Minutes

Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP MEETING
October 15, 2007

•MINUTES•

Agenda Item 1: Call to Order
OTWG Chair, Allen Klassen called the meeting to order at 1338.

Attendees:
Allan Klassen - Chair (WR)
Ron Maki - Co-chair (Aquila)
Fred Meyer - Member (EDE)
John Kerr - Member (GRDA)
Mike Gammon - Member (KCPL)
Richard Appel - Member (SECI)
Mike Wech - Member (SWPA)
Ron Green - (AEP)
Mike Crouch – (OGE)
Walter Wolf - (LPSC)
Jim Gunnell - (SPP)
Carl Stelly - (SPP)
Dave Millam - (SPP Staff Secretary)

Agenda Item 2: Approval of 09/20/2007 Meeting Minutes
Allen Klassen moved to accept the minutes from the September 20, 2007 Face-to-Face meeting. Hearing no corrections or additions, Chair Allen Klassen announced minutes approved.

Agenda Item 3: Status of Previous Action Items
- Dave Millam to breakdown CEH’s for fall and 2008 courses for advertisement. Information on Continuing Education Hours breakdown for training classes should be posted on website and training calendars within a couple of days.
- John Taylor to work with Ron Ciesiel for RE Audit Compliance. No update at time of OTWG Meeting.
- Dave Millam to send out OTWG newsletter. OTWG Newsletter (Watt’s Up) for 4th quarter, 2007 was sent out previous to meeting
- Carl Stelly will detail the agenda for the Spring Conference/Speaker Requirements. Much discussion on proposed agenda for Spring 2008 System Operations Conference. Carl Stelly noted that nothing on the proposed agenda was written in stone however the OTWG needed to make some decisions regarding the requirement of CEHs tied to each topic and presentation offered. Some flexibility was granted to explore speakers which would not necessarily have CEHs tied to his or her presentation. The proposed agenda was altered to accommodate a possible scheduling conflict with Doug Harrington of Team Formations. This shifted the presentations around some, but the consensus was that the OTWG would like to have Doug participate in the conference.
Jim Gunnell will move May 2008 Train-the-Trainer session to summer month to accommodate some trainer schedules. May session was moved to mid-July, 2008.

Carl Stelly to recalculate results of Regional Operator Survey to remove SPP operators to accurately reflect a more regional perspective of the survey. After discussion, it was recommended that Carl refocus on other aspects of the survey and create a newer vision of the survey in December after the training had been finalized for 2007.

Jim Gunnell to develop a “No-Show” policy for personnel who register for SPP Training classes and do not attend. Jim Gunnell and Donna Freeman have a meeting with Stacy Duckett to review document language before it is presented to the OTWG. Will follow up at November meeting.

Jim Gunnell to investigate a cost overage charge for conference space and charge attendees that addition charge over and above RE cost to members. SPP cannot charge cost overages to cover spending on RE events. The cost would have to be added to the next year’s budget to be regained.

Jim Gunnell to investigate options for venues for future System Operator Conferences. Jim Gunnell is in the process of reviewing other venue options for future conference space. With the 2008 budget already submitted, it was determined that this budget would not offer flexibility in venues for the 2008 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. It was determined that Train-the-Trainer sessions would not be used to prepare system operators for NERC audits and evaluations. It was suggested that possibly the SPP Center of Excellence would be able to provide this service in the future.

Jim Gunnell to forward OTWG Charter to OTWG mailing list and request comment. Reviews and comments of the OTWG Charter shall be given to Allen Klassen or Jim Gunnell by October 31st to be discussed at the November 5th OTWG Meeting.

Jim Gunnell Change SPP Calendar to reflect change date of October 2007 meeting to October 15th - Completed

Agenda Item 4: Explore Options using satellite phones instead of normal commercial phone systems for BlackStart Drills. Dave Millam spoke with Robert Rhoades in the SPP Operations Center and Robert strongly indicated the satellite phones would not be removed from either the primary control center or the back up center. This would require any drills or exercises using the satellite phones to be conducted in the respective control room. There is a great amount of concern on the reliability of current communication technology. Allen Klassen will address this concern to the ORWG to see what advancements may be available to SPP and its members. Dave Millam will continue to pursue other communications options to challenge system operators during the system restoration drills.

Agenda Item 5: Vote on OTWG Nominees in October Meeting. There were three nominees to fill the OTWG vacancies created by Dave Millam and Hermes Arevalo earlier in the year. Nominees were Mark McDonald (CLECO), Mike Crouch (OGE) and Ron Green (AEP). Votes were offered via roll call with each voting member of the OTWG giving two names of the nominees as their choice to fill the vacancies. The results were as follows:

- Mark McDonald (CLECO) – 7 votes
- Ron Green (AEP) – 4 votes
- Mike Crouch (OGE) – 3 votes.
As a result of the tabulated votes, Mark McDonald and Ron Green will be recommended to the MOPC to fill the voting member vacancies on the Operations Training Working Group.

**Agenda Item 6: Action Items**
- Review communications technology and needs with ORWG…………………………..Allen Klassen
- Review communications options to challenge System Operators during system restoration drills………………………………………………………………...Dave Millam
- Post 2008 Training Calendar………………………………………………………………Jim Gunnell

**Agenda Item 7: Future Calls/Meetings**
Next call will be November 5th at 1330 pm Central Time. The agenda for this meeting will be posted one week prior. If you have agenda items you like to have discussed at the November meeting, please submit those to Dave Millam prior to October 29th.

**Agenda Item 8: Adjournment**
Meeting was adjourned at 1542 by Chairman Allen Klassen.

Respectfully submitted,
Dave Millam, SPP Staff Secretary