

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

Teleconference

December 2, 2013

• MINUTES •

Attendees:

- | | |
|--------------------------|-----------------------|
| Denney Fales – KCPL* | Jane Martin – SPP |
| Edgar Rivera – LUS* | John Gunter – SPP |
| Michael Gaunder – OG&E* | Jennifer Farley – SPP |
| Sheldon Hunter – SECI* | Margaret Adams – SPP |
| Robert Hirschak – CLECO* | Katie Mauldin - SPP |
| Leslie Sink – SPP | Russell Moore – CUS |
| Jim Gunnell - SPP | Steve Tegtmeier – LES |
| Shannon Bolan – NPPD | Karen McGee – AEP |
| Brian Goracae – NPPD | Chris Dodds – WRI |
| Amy Casavechia – SPP | Alex Vitt - WRI |
| PJ Rose – SPP | Dave Millam – KCPL |
| Mike Hood – AECC* | Gary Plummer - BPU |

* *Voting Member*

Mark Eastwood (Russell Moore) Proxy
Stanley Winbush – no proxy identified

Agenda Item 1: Call to Order and Approval of Agenda

Meeting began at 1:30, Robert Hirschak made a motion to approve the Agenda as written and Michael Gaunder seconded the motion.

Agenda Item 2: Approval 11/4/2013 Meeting Minutes

Motion to approve the meeting minutes with identified changes by Robert Hirschak, seconded by Sheldon Hunter

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 will send out emails for additional testing of machines. Testing will be early January
2014 SOC Topics	10/24/2013	John Gunter	Completed	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	Completed	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 is completing the specifics for the 2014 SOC's logistics. John will be contacting OTWG members to assist as SMEs, developers, facilitators and instructors soon. Leslie requested a "loose" timeline for SOC deliverables be created.

Agenda Item 5: DTS update – Katie Mauldin stated that the DTS 2.5 upgrade should happen in March and/or April timeframe. She continues to work with the Trainers on scenarios, testing, etc.

Agenda Item 6: 2014 Registration – Margaret Adams shared with everyone that the SOC's are all full and there are very few on the waitlists at this time. REOPs are mostly full but that there are several classes that have seats available. The January Train the Trainer has 6 people in the class and it still has 9 seats available if anyone would like to attend. John Gunter stated that he recently sent out emails to the region regarding the ERD's registrations for 2014.

Agenda Item 7: Upcoming Regional Events: Margaret Adams will be attending the WAPA Relay training class in February that was recommended by Sheldon Hunter. The remaining 2013 classes will be closed out and uploaded to SOCCED in the next week.

Agenda Item 8: Integrated Marketplace – Special Resource Type training 1 and 2 and Overview or Market Monitoring have been completed. Several job aids and reference materials have been completed. There are 7 learning burst that are currently being developed and additional performance support tools. All completed training materials are available on SPP.org.

Agenda Item 9: Lessons Learned from Audits- Robert Hirchak discussed the recent CLECO audit. He stated that the questions and information that NPPD's Shannon Bolan provided was spot-on and very helpful for them. He mentioned that PER-005 1.3 regarding any task change or modification they wanted "gory details". The auditors were also very interested in the "unknown" state for drills etc. other items discussed specifically were; EOP-5 lineman and operators trained on special clearing of circuits; PRC1 and PRC 5; IRO 4

Agenda Item 10: Other Items –

- a. Year-end surveys will be going out on January 6, 2014
- b. End of year letters will be out by January 3, 2014
- c. Jay Chase nomination will be voted upon at the January meeting

Agenda Item 11: Summary of new Action Items

- 1. PJ Rose will send out an email regarding the security measures for 2014 VPN access and the January testing dates
- 2. John Gunter will complete a loose timeline of the SOC deliverables

Future Meetings

January 6, 2014 Teleconference 1:30 – 3:00 CST
 To register, [click here](#)
 Michael Desselle; SPP VP and PIO will be giving a strategic plan presentation

Agenda Item 12: Adjournment

Denney Fales asked for a motion to adjourn the meeting. Michael Gaunder made a motion to adjourn the meeting and Robert Hirschak seconded the motion. The meeting was adjourned at 2:25 p.m.