Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP MEETING
September 20, 2007
Face to Face Meeting
SPP Offices
415 N. McKinley
Little Rock, AR 72205

•MINUTES•

Agenda Item 1: Call to Order
Ron Maki called the meeting to order at 1:20 p.m. CST

Attendees:
Ron Maki - Co-chair (Aquila)
Fred Meyer - Member (EDE)
John Kerr - Member (GRDA)
Mike Gammon - Member (KCPL)
Doug Callison (GRDA)
Mike Crouch – (OGE)
Ron Green - (AEP)
Mark McDonald (CLECO)
Dave Millam (SPP Staff Secretary)
John Taylor (SPP)
Jim Gunnell (SPP)
Carl Stelly (SPP)
Donna Freeman (SPP)

Agenda Item 2: Approval of 08/06/2007 Meeting Minutes
Ron Maki moved to accept the minutes from the August 6, 2007 meeting. Minutes were approved.

Agenda Item 3: Status of Previous Action Items
Jim Gunnell reviewed the list of action items. Each item has been completed.

Agenda Item 4: Discuss Regional Survey
The regional survey was very positive with the results brought in by the survey. The question was asked if SPP operators were factored into the results which would affect the outcome. Action item: Carl will see if the survey tool could remove the SPP operator responses to more accurately reflect a regional view and provide a different view of the results.

Agenda Item 5: Debrief on Fall System Operator Conference
69 attendees registered for SOC, dropped to 66 week before the meeting with 61 actual attending the conference. The conference went well overall, although Carl Stelly has not had a chance to put numbers to evaluations. Out of 11 sessions and over 660 exams, there were only five retakes. There were negative comments regarding the DTS presentation and those will be taken into consideration. The feeling is that the conference was not the correct forum for this type of training. It is better for simulation training and not necessarily for a conference setting.
John Kerr mentioned he would like to see more conversation time for the critical decision making sessions. Everyone seemed to enjoy the CDM.

John Taylor asked about his session on the NERC update and asked for feedback from those attending. Feedback was good, but it seemed he was in a time crunch and that hindered his presentation.

It was discussed to schedule presentations to allow optimum time for presenters. Too many presenters were time crunched at the end of the day.

Budget concerns on the cost of the conference were brought up regarding presenters and conference space. With the growing number of participants, the conference had to be moved from the SPP facility to a hotel on short notice. One idea to get costs better under control was to require payment with registration for conference.

Mike Gammon moved to limit attendees to 50 for the conference, develop a no show policy, make payment at time of registration, and develop a cancellation policy. Motion was seconded by Mike Wech; motion passed with a vote of 4 to 0.

Action Item: Jim Gunnell to investigate a “no-show” policy for those who register and do not come to the conference.

Action Item: Jim Gunnell to investigate cost overage charge for conference space and charging for the cost less the RE cost to members.

Action Item: Ron Maki wants SPP to see what options are out there in the SPP footprint to explore other venues available for future conferences.

Jim Gunnell introduced discussion on the format for future conferences regarding technology and logistics. Topics: using technology such as DTS for problem solving tools, IDC, and other programs that would necessitate computer access.

The group felt we need to keep the conference format for SOC’s

Spring System Operator Conference is going to be held in Springfield, MO at SWPA for 2008.

**Agenda Item 6: Roundtable Discussion about topics for 2008 SOC**

The following items were discussed and planned for the 2008 System Operator Conference(s)

- Per-005 and certification standard – John Taylor
- Conference Length – stay with same format.
- Topics – Speaker exchange-2 hours;
- Critical decision making, (Doug Harrington, John Kerr, Carl Stelly- 8 hours)
- System Restoration Principles (3 hours)
- Operator certification update (2 hours);
- ACE; market operations and principles (NERC Standard applied 4 hours); system protection (4 hours) combined with ACE/Market ops for breakout.
- Wolf Creek (1 hour)
- NERC Standards/CDM (4 hours)

Discussion then turned to newsletter articles and distribution for “Watt’s Up?”

Jim offered discussion getting newsletter to operators. Dave Millam said he would plan to use the e-mail addresses from operator conference. Donna Freeman said SPP is building a database to distribute the newsletter to the operators.

Maki not ready to kill newsletter but some avenue is needed to distribute this information. Several different options were discussed but the decision was to add articles on the SOCCED database and the system operations conference to add to the 4th quarter 2007 newsletter. John Kerr and Mike Wech will contribute those articles. Ron Maki and Fred Meyer will write for first quarter 2008.

The newsletter will be sent to existing operators, OTWG exploder, Training Info exploder, past registrants from 2007 classes, and will include managers and trainers.
Agenda Item 7: Discuss ISO/RTO Speaker Exchange for Future SOC’s
Jim Gunnell offered an update on his trip to Ontario for trainer exchange for different ISO’s for future system operator conferences. Terry Oxandale is a good resource to offer information on SPP Operations. This would allow SPP to explore other options for presenters as well.

Agenda Item 8: Update /info in regard to Jim Gunnell’s meeting in Ontario with other ISO’s
See comments on 7.

Agenda Item 9: JTA Task Force progress
JTA issue dead at this time due to NERC changes

Agenda Item 10: Discussion on future plans for SPP Training Department pending passing of NERC Standard PER-005 (new training, personnel resource commitments, etc.)
No real update. SPP is in the process of investigating resources for 2008, although, no actions have been taken at this time. John Taylor gave a brief update on PER-005 and encouraged OTWG members to make comment on the proposed standard. Mike Wech wants to know how to prepare for new compliance standards and who to communicate with in order to prepare for reaching the objectives of NERC Standard compliance. Jim Gunnell mentioned that John Taylor was the operations compliance trainer for SPP, but may not be prepared to do so at this time. John Taylor reminded OTWG members that fines imposed on other entities in the region were because of NAESB standards violations not NERC violations.
Action Item: John Taylor and Jim Gunnell will follow up to see if SPP can or will be able to prepare members for RE audits and utilize the Train-the Trainer classes to implement training on audit preparation or for NERC Evaluations.

Agenda Item 11: Regional Training Quarterly Reports
Jim Gunnell gave the report for total hours toward recertification year to date recorded on our QTS. SPP will continue to show how many members are using SPP for training hours as sort of a report card for member management on the operator newsletter.

Agenda Item 12: Discussion of Future Restoration Drills
There was discussion on future challenges with DTS and future drill scenarios.
Action Item: Mike Wech would like to add in more communication challenges for future drills and have ORWG members in attendance to observe. Investigate options using satellite phones instead of normal commercial phone systems.

Agenda Item 13: Problem Centered Learning Assessments
Jim Gunnell gave a brief report on the concept of PCL which SPP has adopted. Insight was given on scoring details which will deal more with performance and interaction between team members rather than a multiple choice test for assessments.

Agenda Item 14: Discussion of OTWG Committee Charter
Jim Gunnell distributed the charter to see if there are any changes that need to be made. OTWG shall review and discuss at next OTWG meeting
Action Item: forward charter to OTWG mailing list and request comment
Agenda Item 15: OTWG Vacancies
Two current vacancies created when Dave Millam left Aquila and when Hermes Arevalo went to another department at OGE.
Nominees are: Mark McDonald (CLECO), Ron Green (AEP), and Mike Crouch (OGE)
Motion was made by Fred Meyer (EDE) to table the voting of filling vacancies for the OTWG vacancies until the October OTWG meeting. Motion was seconded by John Kerr. Motion passed

Agenda Item 16: Review of new action items
- Dave Millam to breakdown CEH’s for fall and 2008 courses for advertisement
- John Taylor to work with Ron Ciesiel for RE Audit Compliance
- Dave Millam to send out OTWG newsletter
- Carl Stelly will detail the agenda for the spring conference
- Jim Gunnell will move May 2008 Train-the-Trainer session to summer month to accommodate some trainer schedules
- Carl Stelly to recalculate results of Regional Operator Survey to remove SPP operators to accurately reflect a more regional perspective of the survey
- Jim Gunnell to develop a “No-Show” policy for personnel who register for SPP Training classes and do not attend
- Jim Gunnell to investigate a cost overage charge for conference space and charge attendees that addition charge over and above RE cost to members
- Jim Gunnell to investigate options for venues for future System Operator Conferences
- John Taylor and Jim Gunnell will investigate to see if SPP can or will be able to prepare members for RE audits and utilize the Train-the-Trainer sessions to implement training on audit preparation or for NERC evaluations
- Jim Gunnell to forward OTWG Charter to OTWG mailing list and request comment
- Jim Gunnell to change SPP Calendar to reflect change date of October 2007 meeting to October 15th

Agenda Item 17: Adjournment
OTWG meeting was adjourned at 1910

Respectfully submitted,
Dave Millam, SPP Staff Secretary