

Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP

Face-to-Face – Kansas City, MO

September 26, 2013

• **MINUTES** •

Attendees:

- | | |
|--------------------------|-------------------------|
| Denney Fales – KCPL* | Jane Martin – SPP |
| Mark Eastwood – CUS* | John Gunter – SPP |
| Robert Hirschak – CLECO* | Jennifer Farley – SPP |
| Sheldon Hunter – SECI* | Margaret Adams – SPP |
| Edgar Rivera – LUS** | PJ Rose – SPP |
| Mike Hood – AECC* | Russell Moore – CUS |
| Stanley Winbush – AEP* | Alex Vitt – WRI |
| Keeth Works – SPA | Jim Gunnell – SPP |
| Michael Gaunder – OG&E | Allan George – SECI |
| Dave Millam – KCPL | Alan Wahlstrom – SPP RE |
| Ricky Smith – SPS | |
| Leslie Sink – SPP | |

* *Voting Member*

***dropped off the call/gave proxy vote to Robert Hirschak via email*

Agenda Item 1: Call to Order and Approval of Agenda

Meeting began at 1:03

Agenda Item 2: Approval of 8/12/2013 and 9/16/2013 Meeting Minutes

Motion to approve the meeting minutes as written by Mike Hood, seconded by Mark Eastwood

Agenda Item 3: Review of Previous Action Items by Leslie Sink

| Action Item | Date Originated | Owner | Status | Comments |
|----------------------------|-----------------|---------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Virtual Machine Changeover | 6/20/2013 | PJ Rose | In Progress | PJ sent the new VM information to 3 members. One member tested the connection. Testing found that the DTS simulation was delayed through the VM interface. PJ will continue to work with SPP IT and other members to test DTS access through VM |

| Action Item | Date Originated | Owner | Status | Comments |
|----------------------------------|-----------------|-------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| OTWG Charter Review | 9/16/2013 | Leslie Sink | Completed | Leslie Sink e-mailed the OTWG charter to members for review. All changes, additions or deletions will be discussed and voted upon at the 9/26/13 meeting. |
| Reason for withdrawal 2013 SOC's | 9/16/2013 | Jane Martin | Completed | Jane Martin discussed the numbers of those individuals withdrawing from the SOC's. The majority of the changes are because of a substitution. |
| 2014 Draft Training Calendar | 9/16/2014 | SPP Staff | Completed | The 2014 training calendar has been completed and will be published on SPP.ORG in November and emailed to the OTWG members beforehand. |
| 2014 Registration | 9/16/2014 | Jane Martin | In Progress | Communication(s) will be sent on 11/4 via posting on SPP.ORG and emailed through the LMS – Open registration will being on 11/13. |
| ERD Compliance | 9/16/2014 | John Gunter | Completed | John Gunter will contact SPP Compliance to confirm whether the ERD drills do or do not meet certain NERC blackstart standards – <i>ERDs will not satisfy the Black Start NERC requirements.</i> |

Agenda Item 4: 2013 SOC Update – Kansas City's SOC went very well with good reviews.

Agenda Item 5: DTS Update – The new version 2.5 is in the first round of testing. Katie Mauldin is continuing to work on ironing out some issues in the DTS to make it respond consistently with real-time operations. Fall REOPs classes are using new and different scenarios.

Agenda Item 6: 2013 Registration Update and Waitlists –Springfield SOC (10/21-24) has 10 seats available. There are a few seats available for the remaining REOPs classes, Drills and Net Conferences.

Agenda Item 7: Upcoming Regional Training Events – SOC's in October; REOPs in October and November; 2 Sub-Regional Drills in October; Regional drill in November and several Net Conferences through the end of the year.

Agenda Item 8: Integrated Marketplace Training Upcoming deliverables: Special Resource Types Training; ICCP Control Modes job aid; On-boarding process for new MPs/employees and Parallel Operations Kick-Off meeting. The SPP customer training group will be reaching out to a few OTWG members to assist with identifying future needs/development.

Agenda Item 9: Lessons Learned from Audits – No information on audits. Leslie Sink stated that SPP had completed their 693 audit interviews the day before and will share the results at the next meeting. As far as she is aware there were “no finds with just a couple of recommendations.”

Agenda Item 10: Other Items –

- a. **2014 SOC Locations** – The 2014 SOC locations have been confirmed. The host locations: Little Rock – SPP, Lafayette – LUS, Springfield – City Utilities, Kansas City – KCPL, Amarillo – Xcel have been placed on the 2014 calendar. These dates and locations were passed unanimously.
- b. **2014 Seats for the SOCs** - John discussed the seat occupancy numbers for the 2013 SOCs and suggested for budgetary reasons and for the number of facilitators needed the SOC seat roster be lowered to 50 participants. The OTWG passed the recommendation by a unanimous vote to lower the seat availability from 55 to 50 in 2014.
- c. **2014 8 Restoration Drills/6 ERD** – 2014 will have 8 System Restoration drills open to the entire region. There will be 6 Sub-Regional Emergency Response Drills broken into 3 sub-regions. Both drills will be 2-days. The DTS Facilitator hands-on class will be scheduled prior to the drills. The Restoration Principles will now be covered as a part of the drills.
- d. **2014 Net Conferences Topics** –7 Net Conferences: (current) TLR, Congestion Management, AGC/Frequency Response – IROL – Voltage Control (new) Flowgate and Power Systems Protection. Additional Reliability CBTs will continue to be developed over 2014, introducing CROW and Control Performance Standards.
- e. **2014 REOPs Dates** – There will be 6 Regional Emergency Operations Training classroom simulation courses. It was suggested that this course may want to move to different locations throughout the footprint. Margaret discussed that the goal was to have more of a “distance learning” option by 2015 so that members would not have to travel to Little Rock to attend this training. . Stanley Winbush inquired about the possibility of sending facilitators to the REOPs sessions with their participants to conduct check-offs for JTA purposes. Other RTOs allow this type of activity with a reduced training session fee. Margaret indicated she would not want anything to interfere with the training session’s participants’ group work and recommended this type of activity take place outside of the session time. Leslie and Margaret will meet to discuss a process for potentially accommodating requests of this nature.
- f. **2014 Train-the-Trainer** – Based on course evaluations from the 2013 TTT and comments by learners and OTWG members, Jennifer proposed offering 2 - 4 day ILT offerings in Little Rock and 2 net conferences for 2014. The general comments were that this would be a good idea; half a day on Monday and Friday and full days on Tuesday, Wednesday and Thursday. The idea is to have smaller groups so that she can facilitate content from the very beginning phases of SAT to the end of the SAT approach.

- g. 2014 Overall SPP Customer Training Calendar** – The calendar, dates and topics were passed with a unanimous vote. The calendar will be completed and emailed to the OTWG members. The Calendar will be posted on 11/4/2013 on SPP.ORG along with an email blast generated by the LMS. Opening of registration will begin at 8:00 CDT on 11/13/2013. The “block” calendar will also be created and posted on SPP.ORG.
- h. 2014 OTWG Charter Review** – The annual review of the OTWG charter was completed. The OTWG suggested adding the communication regarding attendance and proxy selection based on the verbiage in the SPP Bylaws. The OTWG passed the Charter with the addition of the new verbiage. Leslie Sink will make the changes, send to the OTWG and post on SPP.ORG.
- i. 2014 Communication and Registration** – the 2014 calendar will be posted on SPP.ORG on 11/4/2013 and an email notification will be sent regarding the registration opening date to all LMS registrants. Open registration will begin for the 2014 training year on Wednesday 11/13/2013 at 8:00 a.m. CST
- j. October Meeting on Columbus Day** – Denney Fales mentioned that the OTWG meeting on October 14th falls on Columbus Day and KCPL and other entities will be closed for the holiday. Leslie Sink stated that there is a face-to-face on 10/24 and that may suffice for the October meeting deliverables. The October 14th meeting will be cancelled.
- k. Nominations** – Voting for Ricky Smith and Michael Gaunder was completed. They were accepted for recommendation for OTWG membership. Leslie Sink will send the recommendation for approval to Nick Brown.

Agenda Item 11: Summary of new Action Items

1. PJ will continue to monitor and test the Virtual Machines with members – he will be emailing the membership training session dates and times
2. PJ will continue to monitor the 64 bit issues with Juniper and accessing the VPN
3. John Gunter will be working with Tara Smith and the SOC hosts for 2014 to begin securing location, food and sleeping rooms for the 2014 SOCS
4. Leslie Sink and Margaret Adams will worked together to identify a possible process for JTA check-offs for members during REOPs in Little Rock – only under certain circumstances
5. Jennifer Farley will be placing all of the 2014 Train the Trainer information on the calendar.
6. The block calendar will be created. Both calendars will be communicated to the OTWG and then posted on SPP.ORG
7. Leslie Sink will amend the OTWG Charter with the Bylaws verbiage regarding proxies and attendance.
8. Leslie Sink will send to Nick Brown the recommendation for membership of Ricky Smith and Michael Gaunder.
9. Leslie Sink will cancel the 10/14/13 OTWG meeting and send out appropriate communications.

Future Meetings

October 24, 2013 Face-to-Face – Springfield, MO 1:00 – 5:00

Register [here](#)

Agenda Item 12: Adjournment

Denney Fales asked for a motion to adjourn the meeting. Stanley Winbush made a motion to adjourn the meeting and Sheldon Hunter seconded the motion. The meeting was adjourned at 3:13 p.m.