

Southwest Power Pool
OPERATIONS TRAINING WORKING GROUP
February 6, 2017
Teleconference

• Summary of Action Items •

1. OTWG members will let Gay Anthony know by Friday, February 24, 2017, if they object to having Tuesday and Wednesday of the SOC count as one CE unit.
2. OTWG members will let John Gunter know of any issues encountered as they test their VPN accounts.
3. Michael Daly will send out an email seeking nominees for the vacancy on the OTWG.
4. Gay Anthony will make arrangements for the SOC Walkthrough on February 23.
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• M I N U T E S •

Agenda Item 1 – Call to Order

Russell Moore (SPRM) called the meeting to order at 10:00 a.m. The following members were in attendance:

Russell Moore, SPRM, Chair
Chris Dodds, WRI, Vice-Chair
Denney Fales, KCPL
Michael Gaunder, OKGE
Robert Hirschak, CLECO
Mike Hood, AECC
Janelle Marriott-Gill, TSGT
Carroll Reddick, WFEC
Joel Robles, OPPD
Derek Stafford, GRDA
Steve Tegtmeier, LES
Stanley Winbush, AEP

A quorum was present for the meeting, and the following proxies were received:

- Sheldon Hunter was absent from the meeting, and Denney Fales represented him by proxy.
- Danny Johnson was absent from a portion of the meeting, and Michael Gaunder represented him by proxy.

Agenda Item 2 – Statement and Attendance

Michael Daly (SPP) read the introductory language from the Chair/Staff Secretary training and then took attendance. (See Attachment 1)

Agenda Item 3 – Consent Agenda

Robert Hirschak (CLECO) made a motion to approve the consent agenda, which included the approval of the February 6th meeting agenda as well as the meeting minutes from the December 5, 2016, meeting. Chris Dodds (WRI) seconded the motion. The motion passed with no opposition or abstentions.

Agenda Item 4 – Review of Previous Action Items

Michael Daly provided an update on the action items from the previous meeting. His update can be found [here](#).

Agenda Item 5 – SPP BA Emergency Operating Plan

CJ Brown (SPP) and Margaret Adams (SPP) addressed the group to clarify some concern around training for the SPP Balancing Authority Emergency Operating Plan (SPP BA EOP). CJ shared that at a meeting

of the Balancing Authority Operating Committee (BAOC) he made a statement that there was an expectation that operators have sufficient training to perform the SPP BA EOP. However, he was not recommending that the document be taken and trained on. Instead, he was emphasizing that stakeholders have procedures within their organizations to implement the SPP BA EOP, and stakeholders need to be trained on those procedures. Margaret noted that all personnel—not necessarily just system operators—involved with the tasks and procedures associated with the SPP BA EOP must be trained by staff within their organizations. Russell Moore asked how to document that members had trained staff within their organizations. CJ shared that there was no requirement to prove to SPP that staff at member companies had been trained; however, he did note that it was a good idea to keep local documentation of training efforts.

Agenda Item 6 – Working Group Effectiveness Survey Results

Russell Moore reviewed the results of the Working Group Effectiveness with members. He noted there were three significant decreases: a.) meeting materials are provided in a timely manner; b.) members come prepared to meetings; and c.) departing the meeting with a feeling of accomplishment. Each decrease was addressed, and feedback was solicited from the members. One adjustment that will be made is that for any meeting material changes that occur during a week when the System Operations Conference (SOC) will be sent to Russell. The group agreed that face-to-face meetings were more preferable than teleconference meetings. Members were reminded to collect their thoughts about the 2017 meeting schedule and share insights as the 2018 meeting schedule is planned.

Agenda Item 7 – Ad Hoc Group Reports

A. Organizational Items

Joel Robles (OPPD) reported to members about the content of the two meetings held on January 4 and January 30. Small group members discussed what makes an effective communication process, how to establish a healthy feedback loop, and different engagement methods to ensure completion of action items by members. Members were asked about their expectations for this group. The next meeting for this small group will be on Tuesday, February 21, at 10:30 a.m. CST.

B. Success Metrics

Russell Moore noted that this group will be meeting on Tuesday, February 14, 2017, at 10:00 a.m. CST. John Gunter (SPP) will organize meetings of the group, and the group will first focus on the success metrics for the System Operations Conferences (SOCs). Eventually, other their work will likely be applicable to all training classes in some manner.

Agenda Item 8 – Marketplace Training Update

Michael Daly provided an update on Marketplace training. As a follow-up to the last face-to-face meeting, he shared the quarterly approach document for Marketplace training in 2017, noting that it was not set in stone. Members received updates on current training being delivered as well as planned training that would soon be in development. Finally, members were given a brief overview of revision requests (RRs) that, if approved, would warrant future training, including RRs 203, 204, 206, 209, and 210.

Agenda Item 9 – Reliability Training Update

A. SOC Preparation Update

Gay Anthony (SPP) reported to members about preparations for the 2017 SOC. Gay noted that the team was right in the middle of developing materials for the conferences and beginning to arrange all of the logistics for the first conference. The topics for the conference were reviewed, and members were

asked if they preferred partial credit for Monday and Thursday, with Tuesday and Wednesday being one block of hours. Members are to let her know their preference by Friday, February 24. Gay shared with members a variety of opportunities for them to help during the SOC's, and updated members on facilitators for each SOC. Following up on an action item, Gay invited members to a walk-through of the SOC materials. The walk-through will be available via WebEx for those that cannot come in person to Little Rock. After some discussion, members agreed to hold the walk-through on Thursday, February 23. Members wishing to attend the walk-through need to make sure they respond to Gay's invitation.

B. 2017 NERC Required Training Program Evaluation Survey

Gay reminded everyone to be sure to complete the Training Program Evaluation survey, which was sent as a link on January 1. The survey close on February 20 and reminders have been sent every two weeks. The results from the survey will be shared at the face-to-face meeting on April 6.

C. Reliability Course Update

John Gunter reported to members about the feedback that had been received for various reliability courses. For the Regional Emergency Operations course, members indicated a preference for human performance and voltage content, Out-of-Merit Energy (OOME) and Energy Emergency Alert content, and the tools the Reliability Coordinator uses for OOME and Transmission Loading Relief. John's full presentation can be found [here](#).

John shared that only a few entities provided feedback for the New and Emerging Technology course. The feedback indicated a preference for dynamic line ratings, changes in wind impact, and synchrophasors, among other topics. For the course on Abnormal Operations, content will include, among other topics, the implications of relay misoperation, conservative operations, and operating without primary tools. The full list for both courses can be found [here](#).

D. VPN Accounts

John asked that members be sure to test their VPN accounts so that any issues could be identified and corrected. Members are to notify John of their findings. He noted that if a new VPN account is needed for any member that it will take about two weeks to establish one.

E. Synchroscope Modeling

John shared that synchscopes can now be modeled in the DTS. A list of defined synch points from members was requested on December 7. Members need to be sure to notify John of their synch points so that they can be included in the DTS model.

Agenda Item 10 – Lessons Learned from Audits

Danny Johnson (Xcel) shared that SPS was currently undergoing an audit, and he may be able to share some information at the next meeting.

Robert Hirschak shared that CLECO would have CIP Auditors onsite the week of February 13.

Agenda Item 11 – OTWG Vacancy

Russell Moore announced that Edgar Rivera (LUS) had stepped down from the group. The group agreed to take nominations to fill the vacancy and hold discussions for the nominees during the April 6 meeting.

Agenda Item 12 – Roundtable

Karen McGee (AEP) asked if anyone had read the PJM Whitepaper on the NERC CE program. Jennifer Farley (SPP) and Jimmy Womack (SPP) stated that they had read and attended a webinar on the topic. Jimmy noted that Charles Yeung (SPP) had filed comments on it that stated SPP had no opposition.

Denney Fales (KCPL) mentioned the request Brenda Bolin about a NERC SOCCED Watch Group. There will be 2 WebEx meetings, one on March 1, and another on March 3 for those interested in attending and learning more.

Robert Hirchak (CLECO) reminded members about an SPP hosted webinar on the Enhanced Periodic Review of the Personnel Performance, Training, and Qualifications standards. Interested parties may register by clicking [here](#).

There was some discussion about the SPP provided notice to participate in a system restoration drill. It was noted that Neil Robertson (SPP) would be sending that notice to identified entities. John Gunter (SPP) forwarded the invitation to members on the afternoon of February 6.

Agenda Item 13 – Summary of New Action Items

1. OTWG members will let Gay Anthony know by Friday, February 24, 2017, if they object to having Tuesday and Wednesday of the SOC count as one continuous CE unit.
2. OTWG members will let John Gunter know of any issues encountered as they test their VPN accounts.
3. Michael Daly will send out an email seeking nominees for the vacancy on the OTWG.
4. Gay Anthony will make arrangements for the SOC Walkthrough on February 23.
5. Michael Daly will work with SPP staff to cancel the March 16 Face-to-Face meeting arrangements.

Agenda Item 14 – Discussion of Future Meetings

Since the some members of the group will be gathering for the SOC walkthrough on February 23, there was discussion about the need for the Face-to-Face meeting on March 16. After soliciting feedback, the group decided to cancel the March 16 Face-to-Face meeting. The next Face-to-Face Meeting will be on April 6, 2017, in Kansas City. The group was reminded that it can hold a teleconference if the need arises prior to the next Face-to-Face meeting.

Agenda Item 15 – Adjournment

Russell Moore adjourned the meeting at 11:52 a.m.

Respectfully Submitted,

Michael Daly, Secretary

Attachments
Attachment 1—Meeting Attendance Record

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First Name	Last Name	Company
Margaret	Adams	Southwest Power Pool
John	Allen	City Utilities of Springfield, Missouri
Gay	Anthony	Southwest Power Pool
Kevin	Ballany	AECC
Angie	Blacketer	Lincoln Electric System
CJ	Brown	Southwest Power Pool
Michael	Daly	Southwest Power Pool
Tyler	Delcambre	Lafayette Utilities System
Chris	Dodds	Westar Energy
Mark	Ellis	American Electric Power
Denney	Fales	KCP&L
Jennifer	Farley	Southwest Power Pool
Michael	Gaunder	OG&E
Becky	Gifford	Southwest Power Pool
John	Gunter	Southwest Power Pool
Robert	Hirchak	Cleco
Mike	Hood	Arkansas Electric Cooperative Corporation
Jaroddo	Horn	AEP
Danny	Johnson	Xcel Energy
Mike	Kidwell	empire district electric company
Janelle	Marriott Gill	Tri-State Generation and Transmission Assn., Inc.
Karen	McGee	AEP
Russell	Moore	City Utilities of Springfield, MO
Carroll	Reddick	Western Farmers Electric Cooperative
Joel	Robles	Omaha Public Power District
Derek	Stafford	Grand River Dam Authority
Steve	Tegtmeier	Lincoln Electric System
Stanley	Winbush	American Electric Power
Jimmy	Womack	Southwest Power Pool