Southwest Power Pool, Inc  
Operations Training Working Group  
February 4, 2008

• Minutes •

1. Call to Order and Approval of Agenda  
Chair Ron Maki called the meeting to order at 1345. Agenda was approved.

Attendees:  
Ron Maki, Chair (Aquila)  
John Kerr, Vice-chair (GRDA)  
Mike Gammon (KCPL)  
Ron Green (AEP)  
Bo Jones (Westar)  
Tricia Prickett (AEP)  
Bob Cochran (SPS)  
Mike Wech (SWPA)  
Richard Appel (SECI)  
Fred Meyer (EDE)  
Jim Gunnell (SPP)  
John Taylor (SPP)  
Dave Millam, Staff Secretary, (SPP)

2. Approval of 1/10/2008 meeting minutes  
Chair Ron Maki asked for changes or additions to the January 10, 2008 Minutes. No changes or additions were presented. Minutes approved without discussion.

3. Status of Previous Action Items  
  o Dave Millam (SPP) will send written recommendation to Nick Brown, CEO Southwest Power Pool, for his approval for Mike Crouch to become a voting member of the Operations Training Working Group. Status – Complete, Mike Crouch approved 1/11/2008  
  o Ron Maki (Aquila) will discuss possible summer Face-to-Face Meeting of OTWG Meeting immediately following spring System Operations Conference. Status – Item on May Face-to-Face Meeting agenda  
  o Dave Millam (SPP) will schedule discussion during May Face-to-Face meeting on a possible third System Operations Conference for 2009. Status – Item on May Face-to-Face Meeting agenda  
  o Dave Millam (SPP) will schedule discussion, during May Face-to-Face meeting, on future host facilities for system operations conferences. Mike Gammon (KCPL) and previously, Edgar Rivera (Lafayette Utility Systems), have tentatively offered their facilities for future System Operations Conferences. Status – Item on May Face-to-Face Meeting agenda  
  o John Kerr (GRDA) and Carl Stelly (SPP) will schedule CDM facilitators for spring System Operations Conference. No update at this time.  
  o Dave Millam (SPP) will cancel the May and October monthly teleconference calls to be replaced by Face-to-Face Meetings those months. Status - Complete  
  o Dave Millam will make the changes regarding the regional and sub-regional system restoration drills to the 2008 Training Calendar. Status - Complete  
  o Dave Millam (SPP) will have plan submitted to Jim Gunnell (SPP) for quick review before sending to Michael Desselle (SPP). Status - Complete  
  o John Kerr will have article to Dave Millam before January 31st to begin newsletter editing. Status - Complete
4. **Discussion of QTS Database for Job Task Analysis**

The topic of discussion was to determine if there was still a need for Job Task Analysis training with the new training standard about to come out. Through discussion, it was related that the new standard required a systematic approach to training and that although the JTA was not named as a requirement of the standard, there was still a strong implication that tasks associated with reliability would still be necessary to be trained on. The discussion then turned back to the subject of the QTS database that SPP maintains to see if the members would be interested in reviewing the need to purchasing a site license to use the same tool at their location.

**Action Item:** John Taylor will review with QTS to see if prices quoted in 2007 would still be honored for 2008. Will update OTWG at March meeting

**Action Item:** John Taylor will survey members to see if any members still have an interest in purchasing a site license to utilize the QTS at their location. Will review survey results at March meeting

5. **Discussion Training on NERC Standard PER-005**

Jim Gunnell was asked to see if there were any plans to offer training on the new training standard, PER-005, when it came available. It was determined there would be an interest to review and offer comment once the standard was available. The standard is scheduled to be available for comment sometime in mid-February. The OTWG will discuss the standard at the March OTWG teleconference call if not before. There may have to be another scheduled teleconference call to discuss comments on the proposed standard some other time during the month. When the standard is released and approved, does SPP plan to train on the standard? The OTWG determined that training would be advisable but would also like to receive NERC’s interpretation on the standard.

**Agenda Item:** Ron Maki and group to discuss PER-005 if available for review.

**Action Item:** Dave Millam to notify OTWG members when PER-005 is available for comment and work with Chair Ron Maki to set up special meeting to develop comment from the group to present to NERC.

**Action Item:** Mike Gammon will follow up with NERC to see if they will provide interpretation and training on the standard.

**Action Item:** Jim Gunnell will conduct a needs survey to prepare for training on the standard. Jim will provide survey results at March meeting.

6. **Update on Emergency Communications Task Force**

Mike Gammon gave an update on the Emergency Communications Task Force and mentioned that the group focused on what the requirements were regarding SPP Criteria 10 and that the equipment in place was adequate. The group will meet again on February 12. Mike will offer the opportunity for the group to review other RTO communications systems and see if there would be an improvement over SPP’s current system(s). It is possible that if a new system is purchased, training would be a probable necessity.

**Agenda Item:** ECTF Update – Mike Gammon

7. **Discussion Spring System Operations Conference/OTWG involvement**

Dave Millam offered an update on the spring conference with an updated agenda and CEH breakdown of the courses. The updates were approved and will be scheduled as written for the spring System Operations Conference. Several people will be needed to assist with critical decision making exercises during the conference. Jim Gunnell, Carl Stelly, Ron Maki, John Kerr, Richard Appel, Mike Wech and Fred Meyer all said they could be available if needed.

8. **Discussion of Preliminary plans for Fall System Operations Conference**

Final arrangements need to be made for the Fall System Operations Conference. Carl Stelly and Dave Millam have received information on local facilities to hold the conference but need final input from the group. The OTWG was reminded that two members (KCPL and LUS) have both offered to use their facilities for the conference. It was asked that Carl and Dave checkout both facilities before making final arrangements. The OTWG will schedule a special meeting on February 21 at 1300 to discuss the facilities and decide which to use for the fall conference.
Action Item: Carl Stelly and Dave Millam will contact KCPL and LUS to share conference criteria and see if those requirements can be met by either of these members to hold the conference. Information will be available before Feb 21st.

Action Item: Dave Millam will set up special called OTWG for February 21st for meeting on SPP Calendar for registration and call in information. Status - complete

Agenda Item: Discussion of Spring and Fall System Operations Plans

9. Future Calls/Meetings
   February 21 at 1300 – Special meeting to determine location of fall SOC
   March 3 at 1330 – Regularly scheduled teleconference call.

10. Adjournment
    Meeting was adjourned at 1512.

Respectfully Submitted,

Dave Millam
OTWG Staff Secretary