Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
Teleconference
December 8, 2014

• MINUTES •

OTWG Members in Attendance
Margaret Adams SPP Staff Secretary
Jay Chase GRDA
Chris Dodds WRI
Denney Fales KCPL Chair
Michael Gaunder OG&E
Mike Hood AECC
Sheldon Hunter SECI
*Russell Moore CUS
Steve Tegtmeier LES

Attendees
Angie Blacketer LES
Shannon Bolan NPPD
Kim Burnside SPP
Amy Casavechia SPP
Michael Daly SPP
Jennifer Farley SPP
Becky Gifford SPP
Brian Goracke NPPD
John Gunter SPP
Danny Johnson Xcel
Mike Kidwell EDE
Katie Mauldin SPP
Karen McGee AEP
David Pham EDE
Gary Plummer INDN
PJ Rose SPP
Keelee Troyer (Hilton) GRDA
Keeth Works SPA
*Jan Zeringue LAFA

OTWG Members Not in Attendance
Robert Hirchak CLECO V.C.* Proxy R Moore
Edgar Rivera LAFA * Proxy J. Zeringue
Stanley Winbush AEP

Agenda Item 1: Call to Order and Approval of Agenda
Denney Fales called the meeting to order at 1:31. Denney Fales noted and corrected the date typo in the agenda; it should read 12/8/2014 rather than 11/3/2014. Jay Chase made a motion to approve the agenda. Mike Hood seconded the motion.

Agenda Item 2: Approval of 11/03/2014 Meeting Minutes
Motion to approve meeting minutes was made by Jay Chase and seconded by Russell Moore.

Agenda Item 3: Review of Previous Action Item by Margaret Adams

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Date Originated</th>
<th>Owner</th>
<th>Status</th>
<th>Meeting Comments</th>
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</thead>
<tbody>
<tr>
<td>Email proposed 2015 SOC outline to the OTWG and SOC facilitators</td>
<td>10/23/2014</td>
<td>John Gunter</td>
<td>In Progress</td>
<td>This item was Completed 12/08/2014 - after Agenda was posted. Discussed further in Agenda Item 4.b.</td>
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Agenda Item 4: System Operations Conferences (SOCs)

a. 2014 Wrap-up – John Gunter shared end-of-year SOC data: 23 organizations (including SPP) attended SOCs, 219 participants of whom 200 were NERC Certified, 4998 CEHs awarded to participants. David Pham (EDE) inquired about the number of SPP attendees vs. Members. John and Margaret Adams stated this data was not gathered for this report nor is it part of our regular reporting data. John also displayed evaluation response data. SOC evaluations were strong with marks over 4.0 on most items on a 5.0 scale. Lower scoring items tended to be those beyond the facilitators’ control. John will send 2014 SOC evaluation data, including comments, to the OTWG and SOC hosts.

b. 2015 Update – John Gunter stated the October Face-to-Face OTWG comments provided for the 2015 SOC theme were gathered. Based on this data, SPP Customer Training staff proposes an extreme cold weather theme to include three phases: preliminary planning around risks to power system elements and fuel delivery infrastructure, real-time operations and mitigation during the event, then the ultimate reporting and lessons learned resulting from the event. This SOC would be similar in flow to the extreme heat theme of 2013. Russell Moore (CUS) asked if the theme would build on the previous day; John stated it would. Russell also asked if every team would have the same scenario with the same timeline unlike 2014 where each team had a different scenario; John stated that the current thought is all teams would work from the same scenario in 2015. John will finalize the 2015 SOC outline once he has received feedback from the OTWG and SOC facilitators.

Agenda Item 5: DTS update – Katie Mauldin stated there was no new update. She and PJ Rose continue to work with Alstom on DTS 2.5 issues. Denney Fales (KCPL) asked if the new model would be ready for the first drill in 2015; Katie stated it would, unless something else goes wrong with the DTS progress. Chris Dodds (WRI) asked if PJ and Katie needed more active support from the OTWG to ensure Alstom is providing them with enough support and resources. PJ indicated he and Katie are ensuring they are actively engaged with Alstom’s progress and are helping them with testing as the problems are being addressed.

Agenda Item 6: 2015 Registration Update/Waitlists – Kim Burnside shared that all 2015 SOCs were full as of 0807 on the morning registration opened. The waitlist lengths are 10 for the March 16-19 Little Rock SOC, 25 for the April 20-23 Lafayette SOC, 36 for the May 18-21 Kansas City SOC, 14 for the September 14-17 Springfield SOC, and 28 for the October 19-22 Oklahoma City SOC. There are currently only two REOPs Classroom Simulation classes with waitlists: the March 3-5 session has 6 waitlisted and the April 28-30 session has 5 waitlisted. The remaining REOPs sessions have open seats of 3 for June 2-4, 1 for September 22-24, 7 for October 27-29 and 5 for December 1-3.

Agenda Item 7: Upcoming Reliability Training Events: Margaret Adams shared the Customer Trainers have begun work with the Instructional Design team on the 2015 training efforts. She noted the upcoming training to include: the January 27-29 net conference virtual training session topics of Voltage Control and System Stability, Operator Awareness and Power System Protection; the January 21-22 System Restoration Drill; and the January 13-15 Train-the-Trainer Instructor-Led Workshop in Little Rock. Michael
Gaunder (OG&E) inquired about the roster for the January Train-the-Trainer session. Jennifer Farley indicated this session had 9 registered of the 15 seats in the roster. Angie Blacketer (LES) asked if there was a way for the facilitators to get invitation and training material for net conferences when their participants register. Margaret stated it remained a manual process unless the facilitator is registered as well. There is the potential in the future of training material to be loaded to each participant’s transcript, but the facilitator would not have access to it unless they were registered. She offered to continue to send material and invitation information to those requesting it.

**Agenda Item 8: Marketplace Training Events** – Amy Casavechia stated the live net conference virtual training session deliveries of Regulation Compensation and Long Term Congestion Rights have concluded. These will be converted to Self-Study in 2015 with Regulation Compensation targeted first. A Reserve Zone Self-Study is also proposed for the beginning of 2015. The Market to Market Self-Study released earlier this month. The October 2015 Marketplace Forum remains in development and more details will come after January 1. Denney Fales (KCPL) inquired if the Forum would only be offered in Little Rock; Amy replied that there is only one Forum planned and it will be in Little Rock. They will determine if more will be needed.

**Agenda Item 9: Lessons Learned from Audits** – No audit information was provided. Margaret Adams shared that SPP’s North American Transmission Forum (NATF) Peer Review will take place next week in Little Rock. She will share feedback with the OTWG in the January meeting.

**Agenda Item 10: Other Items**

- **Operations Reliability Working Group (ORWG) Update** – Margaret Adams provided Robert Hirchak’s (CLECO) update. Robert inquired about the date for the next ORWG discussion around restoration training and coordination with neighboring RC entities, Market impacts on restoration efforts, etc. He received no response, but will update the OTWG once he does. Robert also noted the MISO working group is planning to add other regional RTOs to their restoration training in 2016. Denney Fales recapped the discussion at the November 6 ORWG meeting. The ORWG is leaning toward table-top vs. DTS training to incorporate some of the initiatives; the thought is that table-top would reduce the down time for participants and not take some of the limited space offered in the Emergency Response Drills (ERDs). Margaret Adams agreed. She stated that if we hope to use the DTS for this expanded training that the most appropriate avenue would be as a scenario within the ERDs as opposed to the System Restoration Drills. But, beyond 2015, this should be a separate training from either of these altogether.

- **SPP Organizational Group Effectiveness Survey results** – Margaret Adams shared the OTWG portion of these survey results. The OTWG had a decline in survey participation this year. Margaret urged the OTWG Members to participate in future surveys to the extent possible. She also noted the overall OTWG effectiveness score of 4.3 on a 5.0 scale. OTWG scores in other areas were well above this value. Chris Dodds (WRI) asked how the average overall effectiveness score could be a 4.3 when almost every question on the survey was well above that value. Margaret Adams will seek clarification from the Communications department on the overall OTWG effectiveness score.

- **2015 OTWG Meeting Registration** – Margaret Adams reminded everyone to register for the 2015 OTWG meetings. She pointed out the inclusion of the WebEx and dial-in information within each email sent from sppconfirmations@spp.org upon registration for each meeting. The calendar event attachment also includes this meeting data. Meeting agendas will continue to be emailed in advance of each meeting.
d. **End of Year Survey** – Margaret Adams stated she is meeting with the Communications department to begin the creation of the end of year survey. She will provide more information at the January meeting.

e. **End of Year Letters** – Jennifer Farley provided a brief update. Kim Burnside is gathering the numbers. They hope to send the letters out on January 5. Chris Dodds (WRI) inquired about the fourth quarter data provided to MOPC. He wondered if we would also include end of year data in this report. Margaret Adams stated she would provide the requested data to MOPC and will ensure the OTWG gets the end of year numbers as well as fourth quarter.

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

1. John Gunter will send 2014 SOC evaluation data, including comments, to the OTWG and SOC hosts.
2. Margaret Adams will seek clarification from the Communications department on the overall OTWG effectiveness score.
3. Margaret Adams will provide the OTWG with fourth quarter and end of year training numbers.

**Agenda Item 12: Future Meetings**

January 5, 2015 Teleconference 1:30 – 3:00 CST
To register, [click here](#).

**Agenda Item 14: Adjournment**

Denney Fales adjourned the meeting at 2:31.