Southwest Power Pool, Inc  
Operations Training Work Group  
Face to Face Meeting  
Springfield, MO  
January 10, 2008

- Minutes -

**Agenda Item 1: Status of OTWG Chair**

At the December 3rd OTWG conference call, it was unanimously recommended that Ron Maki (Aquila) be approved as the Chair of the OTWG due to the resignation of Allen Klassen. Dave Millam shared with the working group that on December 21, 2007, Ron Maki (Aquila) was approved and appointed to be Chair of the Operations Training Work Group by the SPP Executive Board. Ron Maki was then introduced to the OTWG as the Chair.

**Agenda Item 2: Call to Order and Approval of Agenda**

The January OTWG meeting was called to order by Chair Ron Maki at 1312.

**Attendees**

- Ron Maki, (Aquila Inc), Chair  
- John Kerr, (GRDA), Vice-Chair  
- Fred Meyer (EDE)  
- Richard Appel (SECI)  
- Mike Wech (SWPA)  
- Mike Gammon (KCPL)

*Ron Green (AEP)  
*Mike Crouch (OKGE)  
*Jim Gunnell (SPP)  
*Donna Freeman (SPP)  
*Carl Stelly (SPP)  
Dave Millam (SPP) Staff Secretary  

* attended via teleconference

**Agenda Item 3: Approval of 12/3/2007 meeting minutes**

The minutes were presented and asked for any changes or additions. Chair Ron Maki stated that if there were no changes or additions, the minutes of the December 3rd, OTWG meeting would stand as written. No changes or additions were submitted. Minutes were approved.

**Agenda Item 4: OTWG Meeting Conduct and Protocol**

This item was a reminder that in the monthly teleconference calls, it is not required that all parties which dial in to these calls necessarily identify themselves on the call. Conversations taking place during these calls should be professional in nature and participants should be careful as to the content of sidebar comments. It was noted that government representatives, state commission representatives and non-members of the OTWG could be dialed in on the calls and that coarse joking or inappropriate conversation could reflect poorly on SPP, member companies and the individual(s) involved in those comments.

**Agenda Item 5: Vote on nominees to fill OTWG vacancy**

During the December 3rd, 2007 OTWG meeting, the names of Bo Jones (Westar) and Mike Crouch (OKGE) were submitted as nominees to fill the vacant position on the OTWG. Dave Millam also publicly notified members on the SPP OTWG and SPP Training Info mail exploders of the open nomination for this open vacancy. No additional nominations were received. The process was established that voting members would verbally present their vote for either Mr. Jones or Mr. Crouch. Votes tallied were 6 to 1 in favor of recommending to SPP CEO Nick Brown, that Mike Crouch (OKGE) be approved as the new OTWG member. Staff Secretary, Dave Millam, will present this recommendation to Nick Brown for his approval as soon as possible.

**Action Item:**

- Before February meeting, Dave Millam (SPP) will send written recommendation to Nick Brown, CEO Southwest Power Pool, for his approval for Mike Crouch to become a voting member of the Operations Training Work Group.
Agenda Item 6: Status of Previous Action Items

- Fred Meyer (EDE) will follow up on this issue with Randy Turner and report any updates to the OTWG. Status - Fred Meyer reported that he had spoken to Randy Turner at SPP and was informed that the Emergency Communications Task Force has been formed and will soon be working on new issues regarding emergency communications within the region. It was also stated that Mike Gammon (KCPL) has been chosen as Chair of that task force. The ECTF will be meeting in the next couple of weeks and should have some information for the OTWG in coming weeks.

- Dave Millam will cancel the monthly teleconference scheduled for January 7th and work with Mike Wech at SWPA to set up Face-to-Face meeting in Springfield, MO on January 10-11, 2008. Status - Complete

- Dave Millam to announce OTWG member vacancy and solicit nominations for filling that vacancy at the January OTWG Face-to-Face meeting. Status - Complete

Agenda Item 7: Follow up discussion of Training Policies

- Registration Policy
- Pricing Policy for Regional Entity Training Participants
- Pricing Policy for Non-Regional Entity Training Participants
- No Show Policy for SPP Training

Donna Freeman gave an update on new policies regarding registration cut-off dates, when refunds would be given, etc. The policies are now posted on the SPP website training page.

Agenda Item 8: Regional Train-the-Trainer for 2008 Update

Both Jim Gunnell and Donna Freeman (SPP) gave information on the direction they believed would be the best approach for Regional Train-the-Trainer courses in 2008. They plan to offer a progressive line of courses which would graduate the set of classes. The first session would focus on training basics, document templates, creation and use of training plans, etc. The intent is to provide attendees with a toolkit to assist members as they plan, design and deliver their own internal training.

Session Two would be an “intermediate” course which would be more in depth in regard to developing course content, organization, record keeping, etc. It is not required that participants attend session one prior to attending session two. Resource documents from session one will be available at session two.

Session Three is at the advanced level. This class includes learning methodology and philosophies. It is recommended that the regional trainers participate in all the classes to obtain all the skills and knowledge offered by the SPP Training Department. It is not a requirement, however.

Agenda Item 9: SOC Agenda Spring 2008 System Operators Conference

The proposed agenda for the spring system operations conference was reviewed and discussed. Carl Stelly (SPP) mentioned that the agenda was incomplete but with the approval of the OTWG, he believed the agenda could be finalized very soon. There was discussion of fees for a couple of the SOC courses which do not fall under the Regional Entity footprint. The OTWG allowed the fees to be distributed through all attendees to alleviate accounting difficulties. One afternoon included 2 options of course material for speaker, Mike Wech to decide what he felt was the most appropriate given the time frame. Mike chose to instruct on Line Relaying for that afternoon.

Richard Appel (SECI) moved to have the agenda approved. Mike Gammon seconded the motion. The vote was unanimous in favor of approving the agenda. Carl Stelly will move forward to fill in a couple of gaps and have the final details taken care of as soon as possible.

Action Items

- Ron Maki (Aquila) will discuss possible summer Face-to-Face Meeting at OTWG Meeting immediately following spring System Operations Conference.
Dave Millam (SPP) will schedule discussion during May Face-to-Face meeting on a possible third System Operations Conference for 2009.

Dave Millam (SPP) will schedule discussion, during May Face-to-Face meeting, on future host facilities for system operations conferences. Mike Gammon (KCPL) and previously, Edgar Rivera (Lafayette Utility Systems), have tentatively offered their facilities for future System Operations Conferences.

John Kerr (GRDA) and Carl Stelly (SPP) will schedule CDM facilitators for spring System Operations Conference before February OTWG Meeting.

Dave Millam (SPP) will cancel the May and October monthly teleconference calls to be replaced by Face-to-Face Meetings those months. To be done before February meeting.

**Agenda Item 10: Discuss System Restoration Drill Calendar**

At the December 3rd, 2007 meeting, Dave Millam opened discussion about the possibility of rescheduling a couple of the fall system restoration drills to hopefully gain better participation and get the drills out of the way before the holiday season set in. The OTWG discussed and believed that to be a good idea. With that in mind, the fall south sub-region drill has been moved to October 20-21 to coincide with the east sub-region. The regional system restoration drill, originally scheduled in December will take the place of the original south drill dates of November 18-20. This schedule was acceptable to the OTWG.

**Action Item**

- Dave Millam will make the changes before February meeting regarding the fall regional and sub-regional system restoration drills to the 2008 Training Calendar.

**Agenda Item 11: Joint Regional RC Training**

Dave Millam reported that he and John Taylor (SPP) have been in discussion with trainers from other RTOs to develop a joint training discussion group to consolidate industry knowledge, training presentations and work together on system restoration drills. So far, MISO, ERCOT, SERC, TVA and New England ISO have been in contact with John. The trainers from these RTOs also believe it is a good idea to get together and are working with John Taylor to make arrangements to meet after one of SPP’s spring system restoration drills.

**Agenda Item 12: Organizational Group Annual Plan**

Michael Desselle, (SPP) VP of Process Integrity and Chief Administration Officer of SPP, asked for an annual plan of all the working groups. The OTWG will submit a plan with the 2008 training calendar. The annual plan will also include the working group’s plan to review and comment on NERC Standard PER-005 when it becomes available. The OTWG feels it has a responsibility to make comment on this standard since it affects the system operators throughout the industry.

SPP is being recognized as a leader in the training of system restoration while using the AREVA Dispatcher Training Simulator (DTS). The working group would like to promote the use of the DTS to other entities in exchange for a higher priority in maintenance of the current application and testing of future AREVA products.

**Action Item**

- Dave Millam (SPP) will have plan submitted to Jim Gunnell (SPP) for quick review before forwarding to Michael Desselle (SPP) by the end of the day on January 11, 2008.

**Agenda Item 13: Miscellaneous**

Ron Maki (Aquila) opened discussion on the next issue of the SPP Training Newsletter asking if the next issue was underway. John Kerr (GRDA) will submit an article to Dave Millam by January 31st to be included in the next issue.

Fred Meyer offered some insight on the NERC individual Learning Activity renewal process and shared that with the group. Fred mentioned that the process works very well and is much less cumbersome than the previous method.
**Action Item**
- John Kerr will have article to Dave Millam before January 31st to begin newsletter editing.

**Agenda Item 14: Future Calls/Meetings**
The next scheduled OTWG teleconference call is to be on February 3rd, 2008 at 1330. Anyone interested in attending this call is asked to register online on the SPP website. [www.spp.org](http://www.spp.org)

**February OTWG Meeting Agenda Items:**
- Update on emergency Communications Task Force…………..Fred Meyer/Mike Gammon
- Spring SOC/OTWG involvement for Critical Decision Making Exercises………………………………………………………………………………Carl Stelly
- Preliminary discussion on fall SOC……………………………………………………….Carl Stelly

Members are asked to present any agenda items for future meetings one week prior to that particular meeting.

**Agenda Item 15: Adjournment**
The meeting was adjourned by Chair, Ron Maki, at 1705.