Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP MEETING
Face-to-Face
April 19, 2007
SWPA Offices in Springfield, MO

• MINUTES •

Agenda Item 1: Call to Order
Allen Klasssen called the meeting to order at 1:10 p.m. CST

Attendees:
Allen Klassen- Chair (WR)
Ron Maki- Co-chair (Aquila)
Mike Wech- Member (SWPA)
Fred Myer- Member (EDE)
Dave Millam- Member (Aquila)
John Kerr- Member (GRDA)
Richard Appel- Member (SECI)
David Kenney- Proxy for Mike Gammon (KCPL)
John Taylor (SPP)
Jim Gunnell (SPP)
Terry Oxandale (SPP)

Agenda Item 2: Approval of 04/02/2007 Meeting Minutes
John Kerr moved to approve the minutes from the April 2, 2007 meeting
- Motion seconded by Richard Appel
- Minutes unanimously 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
  This item was discussed among the group and the group concluded that the meeting was unnecessary due to the new Regional Entity function of SPP which includes the reliability-related training conducted throughout the region. It was suggested during this discussion that fliers for the various regional training events be created and disseminated to each entity within the SPP region.
- Donna Freeman and Carl Stelly to streamline the net conference registration, confirmation, and proctor process.
  The OTWG expressed a concern that regardless of when an individual registers for an online net conference, the link to the assessment should be e-mailed to them. This is a timing factor set in place by WebEx. It was recommended that Carl Stelly follow up with WebEx and ensure a method for everyone to receive an e-mail with the link to the assessment. If this is not possible, the group recommended that the assessment be sent electronically and proctored onsite with the completed test and proctor form being faxed, mailed, or e-mailed to Carl Stelly.
- Carl Stelly will send information to region with details of regional in-person training.
  Completed
- John Taylor will send an update to OTWG regarding NERC Training Standard.
  Completed
Agenda Item 4: NERC Training Standard Update
John Taylor delivered an update on the NERC Training Standard. He shared with the group where the Personnel Subcommittee was in the Standard development and review processes. John discussed that the method for the Standard development and review has been modified and that NERC staff and a contract consultant have been engaged to assist the Drafting Team in revising the Training Standard. The Standard has undergone many revisions to ensure that it is aligned with the SAR. It is expected to be posted at the end of April, 2007. A forty-five day comment period will follow. If it passes smoothly through this process it will move to a ballot period sometime in late summer.

Agenda Item 5: Review Feedback from SOC
The group evaluated the SOC and provided the following observations:

- Richard Appel said that his operators enjoyed the conference, but it should be two days longer. He recommended giving Mike Wech and Rocky Sease more time. His operators enjoyed Mike Wech’s presentation.
- David Kenney shared that some presentations were too detailed to be accomplished in the time allotted. David also stressed the importance of hearing presentations such as Hurricane Rita.
- The assessment on the Voltage Control presentation was too detailed for the time allotted for the presentation.
- System operators would like the conference to be more practical.
- John Kerr recommended that the SOC include a segment of knowledge-sharing on a topic, followed by a critical decision-making exercise related to the topic, and then a hands-on simulator experience to tie everything together. This is the suggested approach for the Fall SOC to be held at SPP.
- John Taylor thought that the agenda this year was a great mix of topics.
- The group discussed the benefits of and improvements for the critical decision-making exercises.
- Allen recommended that we all pitch in and help with the content/presentations and delivery.

Agenda Item #6: Draft Request to NERC for JTA Requirements
Agenda Item #7: JTA Taskforce

- Items #6 and #7 were combined for discussion. With the report from John Taylor regarding the NERC Training Standard, Ron Maki expressed a need for a consistent, region-wide approach to developing and implementing job task analyses.
- John Kerr moved that Jim Gunnell meet with Bill Wylie (SPP Center of Excellence) to discuss the development of a JTA Taskforce to investigate the development and region-wide implementation of a standard JTA that can be adopted and used throughout the SPP region.
- Richard Appel seconded the motion.
- Allen asked that the motion be amended to read: Jim Gunnell meet with Bill Wylie (SPP Center of Excellence) to discuss the formation of a JTA Taskforce to investigate the development and region-wide implementation of a core JTA that can be adopted and a JTA template that can be customized by members throughout the SPP region. It is recommended that SPP secure a consultant to develop the core JTA for use throughout the region and that members be given the option of purchasing a database with the core job tasks for each of their operations personnel. Motion was approved unanimously.
**Agenda Item #8: Quality Training Database Availability to SPP Members**
Discussion of this resulted in the motion from agenda items #6 and #7.

**Agenda Item #9: ISO/RTO Council on Dispatcher Training**
Mike Wech recommended that we invite a representative from another ISO/RTO to attend our System Operations Conference and in exchange we provide a representative to present at their conference.

**Agenda Item #10: OATI Web Compliance Tool**
Mike Wech asked the group about the purchase of the Web Compliance tool from OATI. He wanted to know who to contact at SPP about a site license for the use of the OATI Web Compliance tool. John Taylor forwarded an e-mail to the OTWG from Ron Ciesiel on the subject.

**Agenda Item #11: Member Access to DTS**
Mike Wech asked the group if he could have access to the DTS. His group is moving toward more simulation exercises. Jim Gunnell will explore the DTS availability options for members with SPP IT, Security, and EMS Engineering.

**Agenda Item #12: Upcoming Training and Registration Numbers**
- 5/1/2007 - Sub-Regional Black Start Drill West
- 5/8/2007 - Regional Emergency Operations Training (Classroom)
- 5/14/2007 - OTWG Teleconference
- 5/15/2007 - Sub-Regional Black Start Drill South
- 5/22/2007 - Regional Emergency Operations Training (Classroom)

**Agenda Item #13: Review of New Action Items**
- Carl Stelly to follow up on issues regarding link to online assessments
- Donna Freeman and Carl Stelly to develop and disseminate fliers for the SPP Regional training events
- Jim Gunnell to ensure that the May 14th OTWG agenda includes a JTA update
- Jim Gunnell to ensure that the May 14th OTWG agenda includes the identification of content/presentations for the Fall SOC
- John Taylor to discuss the multi-site QTS license logistics and pricing structure with Sara Lutterodt
- Jim Gunnell will contact NE ISO to include an agenda item to the July ISO/RTO Training Council meeting to discuss an exchange of presenters within our operator conferences
- Jim Gunnell to explore license arrangements for the DTS with AREVA
- Jim Gunnell will discuss with SPP IT security the possibility of giving independent member access to the DTS
- Jim Gunnell will contact Mike Wech to discuss a training partnership for 2008
- Allen Klassen will submit article for the 2nd Quarter OTWG Newsletter by May 1, 2007
Agenda Item #14: Open Discussion Items

- Retesting- Allen Klassen led a discussion regarding retesting logistics in terms of training standards.
- Ron Maki moved that the SPP require all presenters/trainers develop at least two versions of their assessments and that the participants/trainees be allowed to retest only once, and that the retest be completed no later than the end of the last day of the training event. John Kerr seconded the motion. Motion was approved unanimously.

- Allen reminded the group that everyone needs participate in the work of the OTWG.

Agenda Item #15: Future Calls/Meetings

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

Agenda Item #16: Adjournment

Allen Klassen adjourned the meeting at 6:43 p.m. CST

Respectfully submitted,
Jim Gunnell, SPP Staff Secretary