Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
August 3, 2009
• Minutes •

Attendees:
Shannon Bolan, NPPD*
Fred Meyer, EDE*
Mark MacDonald, Cleco*
Carla Fitzpatrick, OPPD*
Edgar Rivera, LUS*
Tony Harris, WRI (Proxy for Bo Jones)
Mike Wech, SWPA
Rod Lewis, KCPL
Robert Hirchak, Cleco
Mike Hood, AECC
Preston Kennedy,
Cap Rock
Carl Stelly, SPP
John Kerr, SPP
Ronda Walters, SPP

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda
Shannon Bolan called the meeting to order at 1:35 p.m.
Edgar Rivera stated that the agenda item he had requested to be included was not. He will send a reminder to Jim Gunnell to add an update regarding communications action item to the next meeting agenda.

Agenda Item 2: Approval of 07/06/2009 Meeting Minutes
Minutes from the July 6, 2009 meeting were approved as written.
### Agenda Item 3: Review of Previous Action Items

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<thead>
<tr>
<th>Action Item</th>
<th>Date Originated</th>
<th>Owner</th>
<th>Status</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Prepare communications solution report and present at the April 30, 2009 OTWG Face-to-Face meeting</td>
<td>4/9/2009</td>
<td>Edgar Rivera</td>
<td>In Progress</td>
<td>Edgar reported that SPP would have to become the domain. He has been working on pursuing the OPS 1 page. Jason Smith and Scott Acklin are the contacts in IT at SPP. They don’t see this as being a feasible way to handle this; however, they had previously indicated it would. SPP would have to take ownership and disseminate the information to the members. Everyone would be involved.</td>
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<tr>
<td>Explore vendors who offer consulting services and templates that SPP members can use to meet the requirements of NERC PER-005-1</td>
<td>4/9/2009</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td>FERC has not voted on the PER-005-1. Oct. 1 would be soonest date to implement. Jim will pass along anything new and will follow up with NERC. Jim will not seek a vendor until after that ruling. This is still in Progress.</td>
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<td>Explore conducting one of the sessions at the Fall SOC via net conference</td>
<td>06/01/2009</td>
<td>Carl</td>
<td>In Progress</td>
<td>Carl and team had a preliminary meeting with Edgar and his group. It has been determined that their facility can accommodate a net/teleconference for delivery of one of the SOC training sessions if needed. Carl has been in touch with Philip Probes who will be delivering the CIPs for operators. There is a chance he will want to deliver it via net/teleconference rather than having the expense of driving and hotel stay for just an hour presentation. This would be the only one delivered in this manner. Kevin Perry is no longer available to deliver this presentation.</td>
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<td>Send OTWG request for nominations via exploder lists and share the overall expectations of being a member of the OTWG</td>
<td>07/06/2009</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td>Apparently the request has not been sent out. No one has received it. Need to double check with Jim to see if that has been sent out of if it can go out soon.</td>
</tr>
<tr>
<td>Begin work on the 2010 Training Calendar</td>
<td>07/06/2009</td>
<td>SPP Training Staff</td>
<td>In Progress</td>
<td>Starting point is in August. Should start as soon as Jim returns. If you have any restrictions, or activities that might be a conflict, please let us know and we will try to accommodate them. Looking at formalizing the sites and dates of the 2010 SOC Conferences. End of Mar. – Shreveport, End of April – Oklahoma City, End of September – Springfield, End of October – Little Rock. As we get more info on the calendar we will pass it on.</td>
</tr>
<tr>
<td>Schedule JTA meeting to discuss building generic JTA list for Generator Operator role</td>
<td>07/06/2009</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td>We have gone over the transmission part of the JTA and need to schedule a meeting for the generation part of it. Shannon will call Jim and set up a conference call to discuss.</td>
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Agenda Item 4: Discuss Formation of JTA Taskforce
The group agreed that the OTWG would form a JTA task force to write objectives for the procedures created from the last teleconference. Those who volunteered to be involved on the task force are: Fred Meyer (EDE), Shannon Bolan (NPPD), Tony Harris (WRI), Carla Fitzpatrick (OPPD), Robert Hirschak (Cleco), Rod Lewis (KCPL), and John Kerr (SPP.)

Agenda Item 5: Discuss Nominations for OTWG Vacancies
It was determined by the group that the e-mail regarding the expectations for being an OTWG member and request for nominations to fill the vacancies had not been sent out. Shannon Bolan will discuss with Jim Gunnell on Monday, and this will be added as an action/agenda item for the next meeting.

Agenda Item 6: Communications Solutions Report
As of now no final actions have taken place since the last report given in April 2009. It seems that the possibility of using SPP's OPS1 Page for emergency information purposes will not be feasible. At the present time Edgar Rivera is researching a current project being conducted by DOE and NERC in which entities throughout the country are participating to develop a robust, secure, and standardized wide-area synchronized data measurement infrastructure for the interconnected bulk power system, to improve grid reliability. DOE and members of the industry have developed the concept of a distributed wide-area communications network, called NASPInet, to carry this data. DOE has funded development of a set of specifications for NASPInet. However, before DOE makes further investments in NASPInet, they seek industry feedback on the NASPInet concept and architecture developed to date to be sure that these will meet the industry's needs for effective, secure, usable communications.

Agenda Item 7: System Operations Conference Evaluation Summaries
Carl Stelly noted that the handwritten evaluation summaries from both the spring SOC's have been sent to the OTWG members. Anyone else can let Carl know if they want a copy. Overall Conference Evaluations – the question was asked regarding what other training topics SPP should consider for the 2010 SOCs. Tony Harris at Westar mentioned concerns for the upcoming SOC regarding the comments received about the session on Wind. The question was asked if this session could be revised and delivered by someone else. Horizon’s presentation was more about the commercial aspect regarding the industry that creates these turbines and puts them in place, how they site them, and the issues that they encounter when they do that rather than how it impacted SPP and the electric industry as a whole. The presenter is unsure whether he will be able to conduct the presentation at the October SOC. Would it be better to work out something totally different, rather than try to get him there? Carl mentioned that since it was not an overall impact, it might not be feasible to have the presenter come in for a half hour or forty-five minute presentation. Shannon and the rest of the group agreed with Carl. It was suggested that it could be left in and possibly someone from Westar could conduct the session. Carl stated in closing that he can make the summaries available to anyone interested--just let him know.
Agenda Item 8: Summary of New Action Items
John Kerr made comments regarding the Train-the-Trainer prior to summarizing the action items. John commended Donna Freeman for an excellent job—taking a hard copy of the PowerPoint presentation and making it into a workbook type experience for the participants. He pointed out that at the last NERC Train-the-Trainer in 2006 a statement was made that they made a lot of trainers who could make good PPT presentations, but there was not much content in delivery to the students. He recalled a phrase, “Death by PowerPoint” and stated that a lot of trainers are going through that experience. Donna used the workbook as a tool to allow the participants to follow along with the presentation to fill in the blanks and get the meat of the presentation. John thought it was a resounding success. He suggested it might be something for everyone to consider—going to that type of format. SPP training is starting to convert some of their training to it.

John also requested a report from Shannon on MOPC meeting in Kansas City he attended last month to make a presentation on behalf of the OTWG regarding the changing of the Charter to accommodate markets training. Shannon commented that everything he presented was well received. The committee thought it was a good idea to take on the markets training and to report to the MOPC rather than the Operations Reliability Working Group. About two-thirds of the way through the second portion of the presentation about adding resources, a question was asked to the MOPC chairman, John Olsen, if this was something the MOPC needed to vote on. He said he didn’t think it was and that it needed to be going before the budget committee. The committee agreed that it needed to be put in the budget. Shannon passed that comment on to Jim Gunnell. The MOPC is very pleased with the training being produced by SPP and was in favor of training getting what they needed to continue their efforts. Shannon had some questions asked of him about the new Emergency Response Drills. A lot of the MOPC members were not familiar with the new NERC requirements for more simulator training so they recommended putting it in the budget. They asked if the two new positions were going to be for the new markets training. His answer was no, but he stated, now that the charter is changed he’ll probably be back requesting for more FTE’s for the market side of training. They were supportive of the current request for FTE’s and future ones for the markets training.

John Kerr continued by summarizing the action items.

- Carry-over of communication from Edgar Rivera
  In Progress

- Explore vendors on PER-005- Jim Gunnell
  In Progress

- Send info for OTWG Nominations- Jim Gunnell
  In Progress

- Follow up of NERC PER-005- Jim Gunnell
  Still in progress

- Training calendar
  Work has begun on this and will continue.
JTA task force
Those who volunteered to be involved on the task force are: Fred Meyer (EDE), Shannon Bolan (NPPD), Tony Harris (WRI), Carla Fitzpatrick (OPPD), Robert Hirchak (Cleco), Rod Lewis (KCPL), and John Kerr (SPP). Shannon stated that he will call Jim Gunnell on August 10th to discuss how to coordinate assembling the task force. He also plans to discuss with Jim the e-mail regarding OTWG membership expectations and the solicitation for new members. Shannon will e-mail his findings to the OTWG.

Agenda Item 8: Future Meetings
Teleconference: September 14, 2009 from 1:30-3:00 p.m. CST

Remember to register.

Agenda Item 9: Adjournment
Fred Meyer made a motion to adjourn and Edgar Rivera seconded it. The meeting adjourned at 2:17 pm.