.
5. The group suggested that the small groups be organized more heterogeneously based on job roles and experience.
6. Create a “parking lot” for additional questions so that a portion of the conference can be used for general discussion of items of interest. Categorize “parking lot” into NERC CE segments (i.e., EOPS, Ops Topics, Standards, Simulation). Suggestions were made to include additional hours for this general discussion.
7. Set the tables up so that once a group is identified, participants stay in their group the entire conference. If it’s possible, set up the tables (if the room space allows) so that participants are facing each other as much as possible.
8. Carl Stelly shared ideas from participants for future conferences.
Agenda Item 5: System Operations Conference Debrief (cont.)

- It was suggested that transition slides be included during breaks to show the connections between the conference presentations/activities.
- It was asked if the OTWG should discuss having a Market Operations Conference in addition to the System Operations Conference. The OTWG will monitor the need for additional market training on the current EIS Market as well as training on Future Markets. Concurrent sessions or breakout sessions may be an alternative as the need increases.
- It was asked if the OTWG should limit the SOC enrollment to System Operators only. The group agreed that this was a System Operations Conference and enrollment should not be limited to system operators only.
- It was asked if there would be any benefit to having a conference for beginners; one that covers “basic” concepts. The group discussed the usage of Critical Decision Making grids as tools to move the learner from basic to a more advanced level with the guidance of experienced operations personnel. The heterogeneous structure of the groups along with process facilitation by the OTWG and SPP training staff will help to address this in the 2010 SOCs.

Agenda Item 6: JTA Taskforce Meeting Update
Jim Gunnell provided an update of the JTA Taskforce. The Taskforce has completed the Transmission Operator and Generator Operator job roles. The Taskforce is currently working on the Balancing Authority job role. Once the JTA is completed for the BA job role, the completed documents will be posted to SPP.org and net conferences will be made available for members to learn more about “next steps” in regards to PER-005-1. Misty Revenew recommended that a net conference be scheduled to walk people through the entire JTA process.

Agenda Item 7: OTWG Vacancies
The OTWG currently has two vacancies due to one resignation and one term expiration. There are four nominees for the two vacancies. Nominees include:
- Mark Eastwood, CUS
- Mike Crouch, OKGE
- Robert Hirchak, Cleco
- Richard Favret, AEP

Jim Gunnell reviewed the nominations and the decision-making criteria. The OTWG discussed the nominees. Jim Gunnell will draft a recommendation to Nick Brown for approval of Mike Crouch (OKGE) and Robert Hirchak (Cleco) to fill the two vacancies.

Agenda Item 8: Schedule Presentation Date for QTS
The group decided that the best approach for this is to host a net conference in which multiple vendors are asked to present their product to the JTA Taskforce. Jim Gunnell will coordinate and schedule this net conference after the JTA Taskforce has completed its work.

Agenda Item 9: Ranking of Strategic Training Considerations 2010-2012
The group decided to table item #1 until the April 22nd Face-to-Face meeting. The other items were discussed and it was determined that the items addressing future markets be pushed out until 2012. It was also determined that beginning in 2011 the Train-the-Trainer sessions will be reduced to one per year and multiple topic-specific net conferences will be scheduled to complement the in-person training. The group also determined that the number of Regional EOPs classes will not increase in 2011.
Agenda Item 10: Partnership with Pacific Northwest National Laboratories (PNNL)
Jim Gunnell will continue to pursue this with PNNL. Moving forward will require hiring of a DTS engineer or coordinating DTS support from SPP operations engineering.

Agenda Item 11: Follow up on: Secondary Communications Issue and NERC memo to Member Representatives Committee dated March 29, 2010.
The group decided to brainstorm a list of gaps/issues that exist with the current secondary communications system. Jim Gunnell will forward the NERC memo to the MRC to OTWG members.

Agenda Item 12: Summary of New Action Items
1. Jim Gunnell will schedule JTA process net conference in coordination with PER-005-1 implementation
2. Jim Gunnell will send recommendation for OTWG vacancies to Nick Brown
3. Jim Gunnell will coordinate and schedule a net conference in which multiple vendors are asked to present their product to the JTA Taskforce. This presentation will be scheduled to occur following the accomplishment of work by the JTA Taskforce.
4. OTWG will send list of General Physics modules to rank for implementation
5. OTWG members will provide a list of gaps/issues with the current secondary communication system. This will be conducted as a brainstorming session at the April 22, 2010 Face-to-Face meeting.
6. Jim Gunnell will send the NERC memo of March 29, 2010 to the MRC to the OTWG
7. Jim Gunnell will discuss potential regional pricing breaks for use of SOS, Intl. by SPP member companies.
8. Ronda Walters to send cancellation notice for the May 3rd OTWG meeting to exploders

Agenda Item 13: Future Meetings
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 14: Adjournment
Misty Revenew moved to adjourn the meeting. Mike Hood seconded the motion. Shannon Bolan adjourned the meeting at 5:18 p.m.