Southwest Power Pool
OPERATIONS TRAINING WORKING GROUP
November 15, 2006
Face-to-Face/Teleconference

• M I N U T E S •

Agenda Item 1 – Call to Order
Allen Klassen called the meeting to order at 8:10 a.m. CDT

Attendees:
Allen Klassen (Chair) - Westar
Ron Maki (Co-chair) - Aquila
John Kerr (member) – GRDA
Fred Meyer (member) – EDE
Richard Appel (member) - Sunflower
Dave Millam (member) – Aquila
Mike Wech (member) – SWPA
Hermes Arevalo (member) – OG & E
Mike Gammon (member) – KCPL
Jim Carnahan – SWPA
Ron Beck – SWPA
Carl Stelly - LEPA (teleconference)
Ron Green – AEP (teleconference)
Donna Freeman – SPP Staff (teleconference)
John Taylor – SPP Staff
Jim Gunnell (Secretary) – SPP Staff

Richard Appel moved to accept the minutes from these dates. The motion was seconded by Mike Wech. The minutes were approved by acclamation.

Agenda Item 3 – Previous Action Items
Utilization of Janie O’Connor and Rocky Sease in the April 2007 SOC. Richard Appel moved to cancel Janie O’Connor’s participation in the April 2007 SOC and pay her the cancellation fee stated in the contract. Mike Gammon seconded the motion. The motion was approved by acclamation.
Agenda Item 4 – Discussion of Regional Training Calendar
- Discussed the necessity of making all scheduled events happen in 2007.
- Anything that goes on the calendar should be respected.
- Discussed event locations, dates, and medium (in-person, net conference, video conference).
- Ron Maki moved to approve the calendar with the addition of two two-day SOS STAR training events at the end of each of the SOCs. John Kerr seconded the motion. The motion was approved by acclamation.

Agenda Item 5 – Status of Hiring Regional Trainers
Jim Gunnell discussed the status of the regional positions. He informed the group that resumes are still being received and interviews are underway. Jim anticipates a hiring date of January 2, 2007.

Agenda Item 6 – Purpose of Monthly calls and Quarterly Meetings
Allen discussed the meetings of 2006 and asked members to provide feedback about the mission of our meetings.

OTWG Newsletter
- Ron Maki will coordinate content for January 2007.
- Jim Gunnell will coordinate efforts with communications department to publish an OTWG quarterly newsletter beginning in January 2007.
- Jim Gunnell will schedule a meeting with Ron Maki and SPP communications to determine a standard template for the newsletter.
- Content – calendar, links to registration, upcoming events, feature article, regional drills, subregional drills, regional training week, quiz, SOC, NERC update, shift tips
- Mike Wech and Ron Maki volunteered to provide articles for the January edition
- John Kerr and Allen Klassen volunteered to provide articles for the April edition
- Ron Maki volunteered to provide articles for the July edition
- Dave Millam and Mike Wech volunteered to provide articles for the October edition
Agenda Item 7 – Set 2007 OTWG Meeting Schedule

- Two face-to-face meetings adjacent to each of the System Operations Conferences in Spring and Fall of 2007. Allen discussed scheduling the face-to-face meetings beginning on Thursday at noon and ending Friday at noon the weeks of the SOCs.
- The monthly meetings were moved from the second Monday of the month to the first Monday of each month from 1:30-3:00 CT with the exception of January and September 2007. The January 2007 meeting will be scheduled on January 8th. The September meeting will be scheduled on September 10th.

Agenda Item 8 – NERC Training Standard and FERC Notice of Proposed Rulemaking

John Taylor provided an update regarding comments to standards. Over 160 comments were received from over 160 entities. Comments were grouped based on similarity. At the PS meeting the week of November 6th, the approach to the Response to Comments was decided upon. The PS plans to have the next draft of the standards, along with the supplementary documents, posted by December 20, 2007. FERC will approve, not approve, or approve with recommendations all the NERC standards, including the training standard. John highlighted the FERC recommendations regarding PER-002-0, PER-003-0, and PER-004-0.

Agenda Item 9 – SOC Content Suggestions

- NERC Standards Update (2 hours)
- IROLs and SOLs (2 hours)
- SPP Operating Issues
- SPP EIS Market
- CEH Rules and Database (1 hour)
- RC Operations Demonstration (4 hours)
- Restoration (4 hours)
- Islanded Operations (2 hours)
- Wolf Creek Nuclear (2 hours)
- System Protection / Voltage Control
- Evacuation / Business Continuity (2 hours)
- Simulation Training
- Interregional Training
- Decision making / Simulation (4 hours)

Agenda Item 10 - Organizational Effectiveness Meeting Update

Allen discussed the OE meeting of the working groups that was conducted at SPP on November 9-10, 2006.
Agenda Item 11 - Review of Action Items
1. Jim Gunnell will contact Rocky Sease to schedule his participation in the Spring SOC on April 15-19, 2007.
2. Jim Gunnell will contact Janie O’Connor to cancel her participation in the Spring SOC on April 15-19, 2007.
3. Jim Gunnell will work with Donna Freeman to develop a pricing structure for 2007 calendar of events.
4. Jim Gunnell will coordinate the development of the OTWG Quarterly newsletter with Ron Maki and the SPP communication department.
5. Jim Gunnell will publish 2007 OTWG meeting dates to SPP.org.
6. Jim Gunnell will publish a 2007 training calendar to SPP.org.
7. Jim Gunnell to discuss with Stacy if the OTWG needs to hold chairman elections in December.
8. Jim Gunnell will discuss with Tom Dunn discretionary training funds for 2008 to help offset deficits incurred during training events with low enrollment. And Jim will let Allen know who he needs to discuss this with to initiate the process for the 2008 budget cycle.
9. December 2006 OTWG Meeting Agenda Items
   • previous action items
   • standard agenda items for monthly OTWG meetings
   • January training newsletter content
   • topics for regional training in 2007
   • topics for 2007 SOCs
   • pricing structure for 2007 training events
   • review new action items

Agenda Item 12 - Future Calls/Meetings
OTWG Teleconference – December 11, 2006 - 1:30-3:00 p.m.
Dial-In Information: 1-210-453-4662 Passcode: 5177357

Agenda Item 13 - Adjournment
Allen Klassen adjourned the meeting at 2:56 p.m. CDT

Respectfully submitted,
Jim Gunnell, SPP staff secretary