Minutes

Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP MEETING
May 14, 2007
Teleconference

•MINUTES•

Agenda Item 1: Call to Order
Allen Klassen called the meeting to order at 1:32 p.m. CST

Attendees:
Allen Klassen- Chair (WR)
Ron Maki- Co-chair (Aquila)
Mike Wech- Member (SWPA)
Fred Myer- Member (EDE)
Richard Appel- Member (SECI)
Hermes Arevalo- Member (OGE)
John Taylor (SPP)
Dave Millam (SPP)
Carl Stelly (SPP)
James Williams (SPP)
Donna Freeman (SPP)
Ron Green (AEP)
Tricia Prickett (AEP)

Agenda Item 2: Approval of 04/19/2007 Meeting Minutes
Ron Maki asked for clarification about giving participants three weeks to retake the test, Agenda Item #14. Donna Freeman replied that Jim Gunnell had indicated the OTWG had agreed to limit retakes to one week, and Carl Stelly agreed with that statement. John Taylor said he remembered the group speaking about three weeks.

Based on the discussion of Agenda Item #14, the group agreed to defer approval of the minutes until the June teleconference to allow Jim Gunnell time to research the time limit for retakes.

Agenda Item 3: Status of Previous Action Items
Carl Stelly to follow up on issues regarding link to online assessments
Carl Stelly reported ongoing discussions with WebEx to determine cause and remedy for the email notification issues with the online assessments. Carl reported that he had sent data and copies of emails sent to participants to allow WebEx personnel to research the issue. Once there is a determination made, there will be a conference call with WebEx and SPP personnel to discuss the remedy.

Donna Freeman and Carl Stelly to develop and disseminate flyers for the SPP Regional training events
Donna reported that a flyer has been sent to the OTWG members and training contacts within the SPP region. Donna asked members to review the flyer and suggest any changes necessary.

John Taylor to discuss the multi-site QTS license logistics and pricing structure with Sara Lutterodt
See item #8
Jim Gunnell will contact Geoff Elmer to include an agenda item to the July ISO/RTO Training Council meeting to discuss an exchange of presenters within our operator conferences.  
No discussion of this item

Jim Gunnell will contact Mike Wech to discuss a training partnership for 2008  
No discussion of this item

Jim Gunnell to explore license arrangements for the DTS and AREVA  
No discussion of this item

Jim Gunnell will discuss with SPP IT security the possibility of giving independent member access to the DTS  
No discussion of this item

Allen Klassen will submit article for the 2nd Quarter OTWG Newsletter by May 1, 2007  
This item is still outstanding.

Agenda Item 4: NERC Training Standard Update  
John Taylor delivered an update on the NERC Training Standard. The standard drafting team is almost finished with the standard. They have another meeting this week, and should wrap it up and could have it posted by June 1.

John indicated that they have complied with industry consensus regarding this standard.

Allen asked about agreement with NERC. John indicated staff at NERC are facilitating and keeping a NERC presence and involvement with the process.

In response to a question about the posting period, John Taylor indicated there should be a 45-day posting period. There would be another 10-day pre-ballot period for industry comments, as well.

John indicated that there is no specific requirement for JTA in the current draft. This requirement has been changed to an “analysis with five outcomes required.” While the draft doesn’t specifically require a JTA, John indicated he can’t see how to get the five outcomes without doing a JTA, however.

John also reported there would be internet links to sources for references within the standard. With regards to compliance, there will be no high or severe, only medium to low determinations of compliance.

Fred Myer asked for John’s opinion of how sure he is it would be acceptable as it is written. John Taylor said he is satisfied that they believe they are close to an acceptable draft. He indicated that his opinion is that the industry should be a lot better with the Training Standard than without it.
Agenda Item 5: JTA Update
Agenda Item 6: JTA Taskforce
John Taylor also reported that Sara Lutterodt has submitted a proposal for JTA for SPP that would generalize it for region with a template to get more specific for each participating member.

Sara has submitted a proposal, and John will forward it to members. John suggested the OTWG could, perhaps, have a special call to discuss the proposal, after members have had a chance to look over the proposal.

John did indicate the need to get back to her by June 1.

The group agreed to have members look at it before the taskforce meets on it or gets back to Sara for a quote. After receiving a quote, the taskforce will assemble to decide how to proceed.

Agenda Item 7: Identification of Content/Presentations for Fall SOC
Allen Klassen mentioned there being no need to have Rocky Sease back since his contract was fulfilled.

Donna Freeman reminded the group of the proposed agenda that Carl Stelly sent out on Friday to the OTWG. Donna also clarified the new breakdown of CEH’s based on the proposed agenda.

Ron Maki thought it looked acceptable as proposed.

Donna Freeman pointed out the biggest change is the change in session allotments, particularly the Voltage Control and Angle Stability session. She indicated that SPP staff could possibly deliver this session, if the OTWG wanted to maintain it on the agenda. Mike Wech commented on the feedback from participants on the amount of material being too large for the four hour time frame. He warned staff to be careful of cutting back to two hours with a topic that was so technical.

Donna Freeman explained that SPP could wait if the group wanted to for final approval of the agenda. The group agreed to finalize the agenda at the next conference call.

Carl Stelly will check with Luis Solorio and Mike Carver to make sure they are available for the fall conference.

Agenda Item 8: Multi-site QTS License Logistics
John Taylor discussed multi-site licensing arrangements. There is one software package, installed at different sites. While there would be a common software package, there would be a unique database at each site, so data is not shared among participants.

John indicated there needs to be a commitment letter from each company agreeing to participate, in order to determine the pricing structure.

John reported Version 4 should be out, perhaps tomorrow. With the new version, we should be able to do bulk XML upload, to submit rosters to NERC directly, but expressed concern this has not been tested.

Allen asked how to proceed. John suggested each participant read over the proposal and decide whether or not to verbally agree to commit. Once he has the total number of participants, he will proceed to get price from Sara Lutterodt.
Allen asked John to email a survey to OTWG members with a proposal summary, including pricing by June 1.

Allen asked for yearly fee for service, and John will include this pricing data, also.

Allen asked about possibility of buying as a region, to have SPP fund directly and issue licenses to participants. John will check on this possibility, as well.

**Agenda Item 9: ISO/RTO Training Council Meeting**

Discussion was deferred to next teleconference.

Mike Wech did report that Jim Gunnell attempted to get in touch with several members via email to discuss this issue. Mike indicated there is a meeting on July 18 in Ontario.

Allen Klassen indicated that a resource pool and topic pool would be essential, at some point in the future. He reiterated the need to attend other regional meetings and conferences, to possibly identify other speakers and topics.

**Agenda Item 10: Registration Process for Future OTWG Meetings**

Jim Gunnell has notified Allen Klassen and Ron Maki that participants of future OTWG teleconferences would need to register on the SPP website in order to obtain the necessary phone number and passcode for the teleconference.

There were complaints from the group on the need to register for a teleconference. Donna pointed out that SPP is moving forward with attempts to better track attendance and time spent on several activities and on many fronts. She thought that other groups were also having to register in this manner, and that it is probably part of a larger attempt within SPP, not limited to the OTWG teleconferences.

Donna Freeman will check on the registration cutoff to attempt to ensure the registration opportunity will be available as long as possible.

Allen Klassen indicated the group was not supportive, but may have to live with it as a requirement for future sessions.

**Agenda Item 10a. Dave Millam move to SPP, opening on OTWG.**

Allen requested the group find someone to replace Dave Millam as a member of the OTWG, since Dave is now employed at SPP. Allen asked the group to suggest someone to Jim Gunnell to replace Dave in the group.
Agenda Item 11: Upcoming Training and Registration Numbers

Dave Millam and Carl Stelly reported the following registration figures for the upcoming training sessions and events.

5/15/2007 - Sub-Regional Black Start Drill South 35 to 40 participants
5/22/2007 - Regional Emergency Operations Training (Classroom) 8 participants
6/04/07 – OTWG Teleconference
6/06/07 – Regional Emergency Operations Training Net Conference: Interconnection Reliability Operating Limits 2 participants
6/19/07 – Regional Emergency Operations Training Net Conference: Transmission Loading Relief 3 participants
6/21/07 – Regional Emergency Operations Training Net Conference: Congestion Management 3 participants
6/26/07 – Regional Emergency Operations Training Net Conference: Reserve Sharing System 0 participants
6/28/07 – Regional Emergency Operations Training Net Conference: Voltage Control 1 participant

Agenda Item 12: Review of New Action Items

☐ Carl Stelly to follow up on issues regarding link to online assessments
☐ Carl Stelly to check with Luis Solorio and Mike Carver on availability for Fall SOC
☐ John Taylor to email a survey to OTWG members along with proposal for the JTA software
☐ 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 13: Future Calls/Meetings

Teleconference.................................................................June 4, 2007 at 1:30-3:00 p.m. CST

Agenda Item 14: Adjournment

Allen Klassen adjourned the meeting at 2:40 p.m. CST
Respectfully submitted,
Carl Stelly for Jim Gunnell, SPP Staff Secretary