Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
Face-to-Face Meeting
Springfield, MO
October 20, 2011

• MINUTES •

Attendees:

Richard Appel, SECI*
Bill Bowen, SPS*
Mike Crouch, OKGE*
Robert Hirchak, Cleco*
Misty Revenew, WRI*
Edgar Rivera, LUS*
Stanley Winbush, AEP*
Keeth Works, SWPA
Steve Tegtmeier, LES
Gary Plummer, BPU
Angie Blacketer, LES
Leslie Sink, SPP
(proxy for Jim Gunnell, SPP Staff Secy.)
Gay Anthony, SPP
Jane Martin, SPP
John Gunter, SPP
Margaret Hebert, SPP
Michael Daly, SPP
Daniel Baker, SPP

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda
Shannon Bolan called the meeting to order at 1.00 p.m.

Agenda Item 2: Approval of 09/29/2011 Meeting Minutes
The group approved the September 29, 2011 meeting minutes
## 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>Jim Gunnell will contact the staff secretary for the Operating Reliability Working Group regarding who will be responsible for maintaining the information requirements of EOP-006-2</td>
<td>01/11/2011</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td>ORWG – formation of Blackstart/Restoration Taskforce 09/29/2011- Jim Gunnell to follow up with Jason Smith about the formation of the Blackstart Taskforce 10/03/2011- Jim Gunnell contacted Jason Smith regarding status of the Blackstart Taskforce; waiting on response</td>
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<tr>
<td>Jim Gunnell will follow-up with Margaret Hebert, John Gunter, and Misty Revenew to develop a process for determining future SOC locations.</td>
<td>07/11/2011</td>
<td>Margaret Hebert, John Gunter, Misty Revenew</td>
<td>In Progress</td>
<td></td>
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<tr>
<td>John Gunter to benchmark other restoration principles classes</td>
<td>09/29/2011</td>
<td>John Gunter</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Daniel Baker to provide a list of items he needs from members to make changes to the DTS for increased realism</td>
<td>09/29/2011</td>
<td>Daniel Baker</td>
<td>In Progress</td>
<td>Daniel completed his list and we are waiting to get input from Legal and Compliance regarding the information request</td>
</tr>
<tr>
<td>Daniel Baker to prepare a comprehensive list of pros and cons for moving to 2.5 or staying with 2.3 until 2014</td>
<td>09/29/2011</td>
<td>Daniel Baker</td>
<td>Complete</td>
<td>Will present information at the October 20th OTWG Face-to-Face meeting</td>
</tr>
<tr>
<td>Jim Gunnell will follow up with Alan Wahlstrom regarding Alan’s suggestions for SPP RTO training offerings for members</td>
<td>09/29/2011</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td>Jim will follow up with Alan on additional changes made – will follow up with email to OTWG</td>
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<tr>
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<tr>
<td>Jim Gunnell to schedule meeting with OTWG members in Spring 2012 to draft “assumptions” for 2013 Training Calendar development</td>
<td>09/29/2011</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Get commitment from OTWG members not in attendance, Della, Mark and Mike on facilitator commitments for 2012 SOC</td>
<td>10/20/2011</td>
<td>John Gunter</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>SPP will take 2012 SOC topics and flush out specifics to discuss at the December OTWG meeting. Mike Crouch will help if needed</td>
<td>10/20/2011</td>
<td>Margaret Hebert, Leslie Sink, John Gunter</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Shannon will provide Daniel with NPPD information needed for DTS simulation and General Summary Page example</td>
<td>10/20/2011</td>
<td>Shannon Bolan</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>2012 OTWG meeting dates, 4/2 and 5/7 in question because of Face to Face Meetings also scheduled for the same month</td>
<td>10/20/2011</td>
<td>Margaret Hebert</td>
<td>Completed</td>
<td>Margaret followed up with Jim Gunnell regarding these dates, the 4/2/2012 will be removed from the schedule and the 5/7 date will be moved to 5/14.</td>
</tr>
<tr>
<td>Emergency response drill dates and to be voted upon by OTWG members for the November meeting.</td>
<td>10/20/2011</td>
<td>John Gunter</td>
<td>In progress</td>
<td></td>
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</tbody>
</table>
Agenda Item 4: Integrated Marketplace Participant Training Taskforce Update
Approve Charter
Gay discussed the training classes that are going on currently for the Integrated Marketplace. She had 150 participants in the newly offered module 1 and 2. There are a few changes being made to the course with additional FAQs for the participants. She explained the reasoning behind offering an exam without awarding CEs. The exam is offered because it allows a measurement metric for the Readiness group; it also allows a gauge on if participants are truly learning the information offered.

Agenda Item 5: Feedback Regarding Springfield System Operations Conference
Great feedback from the Springfield SOC. Participants offered additional information for future SOCs; more time allotted for exercises, CDMs, and introduction of participants. Another successful SOC. Keeth Works has offered to host any future training events, Integrated Market Place and SPP Train the Trainers in the Springfield location for 2012.

Agenda Item 6: Brainstorm 2012 System Operations Conference Content Ideas
The topics for the 2012 SOC have been voted on and approved by a quorum vote. John, Margaret and Leslie will flesh the ideas more thoroughly and offer them to the OTWG.

Agenda Item 7: Discussion of 2011 Rosters and Waitlists
A motion was made to increase the number of System Operations Conference participant limit from 50 to 55, which could have one additional small group, or the group number in some groups will increase by 1. The request was made to get a commitment from all current OTWG members to assist with facilitation – this was unanimous for those present at the meeting. A vote passed 7 to 2 for increasing enrollment to 55 when the facility hosting the conference can accommodate the increase. The 2012 participant rosters will be increased to 55 where room is available to accommodate that size of group.

Agenda Item 8: Dispatch Training Simulator Update -- Pros and Cons of Moving to DTS Version 2.5 in Q2 2012
Version 2.3 should be available mid-November and it will be a transparent update. IT will be emailing the links necessary for the updates to all members. This upgrade should allow the DTS more stability and faster. Daniel believes that the functionality for 2.3 is best for our timeline. 2.5 upgrade will be closer to 2014. This upgrade will have the ability to respond more “like a real-time system.”
Daniel Baker will be looking into a “dash board” of some type for the DTS to assist users. He may be able to create a home page that has needed information for the user to eliminate the need to flip back-and-forth to find information needed.

Agenda Item 9: Discuss Potential Dates for 2012 Emergency Response Drills
Goal is to have three Emergency Response Drills in 2012. No partial credit will be given. John Gunter is continuing to follow up with Daniel Baker on how the DTS can perform the scenarios and with Legal. John will confirm the dates for 2012 and email them to the OTWG in November.

Agenda Item 10: Set 2012 OTWG Meeting Dates and Times (see e-mail)
5/7/2012 date needs to be pushed out one week because of the SPP Drill. 4/2/2012 meeting is close to the March face to face. Would like to delete this meeting. Margaret Hebert will follow up with Jim Gunnell to confirm dates.
**Agenda Item 11: Lessons Learned from Audits, JTA Development, etc.**
Bill Bowen, SPS has hired OESNA to provide JTA consulting.

**Agenda Item 12: Other**

**Agenda Item 13: Summary of New Action Items**

a. John Gunter to get commitment for facilitators for the 2012 SOC from non-attending OTWG members.

b. John Gunter, Margaret Hebert, Leslie Sink, will flesh out SOC topics taken from the brainstorming session and will present the topics at the December OTWG meeting. Mike Crouch has offered to help with topics.

c. Shannon will provide NPPD information and a snapshot of the generation summary page example to Daniel.

d. Margaret Hebert will follow up with Jim Gunnell regarding the two dates in 2012 for OTWG meetings. 4/2/2012 and 5/7/2012. Delete the 4/2 meeting and move the 5/7 meeting to 5/14.

e. John Gunter will confirm the 2012 Emergency Response Drill dates before the November OTWG meeting.

**Agenda Item 14: Future Meetings**

**Teleconference**
November 7, 2011 (1:30 p.m. - 3:00 p.m. CST)

**Agenda Item 15: Adjournment**
Robert Hirchak made a motion to adjourn and 4:00; Bill Bowen seconded the motion. The meeting adjourned at 4:05 p.m.