Southwest Power Pool
OPERATIONS TRAINING WORKING GROUP
January 8, 2006
Teleconference

* M I N U T E S *

**Agenda Item 1 – Call to Order and Approval of Agenda**
Allen Klassen called the meeting to order at 1:38 p.m. CDT

**Attendees:**
Allen Klassen (Chair) - Westar
Hermes Arevalo (member) – OG & E
Richard Appel (member) - Sunflower
John Kerr (member) – GRDA
Mike Wech (member) – SWPA
Carl Stelly - LEPA
Dave Millam (member) – Aquila
Ron Green – AEP
Tricia Prickett – AEP
John Taylor – SPP Staff
Jim Gunnell (Secretary) – SPP Staff
Donna Freeman – SPP Staff

**Agenda Item 2 – Approval of Minutes from 12/11/2006**
The minutes from 12/11/2006 were approved.
Agenda Item 3 – Status of Previous Action Items

- Jim Gunnell will add a NERC Training Standard update as a standard item on the monthly agenda.
- Jim Gunnell will explore creating and populating System Operator News exploder.
- Jim Gunnell, Mike Wech, John Taylor and Ron Maki will write articles for the OTWG Quarterly Newsletter and submit these articles to Jim Gunnell by December 15, 2006.
- Jim Gunnell and Donna Freeman will prepare a pricing structure for the 2007 Regional Training and send draft of pricing proposal to OTWG by December 20, 2006.
- Jim Gunnell will post 2007 Regional Training calendar by December 20, 2007.
- Jim Gunnell will populate operations training web page.
- Jim Williams will contact SOC presenters to schedule participation in April event.
- Mike Wech and Allen Klassen will contact Jim Gunnell with contact information for presenters for the SOC in April.
- Jim Gunnell will follow up with Tom Dunn regarding discretionary training funds for 2008.

Agenda Item 4 – NERC Training Standard Update

John Taylor reported the status of the NERC Training Standard. The next version of the standard with responses to comments will be posted by February 1, 2007. Then Personnel Subcommittee will also post all reference documents promised in the standard (e.g., OJT template). The Personnel Subcommittee has tentatively eliminated some of the detail requirements and changed the implementation period from 2 years to 3 years. In addition, the Individual Development Plan has been changed to a Job Role Training Plan.

Note: These changes have not been approved. They will be voted on January 19, 2007.

An approximate date for final implementation will be June 2007.

Agenda Item 5 – January Newsletter Update

Jim Gunnell will send the January newsletter Watt’s Up? through the SPP Training Information exploder on or before January 12th. Although the development of the newsletter is resource intensive, the OTWG decided to provide this form of communication each Quarter (January, April, July, October).

Agenda Item 6 – Spring 2007 SOC Update

The OTWG reviewed the agenda and discussed the presenters, length of presentations, and order of presentations. Doug Harrington was not available to conduct his Situational Awareness workshop, but agreed to offer a Train-the-
Trainer at SPP for trainers interested in learning how to write industry-specific critical decision making exercises. The workshop will be offered at SPP on March 20 and 21. Invitations will be sent through the OTWG exploder. Jim Gunnell will redraft the SOC agenda to reflect input from the OTWG.

John Kerr mentioned the value in having an OTWG face-to-face meeting to share best practices in developing and/or implementing Job Task Analyses. He requested a meeting be scheduled to address this. Jim Gunnell will schedule this face-to-face.

**Agenda Item 7 – Pricing Structure for 2007 Training**

Jim Gunnell described the method used for pricing the SPP regional training. The price for all events offered is equal to or less than $35 per CEH. The OTWG agreed that the pricing was fair and the courses could provide great value to operations personnel in the SPP region. Below is the pricing for the various regional events:

- System Operations Conference: $480
- Net Conferences: $70
- Regional Black Start Drills: 2 days = $560, 3 days = $840
- Sub-Regional Black Start Drills: 1 day = $280, 2 days = $560
- Regional EOPS Training: $400

**Agenda Item 8 – Status of Hiring Regional Trainers**

Jim Gunnell reported the status of the hiring process. One of the regional trainers has been hired with a start date of January 29th. Interviews continue for the second regional training position.

**Agenda Item 9 – Review of New Action Items**

1. Jim Gunnell will finalize OTWG quarterly newsletter and post to SPP.org then send the link to the newsletter site via the Training_Info exploder.
2. Jim Gunnell will rework the Spring 2007 SOC Agenda based on input from this meeting.
3. Jim Gunnell will talk to Ron Ceisiel and Kevin Goolsby about presenting a Best Practices presentation regarding backup site drills and evacuation procedures at the Spring 2007 SOC.
5. Jim Gunnell will contact John Kerr to discuss scheduling a JTA brainstorming session at SPP.
6. Allen Klassen will contact Luis Solorio regarding the length of the Wolf Creek presentation.
7. Jim Gunnell will reschedule the May 7th OTWG meeting to May 14th.
8. Jim Gunnell will follow up with Tom Dunn regarding discretionary training funds for 2008.
Agenda Item 10 - Future Calls/Meetings
OTWG Teleconference – February 5, 2007 - 1:30-3:30 p.m.
Dial-In Information: 1-210-453-4662 Passcode: 5177357

Agenda Item 11 - Adjournment
Allen Klassen adjourned the meeting at 3:08 p.m. CDT

Respectfully submitted,
Jim Gunnell, SPP staff secretary