

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

Teleconference

August 12, 2013

• **MINUTES** •

**Attendees:**

Denney Fales - KCPL*	Shannon Bolan – NPPD
Mark Eastwood - CUS*	Dave Milam – KCPL
Robert Hirschak - CLECO*	Karen McGee - AEP
Mike Hood - AECC*	Jane Martin - SPP
Jan Zeringue – LUS (Proxy for Edgar Rivera)	John Gunter, SPP
Misty Revenew – WRI*	Jennifer Farley, SPP
Stanley Winbush – AEP*	Margaret Adams – SPP
Sheldon Hunter – SECI*	Michael Daly – SPP
Keeth Works - SPA	PJ Rose – SPP
Steve Tegtmeir – LES	Katie Mauldin – SPP
Michael Gaunder – OG&E	Amy Casavechia – SPP
	Kim Burnside – SPP
	Becky Gifford – SPP

\* *Voting Member*

**Agenda Item 1: Call to Order and Approval of Agenda**

Robert Hirschak called the meeting to order at 1:32 CST. Stanley Winbush made a motion to approve the agenda and Misty Revenew seconded the motion.

**Agenda Item 2: Approval of 7/8/2013 Meeting Minutes**

Misty Revenew made a motion for approval of the minutes and Stanley Winbush seconded the motion. The minutes were accepted and posted.

**Agenda Item 3: Review of Previous Action Items by John Gunter**

Action Item	Date Originated	Owner	Status	Comments
2013 SOC Presenters	4/18/2013	John Gunter	Completed	John will send an email out requesting facilitators for upcoming Fall SOC's
September OTWG Meeting	6/20/2013	Leslie Sink	Completed	Both meetings will be held in September.
Virtual Machine Changeover	6/20/2013	PJ Rose	In Progress	PJ is working with SPP's IT staff and members to coordinate testing in upcoming training events
2013 Learner Information	7/8/2013	Jane Martin Leslie Sink	Completed	Jane and Leslie will provide member numbers for 2013 courses

**Agenda Item 4: 2013 SOC Update** – John Gunter stated everything is on schedule for the upcoming SOC in Kansas City and Springfield. He did mention there may be a need for one or two more facilitators and if anyone is interested to please contact him. He will get in touch with the presenters for the Kansas City SOC soon.

**Agenda Item 5: DTS Update** – Katie Mauldin stated she and PJ Rose are currently working on new scenarios for this fall's REOPs classes. She also stated she and PJ will be attending the DTS User's Conference next week to gain additional insights and new ideas related to the DTS.

**Agenda Item 6: 2013 Registration Update and Waitlists** –Jane Martin shared the following information regarding the upcoming SOC's and REOP training waitlists:

**SOCs**

September – Kansas City has 8 on the waitlist

October – Springfield has 2 on the waitlist

**REOPs**

October session has 1 on the waitlist

November session currently has no waitlist

In addition the November CROW net conference currently has availability.

John Gunter asked the group if they had any names on the list for the SOCs that were just place holders, to please let us know as soon as possible if those seats are not going to be needed so we can notify those on the waitlist.

**Agenda Item 7: Upcoming Regional Training Events** – John Gunter stated he has 4 Restoration Principles and System Restoration Drills this fall. (September 9<sup>th</sup> – 11<sup>th</sup> South, October 7<sup>th</sup> – 9<sup>th</sup> Central, October 28<sup>th</sup> – 30<sup>th</sup> North, and November 18<sup>th</sup> – 21<sup>st</sup> Regional)

Margaret Adams stated she has three IROL Net Conferences this week with member entities in attendance that will be impacted by PER-005-1 Requirement 3.1. She has two more REOP sessions (October 15<sup>th</sup> – 17<sup>th</sup> and November 6<sup>th</sup> – 7<sup>th</sup>). She also mentioned the fourth and final 2013 deliveries of each of our 7 net conferences for the fall.

**Agenda Item 8: Integrated Marketplace Training** – Michael Daly gave a report regarding Level 3 Integrated Marketplace Training. He stated we are now focused on doing “Moment of need” training which will include but is not limited to items such as job aids, learning burst, net conferences, instructor led training, and self-studies. The focus is to make training more accessible for those in need of the training. He stated if any entity feels more training is needed, they should go to the RMS and choose Marketplace Training to make a request.

**Agenda Item 9: Lessons Learned from Audits** – Misty Renew stated she just completed a mock audit. If anyone has specific questions they can contact her.

**Agenda Item 10: Other Items** –

- a. **2014 SOC Locations** – John Gunter shared the information he received regarding the interest in hosting an SOC in 2014. As of now he has received offers from Lafayette – LUS, Springfield – City Utilities, Kansas City – KCPL, Amarillo – XCEL. John shared his desire to host the first SOC each year at SPP’s facility in Little Rock.
- b. **2014 Net Conferences Topics** – Margaret Adams sent out forms to OTWG members for feedback and suggestions for topics for her 2014 net conferences. If you have not done so and would like to make suggestions, please return the form to her as quickly as possible.
- c. **2013 and 2014 Train the Trainer** – Jennifer Farley stated there will be one more Train-the-Trainer net conference this fall and it will be the Forum. In addition, she shared some possible topics of job task analysis, knowledge-based versus performance - based training and assessments. She asked for suggestions. Misty Renew commented that she would like to see training pertaining to individual training plans for the operators.
- d. **NERC’s PER 005 Interpretation** – Jennifer Farley shared with the group according to the current verbiage, unless training is being delivered directly to system operators and personnel working on the BES and the training is designed to improve their job performance, then CE hours cannot be awarded. With the current verbiage, CE hours will not be awarded to Train-the Trainer sessions.
- e. **September Meetings (9/16 and 9/26)** – John Gunter shared with the group that since we have a large amount of items to cover, we will have both OTWG meetings in September.
- f. **2014 Reliability Calendar** – Margaret Adams stated we will share our 2014 Reliability calendar with the Integrated Marketplace development teams to avoid as much overlap as possible with the Integrated Marketplace Training, Structured Market Trails, and upcoming parallel operations.

- g. **PER-005 Net Conference w/Robert Rhodes** – Jennifer Farley shared that Robert will send out this information.

**Agenda Item 11: Summary of new Action Items**

1. Margaret Adams and Jane Martin will look into developing an outreach process for the member groups not currently attending SPP's training sessions.

**Future Meetings**

September 16, 2013 Teleconference 1:30 – 3:00

Register here: [http://www.spp.org/event\\_register2.asp?oID=4599](http://www.spp.org/event_register2.asp?oID=4599)

September 26, 2013 Face to Face - Kansas City 1:00 – 5:00

Register here: [http://www.spp.org/event\\_register2.asp?oID=4600](http://www.spp.org/event_register2.asp?oID=4600)

**Agenda Item 12: Adjournment**

Robert Hirschak asked for a motion to adjourn the meeting. Misty Revenew made a motion to adjourn the meeting and Mark Eastwood seconded the motion. The meeting was adjourned at 2:26 p.m.