

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

Teleconference

November 4, 2013

• **MINUTES** •

Attendees:

- | | |
|-------------------------|-----------------------|
| Denney Fales – KCPL* | Jane Martin – SPP |
| Mark Eastwood – CUS* | John Gunter – SPP |
| Edgar Rivera – LUS* | Jennifer Farley – SPP |
| Stanley Winbush – AEP* | Margaret Adams – SPP |
| Michael Gaunder – OG&E* | Katie Mauldin - SPP |
| Ricky Smith – SPS* | Russell Moore – CUS |
| Sheldon Hunter – SECI* | Steve Tegtmeier – LES |
| Leslie Sink – SPP | Karen McGee – AEP |
| Shannon Bolan – NPPD | John Mason – IND |
| Brian Goracae – NPPD | Dave Millam – KCPL |
| Amy Casavechia – SPP | Gary Plummer - BPU |

* *Voting Member*

Mike Hood – no proxy identified

Agenda Item 1: Call to Order and Approval of Agenda

Meeting began at 1:30, Robert Hirchak made a motion to approve the Agenda as written and Stanley Winbush seconded the motion.

Agenda Item 2: Approval 10/24/2013 Meeting Minutes

Motion to approve the meeting minutes as written by Stanley Winbush, seconded by Robert Hirchak

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 out emails to the remaining VM folks with a testing/training session for Nov. 13
2014 SOC Topics	10/24/2013	John Gunter	In Progress	John will send an email on the 2014 SOC brainstorming topics to ensure all members have the opportunity to weigh-in
NPPD Audit Questions	11/4/2013	Shannon Bolan – Leslie Sink	In progress	Shannon will email the questions they received for their PER005 audit – Leslie Sink will distribute the information to the group and OTWG members.

Agenda Item 4: 2014 SOC Update – John Gunter is working on the 2014 SOC's – he will be emailing out information to the OTWG members as it continues to develop. He will continue to keep the OTWG informed and will be requesting presenters in the next few weeks.

Agenda Item 5: DTS update – Katie Mauldin had no update at this time.

Agenda Item 6: 2013 Registration Update/Waitlists the remainder of 2013 all classes have seats available – in the LMS

- a. 2014 Registration Update – Jane stated that everyone should have received an email regarding the 2014 calendar. It is now posted on the LMS and SPP.ORG. Registration will open on Wednesday 11/13/2013 at 0800 CDT

Agenda Item 7: Upcoming Regional Events: Margaret Adams stated that she has her final 4 Net Conferences 11/12 and 11/14, AGC, Control Performance Standards, Voltage Control and Outage Coordination. REOPs ILT will be in Little Rock 11/5 – 7 with plenty of open seats available. John Gunter has one remaining Regional Drill 11/19-21 and the final Train the Trainer is 11/7.

Agenda Item 8: Integrated Marketplace – Michael Daly discussed upcoming training Module 1 (DVERs, NDVERs, WGRs and Quick Start) is Tuesday 11/5, Module two (BDRs, DDRs, EDRs and Pseudo-Ties) 11/7 and 11/18. All classes are in the LMS available for registration. Additional upcoming items, Special Resource Types, On-boarding process for new Market Participants, Parallel Ops integrated deployment tests, Post MOPC/Board of director's meetings, self-study training reviews and Phase 2 (post go-live enhancements)

Agenda Item 9: Lessons Learned from Audits- Shannon Bolan shared with the group that their recent MRO audit included PER005. He stated that the interview with MRO was originally set up for 2.5 hours; however a phone call interview was completed prior to the audit. The biggest take-a-ways from the audit were:

- How NPPD connects to everything
- How NPPD came up with the reliability task list
- The direct link from ILAs, course objectives, course materials and training plan (connecting the dots)
- They didn't look at the simulator/simulation but at the ILAs, the written model, objectives and training materials

Agenda Item 10: Other Items – N/A

Agenda Item 11: Summary of new Action Items

1. John Gunter will email the group the list of brainstorming (potential topics) for 2014 SOC. Any OTWG member and/or active participant can add to the list.
2. Shannon Bolan will email a list of MRO audit questions to Leslie Sink to distribute

Future Meetings

December 2, 2013 Teleconference 1:30 – 3:00 CST

To register, [click here](#)

Agenda Item 12: Adjournment

Denney Fales asked for a motion to adjourn the meeting. Mark Eastwood made a motion to adjourn the meeting and Mike Gaunder seconded the motion. The meeting was adjourned at 2:00 p.m.