Southwest Power Pool
OPERATIONS TRAINING WORKING GROUP
December 11, 2006
Teleconference

• M I N U T E S •

Agenda Item 1 – Call to Order and Approval of Agenda
Allen Klassen called the meeting to order at 1:40 p.m. CDT

Attendees:
Allen Klassen (Chair) - Westar
Ron Maki (Co-chair) - Aquila
Hermes Arevalo (member) – OG & E
Fred Meyer (member) – EDE
Richard Appel (member) - Sunflower
John Kerr (member) – GRDA
Dave Millam (member) – Aquila
Ron Green – AEP
Tricia Prickett – AEP
Sharon Timms - SPS
John Taylor – SPP Staff
Jim Gunnell (Secretary) – SPP Staff
Mike Wech (member) – SWPA
Mike Gammon (member) – KCPL

Agenda Item 2 – Approval of Minutes from 11/15/2006
The minutes were approved by acclamation.
Agenda Item 3 – Status of Previous Action Items
☑ Contact Rocky Sease to schedule his participation in the Spring SOC on April 15-19, 2007
☑ Schedule SOS STAR classes to coincide with the 2007 Spring and Fall SOC
☑ Cancel Janie O’Connor for the Spring SOC on April 15-19, 2007
☑ OTWG chairman elections in December 2007
☑ Coordinate the development of the OTWG Quarterly newsletter with Ron Maki and the SPP communications department
☑ Publish 2007 OTWG meeting dates to SPP.org
☐ Develop a pricing structure for 2007 calendar of events
  To be completed by December 20, 2006
☐ Publish 2007 training calendar to SPP.org
  To be completed by December 20, 2006
☐ Discretionary training funds for 2008
  Jim Gunnell to discuss with Tom Dunn

Agenda Item 4 – Discussion of Standard Agenda Items for Monthly OTWG
The OTWG will continue to include Status of Previous Action Items and a Review of New Action Items. In addition, we will include the pertinent information for that month. At this time, we will include an additional standard placeholder in the agenda for a NERC Training Standard update.

Agenda Item 5 – January Newsletter Update
Jim Gunnell met with Derek Wingfield of the SPP Communications department to discuss the possibility of assisting with the OTWG quarterly newsletter. The communications department did not feel that the newsletter development and dissemination process could be managed through the department. Online newsletter content may provide the necessary information. The OTWG discussed the importance of a newsletter being distributed via an e-mail exploder. John Taylor recommended the creation of a System Operator News e-mail distribution list. Post newsletter to website in PDF form and inform operations personnel via exploder as to where it’s posted. Jim Gunnell will follow up.

Agenda Item 6 – Topics for 2007 Regional Training
Richard Appel moved to accept the net conference / in-person combination for the regional training and to accept the regional training topics including:

- Transmission Loading Relief
- Congestion Management
- Reserve Sharing System
- Voltage Control
- System Stability
- Reactive Power Flow
- SPP Procedures
- Interconnection Reliability Operating Limit
Agenda Item 7 – Topics for 2007 SOC
- NERC Standards Applied (2 hours)- Rocky Sease, SOS Int'l
- IROLs and SOLs (2 hours)- SPP RC/Ops Trainer
- System Protection (2 hours)- Rocky Sease, SOS Int'l
- CEH Rules and Database (1 hour)- John Taylor
- RC Operations Demonstration (4 hours)- SPP RC/Ops Trainer
- Decision-making / Simulation (4 hours)- Doug Harrington
- Restoration (4 hours)- ??
- Islanded Operations (2 hours)- Mike Wech/Corp of Engineers
- Wolf Creek Nuclear (2 hours)- Allen Klassen/Lou Solorio
- Evacuation / Business Continuity (2 hours)- Jim Gunnell

Agenda Item 8 – Pricing Structure for 2007 Training
Jim Gunnell and Donna Freeman will prepare a pricing structure for the 2007 Regional Training and send draft of pricing proposal to OTWG by December 20, 2006.

Agenda Item 9 – Status of Hiring Regional Trainers
Jim Gunnell reported the status of the hiring process.

Agenda Item 10 – Review of New Action Items
1. Jim Gunnell will add a NERC Training Standard update as a standard item on the monthly agenda.
2. Jim Gunnell will explore creating and populating System Operator News exploder.
3. Jim Gunnell, Mike Wech, John Taylor and Ron Maki will write articles for the OTWG Quarterly Newsletter and submit these articles to Jim Gunnell by December 15, 2006.
4. Jim Gunnell and Donna Freeman will prepare a pricing structure for the 2007 Regional Training and send draft of pricing proposal to OTWG by December 20, 2006.
6. Jim Gunnell will populate operations training web page.
7. Jim Williams will contact SOC presenters to schedule participation in April event.
8. Mike Wech and Allen Klassen will contact Jim Gunnell with contact information for presenters for the SOC in April.
Agenda Item 11 - Future Calls/Meetings
OTWG Teleconference – January 8, 2007 - 1:30-3:00 p.m.
Dial-In Information: 1-210-453-4662  Passcode: 5177357

Agenda Item 12 - Adjournment
Allen Klassen adjourned the meeting at 3:13 p.m. CDT

Respectfully submitted,
Jim Gunnell, SPP staff secretary