

**Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP**

Teleconference

April 8, 2012

• **MINUTES** •

Attendees:

Denney Fales - KCPL*
 Mark Eastwood - CUS*
 Robert Hirchak - CLECO*
 Edgar Rivera - LUS*
 Misty Revenew - WRI*
 Scott Labit – GRDA*
 Sheldon Hunter – SECI*
 Stanley Winbush – AEP*
 Leslie Sink – SPP-Staff Sec

John Gunter – SPP
 Gary Plummer – BPU
 Mike Harrison – SPS
 Ricky Smith _ SPS
 Karen McGee – AEP
 Steve Tegtmeier – LES
 Margaret Adams – SPP
 Jane Martin – SPP
 Shannon Bolan – NPPD
 Katie Mauldin – SPP
 Michael Daly – SPP
 Dave Milam – KCPL
 PJ Rose -SPP

* *Voting Member*

Agenda Item 1: Call to Order and Approval of Agenda

Denney Fales called the meeting to order at 1:31 CST.

Agenda Item 2: Approval of 3/21/2013 Meeting Minutes

Robert Hirchak made a motion to approve and post the 3/21 meeting minutes and Mark Eastwood seconded that motion.

Agenda Item 3: Review of Previous Action Items

Action Item	Date Originated	Owner	Status	Comments
QTS/QTD offered PER005 workshop	3/4/2013	Misty Revenew	In progress	Misty will contact QTS/QTD to see about a PER005 workshop for members – Update: the 2 day event is \$7800 this will be tabled until 4/18 meeting

Agenda Item 4: 2013 SOC Update – John Gunter, the SOC manuals have gone to print – all the facilitators for the April SOC have been notified and selected. Everything is going as planned – SPP will be renting round tables for the LUS SOC.

Agenda Item 5: DTS Update – Katie Mauldin stated she did not have any new updates to provide on the DTS. Misty Revenew asked which basecase would be used for the 2013 Emergency Response Drills. John Gunter stated the January 2013 case would be used and asked that facilitators planning to participate in the Emergency Response Drills provide a detailed summary with each event they submit for modeling.

Agenda Item 6: 2013 Registration Update and Waitlists – The SOC's are full with a few on each waitlist. The Lafayette waitlist has been cleared, the June SOC has 7, Kansas City has 11 and the October Springfield has 3. The Integrated Marketplace Generation clinics are all full with a wait list. REOP's has a few seats available in the May and November classes.

Agenda Item 7: Integrated Marketplace Training – Michael Daly stated that we have completed 3 location and 9 Level 2 clinics. We will soon be requesting location hosts for the Level 3 Operations and Settlement training. Originally the Level 3 training was scheduled to start in the fall of 2013 – however, in light of the recent announcement about the delay in Market Trials, Level 3 may also be delayed. Level 3 training is dependent on the information, screens and scenarios created by and used for Market Trials.

Agenda Item 8: 2014-2016 Strategic Planning Update: Leslie Sink will be sending out a voting matrix of all the items listed in the March brainstorming session. The results of the vote will be the straw man agenda for the face-to-face meeting next week.

Agenda Item 9: Lessons Learned from Audits – CLECO had their CIP audit – They were focused on the documentation detailing how CLECO controlled their cyber aspects on the PSP. They asked a lot of questions regarding access cards and what happens with false alarms. Robert also stated that it is very important to classify all of your documentation – LUS will have their CIP audit 4/23/2013.

Mark Eastwood shared that he attended the NERC Reliability net conference and that NERC was leaning toward a 6 year audit cycle rather than a 3 year cycle if the entity doesn't have any major infractions or mitigations and documentation of processes are clear.

Agenda Item 10: Other Items – Leslie Sink explained the new changes to the SPP training staff. PJ Rose is moving into the new Regional Customer Trainer position. He will be helping John and Margaret with their training classes. PJ will be focused primarily on the DTS scenarios and upcoming IROL classes. PJ will become NERC certified. SPP has hired Amber Wallace for PJ's backfill. She will be working on the on-boarding process for new members and market participants. She will also be involved in project management, innovation and efficiencies for SPP and our members.

Agenda Item 12: New Action Items –

1. Leslie Sink will email the 2014-2016 strategic voting matrix to all OTWG members. This information will be used for our upcoming face-to-face.
2. Misty Revenew and Leslie Sink will get the information together regarding hosting a midwest QTS/QTD training. The current 2 day course is \$7800 and can have up to 15 learners attending the course.
3. Leslie Sink will send out a new SPP Customer Training org chart.
4. Shannon Bolan will email the latest NERC emails regarding PER project and the PCGC information.
5. Leslie Sink will email Mike Harrison (SPS) a nomination form so he can nominate Ricky Smith (SPS Trainer) for membership in the OTWG.

Future Meetings

April 18, 2013 Face-to-Face, Lafayette, LA (LUS) 1:00 – 5:00

Register here: http://www.spp.org/event_register2.asp?oID=4592

Agenda Item 12: Adjournment – Edgar Rivera made a motion for adjournment at 2:16 and Misty Revenew seconded the motion.