Minutes No. [23]

Southwest Power Pool
OPERATIONS TRAINING WORKING GROUP
April 13, 2006
Teleconference/Face-to-Face
Springfield, MO
• 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 12:39 p.m. CDT
The agenda was approved.

Agenda Item 2 – Approval of Minutes
The minutes of the 3/20/2006 meeting were approved.

Attendees:
Allen Klassen (Chair) - Westar
Ron Maki (Vice-Chair) – Aquila
John Kerr - GRDA
Mike Wech – SWPA
Dave Millam - Aquila
Hermes Arevalo – OKGE
Bary Warren – EDE
Aaron Rome - MWE
Ron Green – AEP
Glen Blake - EDE
Jim Williams – SPP Staff
Terry Oxandale – SPP Staff
Donna Freeman - SPP Staff
Jim Gunnell (Secretary) – SPP Staff

Agenda item 3 – Debrief Regarding SOC
  o Positive feedback from participants regarding speakers and topics.
  o Flowed very well.
  o Ken Clark filled in for Pat Everly.
  o Comments from OTWG members were positive.
  o Thirty six paying attendees.
  o There wasn’t enough time allotted for some of the speakers to cover all of the
    information. Should explore cutting content or adding more hours to the
    conference.
  o Should allow additional time for reviewing the course exams.
  o It was suggested that the fall conferences start at 8:00 a.m. on Tuesday and
    go for three full days.
Agenda Item 4 – Review Discussions from 03/20/2006

- **Black Start Drill- May 18, 2006** – Ron Maki brought everyone up to date regarding the May 18th drills in Topeka, KS.

- **Status of OTWG Open Positions** – OTWG is still soliciting volunteers for the two vacant positions.

Agenda Item 5 – Status of Action Items

**Vendor Contract** – Jim Gunnell spoke to Julie Pierce from MISO about existing vendor contracts that MISO might have. MISO does not have such a contract. Jim Gunnell is working with a Little Rock company to develop a standard contract for vendors. Jim will submit an update at the May 8, 2006 meeting.

**Regional Operations Training Plan for 2006-07** – The group discussed the initial training plan outline that SPP staff submitted. SPP recommended an increase of two training staff to accommodate the regional training needs. There was discussion that a third staff member might be needed. The SPP training staff will submit a detailed spreadsheet of the department’s responsibilities so the OTWG can better assess the utilization of resources.

**Training Staff Usage** – Allen had a discussion with Stacy Duckett. She suggested that we put a training plan together and present a budget based on this plan to MOPC and include it in the 2007 budget review process. Submitted OTWG written report to the MOPC, including wording regarding training requirements.

**Discuss Chief Operations Meeting** – May 10-11, 2006 at the AEP offices in Tulsa, OK
John Taylor to follow up with Robert Rhodes about the details of this meeting.

**Black Start Training Subcommittee** –
- Rick Favret – AEP
- Ron Maki – Aquila
- Mike Wech - SWPA
Use the May 18th North Region Black Start exercise to recruit participation in the Black Start subcommittee.
Recruit members through an e-mail, requesting participation.
**Action Item 6 – New Action Items and Items Carried Over**

1. Jim Williams to submit a financial report of the conference at the next OTWG meeting.
2. Put information in training newsletter about the NERC standards and CEHs.
3. John Taylor to follow up with Robert Rhodes about Chief Operators’ Meeting.
4. John Taylor and Jim Williams to send e-mail requesting participation in the Black Start subcommittee.
5. John Taylor and Jim Williams to develop questions for the black start needs assessment/analysis.
6. Jim Gunnell to follow up regarding the multi-registration process on the web site and if the web site will allow for credit card payment.
7. SPP training team to follow up with more detail on regional operations training process. Prepare final spreadsheet with training department detail.

**Agenda Item 7 – Future Calls/Meetings**
Teleconference – May 8, 2006  
Dial In Information: 1-210-453-4662  Passcode: 5177357

**Agenda Item 8 – Adjournment**
Allen Klassen adjourned the meeting at 2:10 p.m. CDT

Respectfully submitted,  
Jim Gunnell, SPP staff secretary