

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

Teleconference

May 6, 2013

• MINUTES •

Attendees:

- | | |
|-----------------------------|-----------------------|
| Denney Fales - KCPL* | Allen George – SECI |
| Mark Eastwood - CUS* | Jim Gunnell – SPP |
| Robert Hirschak - CLECO* | Jennifer Farley – SPP |
| Misty Revenew - WRI* | Margaret Adams – SPP |
| Scott Labit – GRDA* | John Gunter – SPP |
| Mike Hood – AECC* | PJ Rose – SPP |
| Leslie Sink – SPP-Staff Sec | Keeth Works – SWPA |
| John Mason – IND | Jane Martin – SPP |
| Amy Casavechia – SPP | Karen McGee – AEP |
| Alan Walstrom – SPP RE | Ricky Smith – Excel |
| Mike Gaunder – OG&E | Russell More – CUS |
| | Michael Daly – SPP |
| | Shannon Bolan – NPPD |
| | Jimmy Wheeler – SWPA |
| | Katie Mauldin - SPP |

* *Voting Member*

Agenda Item 1: Call to Order and Approval of Agenda

Denney Fales called the meeting to order at 1:33 CST. Misty Revenew made a motion to approve the 5/6/13 agenda and Mark Eastwood seconded that motion.

Agenda Item 2: Approval of 4/18/2013 Meeting Minutes

Misty Revenew made a motion to approve and post the 4/18/13 meeting minutes and Mike Hood 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 continue to work on getting a conference organized. The tentative date is July 30-31, 2013 at KCPL. Misty stated that she is working closely with QTS about billing individually for this training. She will continue to process this training opportunity.

2014-2016 Strategic Plan	3/4/2013	Leslie Sink Jim Gunnell	In progress	Changes will be made on the 2014-2016 OTWG strategic plan – the plan will be ready for final approval for the June 20 th OTWG meeting
2013 SOC Presenters	4/18/2013	John Gunter	In progress	John is contacting possible facilitators for upcoming SOC's
DTS-TTSE Update	4/18/2013	PJ Rose	In progress	PJ will get more clarification regarding the TTSE upgrade. Will the DTS go away when the TTSE is launched?
HEP Training	4/18/2013	Jennifer Farley	In progress	Jennifer will research to see what HEP training is available and what other entities are facilitating for this topic – an email will be sent with this information and posted on SPP.ORG
Shift Work and Human Performance	4/18/2013	Jennifer Farley	In progress	Jennifer will contact Cheryl Robinson NE ISO regarding the Transmission Forum's presentation on shift work and human performance

Agenda Item 4: 2013 SOC Update – Everything is set for the next SOC in June in Springfield. At this time the SOC is full with no one on the waitlist. John Gunter will NOT be at this SOC. Dave Millam, Keeth Works and Denney Fales have offered to assist with the facilitation. John is still looking for individuals that would be willing to facilitate Generation and Transmission portions of the Fall SOC's.

Agenda Item 5: DTS Update – Katie Mauldin stated that the ERD scenarios are completed and will be tested prior to the ERD. New DTS base case at the end of this month should function the same.

Agenda Item 6: 2013 Registration Update/Waitlist: Jane Martin updated the rosters and waitlists – The next Level 2 Integrated Marketplace Clinic in Columbus, has no one on the waitlist Gen:45 LSE:51 and TO/TOP:56. For the Dallas clinic in June, 2 non-members on the waitlist with Gen:66, LSE 48 and TO/TOP:33 – Other classes and net conferences are mostly full with no or few on the waitlist. The SOC's are currently full with a few people remaining on the waitlists.

Agenda Item 7: Integrated Marketplace Training – Level 2 Integrated Marketplace Clinics are continuing. There are two remaining; one in Columbus in May and the final clinic in June in Dallas. Level 3 curriculum is being discussed and will be delivered in the Fall of 2013.

Overall comments regarding the Level 2 clinics are very positive. The one reoccurring comment pertains to not having SME support on sight for the Transmission classes. The training department has had in person SME support for the three days but generally can only get support on the last day through phone calls and emails. This is primarily due to the few who have a clear understanding of the materials and the already full schedules.

Agenda Item 8: Lessons Learned from Audits: Nothing to update at this time

Agenda Item 9: Other Items: Leslie Sink wanted to know if we could cancel the scheduled June 3rd OTWG meeting because of the June 21st face-to-face meeting in Springfield. The unanimous vote was to cancel the 6/3 meeting.

Margaret Adams discussed with the group the IROL training scheduled to launch in June. She stated that she has received more clarity regarding PER005-R3. After reviewing the Q and A section provided by NERC and talking with the RE – training should include IROLs it does not have to be **all** current IROLs. Margaret posed the question to the OTWG: Do we need a separate class on IROLs when it is already included in the REOPs classes. The OTWG recommended that Margaret make the IROL classes more generic and use some of our older training so not to recreate the wheel. However the consensus is that the IROL classes would still be beneficial to those attending.

Agenda Item 10: Action Item Summary:

1. Misty Revenew will continue to set up the QTS/OTD training conference hosted at the KCP&L location
2. Jennifer Farley will email and post on SPP.ORG other Human Error Performance courses; she will continue to add additional information as it becomes available.
3. Doug Harrington is presenting a course for NPPD in June; Shannon Bolan will notify the OTWG if any open seats become available
4. Misty Revenew will provide additional information to Jennifer regarding the 4 day workshop provided by Bush Company

Agenda Item 11: Future Meetings

June 20, 2013 Teleconference 1:00 – 5:00

Register here: http://www.spp.org/event_register2.asp?oID=4593

Agenda Item 12: Adjournment – Misty Revenew made a motion for adjournment at 2:30 and Robert Hirchak seconded the motion.