Southwest Power Pool  
OPERATIONS TRAINING WORKING GROUP  
April 2, 2007  
Teleconference

• MINUTES •

Agenda Item 1 – Call to Order and Approval of Agenda
Allen Klassen called the meeting to order at 1:35 p.m. CDT

Attendees:
Allen Klassen (Chair) – Westar
Fred Meyer (member) - EDE
Hermes Arevalo (member) – OG & E
John Kerr (member) – GRDA
Ron Maki (member) - Aquila, Inc.
Richard Appel (member) – Sunflower
Mike Gammon (member) – KCPL
Mike Wech (member) - SWPA
Tricia Prickett - AEP
Ron Green – AEP
Walter Wolf – Stone Pigman (Louisiana Public Service)
Donna Freeman – SPP Staff
Terry Oxandale – SPP Staff
Jim Gunnell (Secretary) – SPP Staff

Agenda Item 2 – Approval of Minutes from 03/05/2007
The minutes from 03/05/2007 were approved.

Agenda Item 3 – Status of Previous Action Items
□ Jim Gunnell to schedule a teleconference with Tom Dunn, Ron Maki, and Allen Klassen to discuss discretionary training funds for 2008 budget.
□ Jim Gunnell will submit a recommendation for minimum enrollment in the regional training events, and have the minimum enrollment number for each event posted on SPP.org.
□ Jim Gunnell will send reminders about the April OTWG Newsletter.

General Comments:
Ron Maki- Can you make the Net Conference registration and confirmation process more smooth?
Donna Freeman and Carl Stelly will discuss Ron’s concern and try to streamline the process for the Net Conferences.
Mike Wech- Concerned about class cancellation and the need for operators to attend scheduled classes to get their required CEHs. Discussion on these concerns followed. The SPP training team will meet to address Mike’s concerns.

**Agenda Item 4 – NERC Training Standard Update**
John Taylor was not present.
Mike Gammon shared briefly that an update to the standard was being finalized and should be posted by the end of April 2007.
Richard Appel asked about NERC database that will be used to house certification records. No one was able to provide definite dates for completion of the NERC CEH database.

**Agenda Item 5 – Spring 2007 SOC Update**
Donna Freeman and Carl Stelly reported that we currently have 38 people enrolled in the conference. Cutoff date for the conference is April 6th. Donna encouraged folks to sign up for the conference. SPP is in the process of wrapping everything up and getting notebooks printed.
Ron Maki wanted to know why we weren’t allowing retesting.
Mike Wech moved that the OTWG vote whether or not retesting should be allowed at the SPP System Operations Conference. Motion seconded by John Kerr. Allen Klassen called for a vote. Seven voted for the motion and one abstained.

**Agenda Item 6 – Status of Regional Training Position**
Jim Gunnell reported that he is in the process of hiring the second regional trainer position responsible for the Black Start drills.
Allen Klassen, John Kerr, Mike Gammon, and Richard Appel shared very positive comments regarding the regional and subregional black start drills.

**Agenda Item 6A - Formation of Subcommittee to Facilitate JTA Development**
John Kerr recommended that the OTWG form a subcommittee to draft some JTA documents that could be used throughout the region. This item will be placed on the agenda for the OTWG face-to-face meeting in Springfield on April 19-20, 2007.

**Agenda Item 6B - Formation of Subcommittee to Facilitate JTA Development**
EDE is having difficulty in hiring system operators. Fred Meyer solicited information from the OTWG members to determine if there is a pre-test before accepting a candidate into a system operator position.
WR- Allen Klassen said that WR has a pretest for system operator positions, but he doesn’t have specifics of the test.
OKGE-  Hermes Arevalo said that OKGE does not have a pretest, but they have a minimum hours requirement.
GRDA-  John Kerr said that GRDA does not have a pretest, but has a set of detailed requirements. John will send list to Fred Meyer.
KCPL-  No entry exam.
SWPA-  Have written and oral assessment.
SPP-  Jim Gunnell was not aware of a pretest at SPP. Will check with HR.
AEP (generation)-  Had a pretest but it wasn’t providing the results expected.
AEP (transmission)-  EEI and two-year degree or equivalent.

Fred asked the group member if they have positions that do not require the EOPS portion of the NERC standard.
WR-  Yes, people hold certificate, but don’t require hours because they are not in an operations role.
OKGE-  Yes, but some are not required to get EOPS hours.
GRDA-  Yes, we have four, but everyone has to participate in the 32 hours of EOPS and recertify.
SWPA-  Seven who do not work rotating shift. They are expected to be certified, but are not required to participate in the 32 hours of EOPS.
KCPL-  All system operators are required to take the 32 EOPS hours. Support staff is elective.
SPP-  All have to be certified and participate in the 32 hours.
AEP (transmission)-  All required to have 32 hours.
AEP (generation)-  Support staff are not required to have 32 hours.

**Agenda Item 7 – Upcoming Training and Registration Numbers**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>4/10/2007</td>
<td>Regional Emergency Operations Training Net Conference: Reserve Sharing System</td>
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<tr>
<td>4/12/2007</td>
<td>Regional Emergency Operations Training Net Conference: Voltage Control</td>
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<tr>
<td>4/16-19/2007</td>
<td>SPP System Operations Conference</td>
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<tr>
<td>4/19/2007</td>
<td>OTWG Face-to-Face Meeting</td>
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<tr>
<td>4/24/2007</td>
<td>Regional Emergency Operations Training (Classroom)</td>
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<td>5/1/2007</td>
<td>Sub-Regional Black Start Drill West</td>
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<tr>
<td>5/8/2007</td>
<td>Regional Emergency Operations Training (Classroom)</td>
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<tr>
<td>5/14/2007</td>
<td>OTWG Teleconference</td>
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Agenda Item 8 – Review of New Action Items

- Jim Gunnell to schedule a teleconference with Tom Dunn, Ron Maki, and Allen Klassen to discuss discretionary training funds for 2008 budget.
- Jim Gunnell will submit a recommendation for minimum enrollment in the regional training events, and have the minimum enrollment number for each event posted on SPP.org.
- Jim Gunnell will send reminders about the April OTWG Newsletter.
- Carl Stelly will send information to region with details of regional in-person training.
- Donna Freeman and Carl Stelly to streamline the Net conference registration, confirmation, and proctor process.
- Donna Freeman to schedule a follow up conference for discussion of the SPP retest policy.
- John Taylor will send an update to OTWG regarding NERC Training Standard.
- Jim Gunnell to solicit via e-mail agenda items for the OTWG Face-to-Face meeting in Springfield on April 19-20, 2007.

Agenda Item 9 - Future Calls/Meetings

Face-to-Face at SWPA in Springfield, MO – April 19, 12:00-5:00 and April 20, 8:00-12:00

Although in-person participation is encouraged, we realize that schedules may not allow for travel to the OTWG Face-to-Face, therefore we will have a conference line available at the beginning of both sessions. If you would like to participate via teleconference, please use the following information.

Dial In Information: 1-210-453-4662  Passcode: 5177357

Teleconference - May 14, 2007 at 1:30-3:00 p.m. CDT
Dial In Information: 1-210-453-4662  Passcode: 5177357

Agenda Item 10 - Adjournment

Allen Klassen adjourned the meeting at 3:20 p.m. CDT

Respectfully submitted,
Jim Gunnell, SPP staff secretary