Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
Teleconference
November 7, 2011

• Minutes •

Attendees:

Della Amstutz, WFEC*
Richard Appel, SECI*
Shannon Bolan, NPPD*
Bill Bowen, SPS*
Mike Crouch, OKGE*
Robert Hirchak, Cleco*
Mike Hood, AECC*
Misty Revenew, WRI*
Stanley Winbush, AEP*
Jim Gunnell, SPP Staff Secy.
Keeth Works, SWPA
Steve Tegtmeier, LES
Gary Plummer, BPU
Denney Fales, KCPL
Dave Milam, KCPL
John Mason, IND
Karen McGee, AEP
Leslie Sink, SPP
Gay Anthony, SPP
Jane Martin, SPP
John Gunter, SPP
Margaret Hebert, SPP
Michael Daly, SPP
Daniel Baker, SPP
Ronda Walters, SPP

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda
Shannon Bolan called the meeting to order at 1:35 p.m. Jim Gunnell mentioned that Misty Revenew reminded him of two term expirations coming soon so he made a request to have a term expirations discussion added to the agenda, and also asked that John Mason be given opportunity to discuss some questions he had that were related to JTA when Agenda Item 9 was discussed. Shannon added the term expirations discussion to Agenda Item 10.

Agenda Item 2: Approval of 10/20/2011 Meeting Minutes
Minutes were updated to correct a misspelling of a name. Richard Appel made a motion the minutes be accepted as read with the correction being made, and Misty Revenew seconded the motion.
### Agenda Item 3: Review of Previous Action Items

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<th>Action Item</th>
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| 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 | 01/11/2011 | Jim Gunnell | In Progress | 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. Jason told Jim the ORWG has been focused on all the MPRR reviews going through the MWG so they can get approved for the Marketplace. Jason said the next time they would have opportunity to discuss EOP-006-2 would be at their next meeting in January. Jim said he will continue to follow up. |
<p>| Jim Gunnell will follow-up with Margaret Hebert, the new Regional Restoration Trainer, and Misty Revenew to develop a process for determining future SOC locations. | 07/11/2011 | Margaret Hebert Misty Revenew | In Progress | This will be addressed when it gets closer to the deadline which is early Spring. |</p>
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<tbody>
<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>John said he would begin working on this when the drills have been completed in the next few weeks.</td>
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<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>
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<td>Daniel will contact Misty Revenew about the list she sent him regarding their needs at Westar.</td>
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<td>John Gunter said the last communication from Legal and Compliance was a request for a letter to be sent to all Generation Owners in the SPP footprint to survey their willingness to participate in this project.</td>
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<td>John said he would develop an email and get it approved by Legal to send out this week. (11/7/2011)</td>
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<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>Complete</td>
<td>Jim Gunnell provided written feedback on 11/02/2011</td>
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<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>Jim said he would add this topic to the March 2012 Face-to-Face meeting agenda for discussion.</td>
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<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>John Gunter will send an email to the OTWG members and previous SOC facilitators regarding commitment for facilitating the 2012 SOCs.</td>
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<td>SPP will take 2012 SOC topics and flesh 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>
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<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>Complete</td>
<td>John Gunter received feedback from the OTWG. According to the results, July and August would be the most feasible times to hold the drills. John will target these months and try to get another drill on the calendar for later in 2012. He said initially he would schedule two and if there is enough interest a third will be added in the fall. The regions covered for the first two will be the North and South and then possibly combine the East and West in a blended drill in the fall.</td>
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<td>Emergency response drill dates to be voted on by OTWG members at the November meeting</td>
<td>10/20/2011</td>
<td>John Gunter</td>
<td>In progress</td>
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Agenda Item 4: Dispatch Training Simulator Update
Daniel Baker said he didn’t have any updates, but would answer any questions. No one had questions to discuss.

Agenda Item 5: Determine Dates for 2012 Emergency Response Drills
This was discussed in the agenda item review.

Agenda Item 6: Facilitator Commitment for 2012 SOCs
Jim Gunnell said this was discussed in Agenda Item 3 and that it was decided John Gunter will send an email regarding this item to the OTWG members and past facilitators and it will be discussed at the next OTWG meeting so the group will have an idea of who is available to assist at the conferences.

Agenda Item 7: Integrated Marketplace Participant Training Taskforce Update
Misty Revenew said the taskforce will hold its first meeting at 15:00 today following the OTWG meeting. She said Gay Anthony would give an update on the Marketplace training thus far. She will also share more information about the TCR mock auction course, and give an update on the communications around Integrated Marketplace. The group will talk briefly about the Change Working Group’s role in the whole process, and do an open mic session to give the group a chance to share any feedback regarding any of the training sessions they have attended.

Agenda Item 8: 2012 Course Descriptions and Registration Update
Jane Martin told the group an email was sent announcing the date for 2012 registration, and said all the course descriptions are now on spp.org, and also linked from the homepage of the LMS. She is working on getting everything into the LMS in preparation for the target date of open registration which will be on November 18, 2011.

Agenda Item 9: Lessons Learned from Audits, JTA Development, etc.
John Mason discussed a request INDN had in their past audit conducted in early 2010 where they were asked to provide proof of competency for outside trainers they had used. He asked if anyone else had been asked to provide this type of documentation during an audit. Jim Gunnell said SPP had not been asked to provide any. There is currently no requirement other than for an organization to follow the process to become a NERC-approved continuing education provider.

Agenda Item 10: Other
The group discussed the term expirations of both Misty Revenew and Mike Hood which will be in December 2011. Shannon Bolan reminded the group that they will both need to submit a request to retain their position on the OTWG. Jim Gunnell informed the group that any time there is a term expiration teh OTWG is required to solicit nominations for the position. He said he would send out a solicitation notification and the group would vote at the December meeting on all the nominations received to determine who they will recommend to fill the vacancies.

Misty Revenew asked the group if there had been any discussions regarding the EOP-5 Restoration Principles for field employees. Shannon Bolan said he has been delivering Power System Restoration training to all the Black Start capable units’ operators, and he is also writing training sessions for the Power Plant Unit Operators for power system restoration at NPPD. He is also writing training sessions for their switchmen who will be assigned to critical substations and also those assigned in the tier of substations according to the hierarchy. He added that there is a different type of training for the Black Start...
capable personnel, and a requirement to design the training specific to the different positions. Robert Hirchak said at Cleco they have a series of steps discussing what they would do down line which they review with their crews.

**Agenda Item 11: Summary of New Action Items**

1. Ronda Walters will correct Mike Crouch’s name on the October 20 meeting minutes to read Crouch instead of Couch in the action items section.

2. Daniel Baker will contact Misty Revenew to discuss her needs for the DTS.

3. John Gunter will draft an email regarding the DTS to send this week.

4. Jim Gunnell will add the “2013 assumptions” discussion to the next OTWG Face-to-Face agenda in March 2012.

5. John Gunter will send an email to the OTWG members and those who have previously facilitated an SOC regarding dates of their availability to commit to facilitating at the 2012 SOCs. He will present the results at the next OTWG meeting.

6. Jim Gunnell will send an email this week to solicit nominations for membership on the OTWG.

**Agenda Item 12: Future Meetings**

*Teleconference, December 5, 2011 (1:30-3:00 p.m.) CST*


**Agenda Item 13: Adjournment**

Stanley Winbush made a motion to adjourn, and Misty Revenew seconded the motion. The meeting was adjourned at 2:10 p.m.