Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP MEETING
January 5, 2009

• MINUTES •

Agenda Item 1: Call to Order
John Kerr called the meeting to order at 1:35 p.m. CDT

Attendees:
John Kerr, GRDA – Chair*
Mike Wech, SWPA – Vice Chair*
Mark McDonald, CLECO*
Richard Appel, SECI*
Ron Green, AEP*
Fred Meyer, EDE*
Bo Jones, WRI*
Shannon Bolan, NPPD*
Tony Harris, WRI
Gary Cox, SWPA
John Ribar, SWPA
John Lindsey, CLECO
Robert Hirchak, CLECO
Doug Callison, GRDA
Robert Kieborz, NPPD
Donna Freeman, SPP
Jim Gunnell, SPP Staff Secretary
* Voting Member

Agenda Item 2: Approval of 12/01/2008 Meeting Minutes
Richard Appel moved to accept the 12/01/2008 minutes and Ron Green seconded. Minutes were approved with no corrections or additions.

Agenda Item 3: Review of Agenda
An action item was added to the agenda to discuss the OTWG Charter (Agenda Item 4).

Agenda Item 4: Discuss OTWG Charter
The discussion focused around item #8 on the proposed OTWG Charter: “Work with SPP staff and other SPP organizational groups to prioritize activities”, and the possibility of increasing the voting membership of the OWTG. It was determined that item #8 of the OTWG charter was a standard bullet that was added to all working group charters and therefore would not be changed at this time.
In regards to the increase in OTWG membership, Mike Wech moved to amend the OTWG Charter to expand the OTWG membership to a maximum of 11 voting members with a minimum of 7 voting members. Mark MacDonald seconded the motion.
The motion passed according to the following votes:

John Kerr, GRDA – Chair*
Mike Wech, SWPA – Yes
Mark McDonald, Yes
Richard Appel, No
Ron Green, Yes
Fred Meyer, Yes
Bo Jones, Yes
Shannon Bolan, Yes

Upon Board approval of the OTWG Charter, the SPP staff secretary will advertise the vacancies and solicit nominations.
Agenda Item 5: Status of Previous Action Items
- Jim Gunnell to request fee estimate for Applied Professional Training, Inc. to deliver a 'mini-sims" workshop for at the 2009 System Operations Conferences. Jim Gunnell will report at February meeting.
- Carl Stelly to follow up on all open SOC items and report at the February meeting
  - Human Performance Factors
  - CIPS Presentation
- Carl Stelly to follow up with Tim Miller regarding DTS modeling update timeline to establish a timeline for the DTS model updates
- Mike Wech to follow up with MISO for periodic updates for their upgrade of their MCN and to further investigate the WECC communications tool

Agenda Item 6: Discussion of OTWG Face-to-Face Agenda
Jim Gunnell reviewed items tentatively on the OTWG Face-to-Face agenda and asked for additional items. The agenda for the Face-to-Face meeting will be posted on or before February 9, 2009. Tentative agenda items include:
- OTWG Charter Discussion
- Impact of NE entities and potential new members on training
- Partnership updates (PNNL & AREVA)
- PER-005 Workshop Review
- Discuss Potential DTS Enhancements
- Regional Training Survey Results
- Strategic plans for 2009-2011 (Drills, Classroom, Net Conferences, etc.)
- Schedule 2009 Face-to-Face meetings in conjunction with System Operations Conferences
- Semi-Annual System Restoration Planning Sessions

Agenda Item 7: PER-005-1 Update
The next step in the approval process is for PER-005 to go to the Board of Trustees (BOT) for approval, which involves a thirty day posting period before the BOT votes in their next meeting February 9, 2009. Once approved by the BOT it goes to regulatory bodies in the US (FERC), Canada, and Mexico for regulatory approval. The regulatory approval could happen sometime in the mid to late first quarter of 2009, based on the timing of the previous steps in the process.

Effective dates would be on a “requirement basis”, as follows:

- Requirement R1 and Requirement R2 become effective the first day of the first calendar quarter 24 months after regulatory approval or, in those jurisdictions where regulatory approval is not required, these requirements become effective the first day of the first calendar quarter 24 months after Board of Trustees adoption.
- PER-002-0 Requirement R4 and PER-004-1 Requirement R2 are presently in effect and will be retired when PER-005-1 Requirement R3 becomes effective on the first day of the first calendar quarter after applicable regulatory approval; or in those jurisdictions where no regulatory approval is required, on the first day of the first calendar quarter following Board of Trustees adoption.
- Subrequirement R3.1 becomes effective on the first day of the first calendar quarter 36 months after applicable regulatory approval, or in those jurisdictions where no regulatory approval is required, this subrequirement becomes effective on the first day of the first calendar quarter 36 months after Board of Trustees adoption.
Agenda Item 8: Regional Training Survey
Carl Stelly will compile the survey results and prepare a presentation of the results for the February Face-to-Face meeting.

Agenda Item 9: Approve System Operations Conference Agenda
The SOC agenda was approved.

Agenda Item 10: Highlight 2009 Training Calendar
Jim Gunnell reviewed the 2009 regional training calendar with the group. All events are posted at spp.org. He encouraged the group to help communicate the schedule to their operators and have them register for the 2009 events as soon as possible.

Agenda Item 11: February Train-the-Trainer Update
Sixteen people are currently enrolled in the February 19-20 Train-the-Trainer class. There are still a few seats available. Donna Freeman reminded the group to register at spp.org for the class. For additional information and to register, please go to: http://www.spp.org/event_detail.asp?dateID=Feb_19_2009

Agenda Item 12: Communications Update
Mike Wech had a discussion with Philip Propes about communication options. SPP would consider a partnership to implement MCN, but would need approval and direction from SPP leadership to pursue.
Information regarding WECC Net was relayed to Philip Propes. WECC has not returned inquiries regarding WECC Net information. Mike Wech will continue to pursue information from the WECC.

Agenda Item 13: Review of New Action Items
☐ Jim Gunnell has been in contact with Applied Professional Training, Inc. about delivering the mini-sims during the 2009 SOC, but has not yet received any fee estimates
☐ Carl Stelly to follow up with Tim Miller regarding DTS modeling update timeline to establish a timeline for the DTS model updates
☐ Mike Wech will pursue additional information regarding the WECC communications tool
☐ Carl Stelly to obtain a list of pending DTS enhancements or updates
☐ All members and SPP training staff – to provide input on updates or enhancements to DTS for future needs and send suggestions for enhancements to Jim Gunnell at jgunnell@spp.org
☐ Jim Gunnell to obtain an update from PNNL on potential SPP member usage of its DTS

Agenda Item 14: Future Calls/Meetings
Face-to-Face (8:00 a.m. – 12:00 p.m. CDT)
February 18, 2009
SPP Offices in Little Rock
Register Here: http://www.spp.org/event_register2.asp?oID=1734

PER-005 Planning Discussion (1:00 p.m. – 5:00 p.m. CDT)
February 18, 2009
SPP Offices in Little Rock
Register Here: http://www.spp.org/event_register2.asp?oID=1735

Agenda Item 15: Adjournment
John Kerr adjourned the meeting at 3:17 p.m. CDT.