Agenda Item 1 – Call to Order and Approval of Agenda
Allen Klassen called the meeting to order at 1:35 p.m. CDT

Attendees:
Allen Klassen (Chair) – Westar
Fred Meyer (member) - EDE
Hermes Arevalo (member) – OG & E
John Kerr (member) – GRDA
Ron Maki (member) - Aquila
Mike Wech (member) – SWPA
Dave Millam (member) – Aquila
Mike Gammon (member) – KCPL
Tricia Prickett – AEP
Bob Cochran – SPS
Ron Green – AEP
Carl Stelly- SPP Staff
Donna Freeman – SPP Staff
Jim Gunnell (Secretary) – SPP Staff

Agenda Item 2 – Approval of Minutes from 01/08/2007
The minutes from 01/08/2007 were approved.
Agenda Item 3 – Status of Previous Action Items
- 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.
- Jim Gunnell will rework the Spring 2007 SOC Agenda based on input from this meeting.
- Jim Gunnell will talk to Ron Ciesiel and Kevin Goolsby about presenting a Best Practices presentation regarding backup site drills and evacuation procedures at the Spring 2007 SOC.
- Jim Gunnell will contact Doug Harrington regarding the March 2007 Train-the-Trainer workshop for Decision-Making Exercises.
- Jim Gunnell will contact John Kerr to discuss scheduling a JTA brainstorming session at SPP.
- Allen Klassen will contact Luis Solorio regarding the length of the Wolf Creek presentation.
- Jim Gunnell will reschedule the May 7th OTWG meeting to May 14th.
- Jim Gunnell will follow up with Tom Dunn regarding discretionary training funds for 2008.

Agenda Item 4 – External Training Resources
Fred Meyer asked the group what external training resources they used. Jim Gunnell sent a link to the SPP.org Helpful Links page to participants through the OTWG and Training_Information exploders.
- Tricia Prickett – L & K, SOS
- Mike Gammon – SOS, OESNA, EUCI, OTS, SWPA
- Allen Klassen – EPTC, MISO
- Mike Wech - EPTC

Agenda Item 5 – NERC Training Standard Update
Mike Gammon said the Standards Group is a little behind on getting the Training Standard out. February 19th is the target date for the reference documents, response to the first set of comments, and implementation plan.
The Training Standard has been revised to reflect industry comments, specifically in clarifying the definitions for newly hired and incumbent personnel.
The new document clarifies the difference between a training program and a training plan that includes elements of the training program.
The implementation plan has been changed from 2-years to 3-years.

Agenda Item 6 – Spring 2007 SOC Update
Jim Gunnell queried the group regarding the six hours of decision-making exercises during the SOC to determine if the group would rather fill two of those hours with an additional presentation. The group agreed and directed Jim to decide on a topic to fill the two-hour block and include this in the final SOC agenda.
Agenda Item 7 – Status of Hiring Regional Trainers
Jim Gunnell reported that Carl Stelly was on board in the position of Regional Emergency Operations trainer. Jim stated that the second regional position (black start trainer) had not yet been filled. Jim told the group that he would be taking responsibility for the March black start drills.

Agenda Item 8 – JTA Best Practices Meeting
The group discussed the JTA meeting and decided it should be handled as an OTWG face-to-face meeting with invitations going to the OTWG and Training_Information exploders.

Agenda Item 9 – Train-the-Trainer Workshop at SPP
Doug Harrington will conduct a train-the-trainer workshop at SPP on how to draft critical decision-making exercises. The workshop will be held at SPP on March 20 and 21. The cost of the workshop will be set at $200 per person. Invitations will be sent to the OTWG and Training_Information exploders.

Agenda Item 10 – Review of New Action Items
1. Jim Gunnell to schedule a teleconference with Tom Dunn, Ron Maki, and Allen Klassen to discuss discretionary training funds for 2008 budget.
2. Jim Gunnell will submit a recommendation for minimum enrollment in the regional training events, and have the minimum enrollment number for each event posted on SPP.org.
3. Jim Gunnell will discuss the north sub-regional black start drill with Ron Maki.
4. Jim Gunnell will contact Doug Harrington about CEHs for the train-the-trainer workshop.
5. Jim Gunnell will revised and post the final SOC agenda.
6. Jim Gunnell will post registration deadlines for each of the regional events.
8. Donna Freeman will work on the Individual Learning Activity application for the SOC.

Agenda Item 11 - Future Calls/Meetings
OTWG Teleconference – March 5, 2007 - 1:30-3:30 p.m.
Dial-In Information: 1-210-453-4662 Passcode: 5177357

Agenda Item 12 - Adjournment
Allen Klassen adjourned the meeting at 3:23 p.m. CDT

Respectfully submitted,
Jim Gunnell, SPP staff secretary