Minutes

Southwest Power Pool, Inc
Operations Training Working Group
March 3, 2008

• Minutes •

1. Call to Order and Approval of Agenda
   Meeting called to order at 1337 by Chair Ron Maki.

   Attendees:
   Ron Maki, Chair (Aquila)
   John Kerr, Vice-Chair (GRDA)
   Carla Fitzpatrick (OPPD) – non-member
   Aaron Smith (OPPD) - non-member
   Richard Appel (SECI)
   Mark MacDonald (CLECO)
   Fred Meyer (EDE)
   Mike Crouch (OKGE)
   Bo Jones (Westar)
   Mike Wech (SWPA)
   Bob Cochran (SPS)
   Ron Green (AEP)
   Carl Stelly (SPP)
   John Taylor (SPP)
   Dave Millam, Staff Secretary (SPP)

2. Approval of 2/4/2008 Minutes
   Minutes from previous teleconference call and special called meeting were presented.
   No changes or additions to minutes were offered. Minutes unanimously approved.

3. Status of Previous Action Items
   o John Taylor (SPP) will review with QTS to see if prices quoted in 2007 would still be honored in 2008
     Status - John Taylor offered the 2008 pricing sheet for the QTS Database as requested by the OTWG.
     Action Item – John Taylor to research a cost breakdown on the QTS in order to get more information on the tool. Report at April teleconference call.

   o John Taylor will survey members to see if any members still have an interest in purchasing a site license to utilize QTS at their location and provide those survey results at March meeting.
     Status – No survey completed.
     Action Item - John Taylor will check to see if a multiple site license is still a possibility, however he didn’t think it was an option offered to SPP at this time. Report at April teleconference call.

   o Dave Millam (SPP) will notify OTWG members when NERC Standard PER-005 is available for comment and work with Chair Ron Maki (Aquila) to set up special meeting if necessary to develop comment on the Standard.
     Status - Completed. Notification came out February 25th and forwarded on to OTWG members. No time to set up special meeting. (See notes on Agenda Item 4).
Mike Gammon (KCPL) will follow up with NERC to see if they will provide interpretation and training on NERC PER-005 when available. Status - No report. Item will be added to April agenda.

Jim Gunnell will conduct a needs survey to prepare for training on NERC Standard PER-005 and provide results at March meeting. Status – Jim Gunnell received enough responses that he believes it would be beneficial for the members for SPP to offer this training. The majority would prefer a net conference. Delivery dates will be determined based on passing of the proposed standard.

Dave Millam and Carl Stelly will contact Kansas City Power & Light and Lafayette Utility Systems respectively with System Operations Conference facilities criteria to see if they would have an interest in hosting an SOC if their facilities met the criteria. Status - Completed. Kansas City Power & Light was unable to respond to all the criteria for hosting a conference at this time. Lafayette Utilities offered photos and other logistics they could provide to host a future conference. Lafayette Utility Systems’ information was well received and is considered a site for a future system operations conference. It was determined that since some operators had already registered for the fall SOC believing it to be in Little Rock, the SOC would remain in Little Rock for the fall conference. There was a discussion of SPP conducting a third system operations conference. John Kerr (GRDA) moved that a third system operations conference be planned for 2009. The motion was seconded by Mark MacDonald (CLECO). Motion passed unanimously. Action Item – Jim Gunnell to budget for a third system operations conference for 2009 spending.

Dave Millam to set up a special called OTWG meeting to discuss final arrangements on conference facilities for the fall system operations conference. Status - Complete. This item resolved during special called meeting on February 21st.

Jim Gunnell to follow up with Carl Monroe at SPP and determine final changes on working group reorganization arrangement and report to OTWG on March 3rd meeting. Status - Jim Gunnell inquired of Carl Monroe of the status of the reorganization of the work groups and Ron Maki consulted with John Olsen, Chair of the MOPC. It was determined that it did not really make a difference as to which committee the OTWG reports to. The OTWG would remain a working group instead of a task force and report to the ORWG instead of the MOPC as it had done in the past. The current responsibilities would not change, nor would the importance of the working group.

Discuss PER-005 If Available for Review
NERC Standard PER-005 was available for review on February 25th, 2008. Action Item – Dave Millam will set up a special called teleconference call March 24th at 1300 to collect comment to submit to NERC. Interested parties must register to receive call-in number and WebEx password.

Emergency Communications Task Force Update
No report. Add this item to April agenda.

Update on Spring and Fall System Operations Conferences
Plans for the spring conference are well underway and just about complete. Carl Stelly is still waiting on some presentation material, but should be concluded in a few days. The fall conference is coming together and per the last special called meeting of Feb 21st, this conference will be held in Little Rock at the Crowne Plaza hotel. Registration for spring session already full and a waiting list is in place with several names on it. Registration for the fall conference already has about 16-18 names on it and is believed to fill up quickly.
Action Item – Carl Stelly to lead discussion at May Face-to Face on future topics for System Operations Conferences and what topics might roll off to computer based training. Replacement topics for EOPs training will also be discussed. 

Action Item – OTWG members will solicit feedback from operators on training topics of interest for future training sessions.

7. Future Calls/Meetings
   Future calls are schedule for:
   March 24th - Special Called meeting to discuss PER-005 and provide comment to NERC
   April 7 – Regularly scheduled teleconference call
   May 1 – Face-to-Face meeting in Springfield, MO (SWPA)

8. Adjournment
   Motion to adjourn was made by John Kerr (GRDA), seconded by Fred Meyer (EDE).
   Motion passed. Meeting adjourned at 1439 by Chair Ron Maki

Respectfully Submitted,

Dave Millam
OTWG Staff Secretary