

Back-up Facilities Standard Drafting Team

Conference Call Notes

1. Administrative Items

a. Introductions and Quorum

The Chair brought the call to order at noon EST on November 6, 2007. The participants were:

Tom Bowe	Sam Brattini, Chair	Kevin Conway
Blaine Dinwiddie	Charles Jenkins	Glenn Kaht
Barry Lawson	Sara McCoy	Melinda Montgomery
Keith Porterfield	Mike Schiavone, Vice Chair	James Vermillion
Ross Guttromson, PNNL (Guest)	Ed Dobrowolski, NERC	

b. NERC Antitrust Compliance Guidelines — Ed Dobrowolski

There were no questions raised on the NERC Antitrust Compliance Guidelines.

c. Review Meeting Agenda & Objectives — Sam Brattini

A short, initial discussion of the draft white paper on GOP applicability was added to the agenda.

The objective for this call was to finalize the standards language and develop the question set for the first posting.

2. Finalize Question Set for First Posting

Members submitted and discussed possible questions that would be suitable for a first posting of this standard. The draft was set up on the web ex and sent to the mail server following the call.

3. Discuss any Issues with Existing Standard Language

In the process of developing the question set and in response to e-mail from team members, the draft standards language was reviewed using the web ex capability. Several changes were made and a new red-line version of the roadmap document was distributed to team members following the call.

A question was raised as to whether it is correct to assume that an RE can grant a compliance waiver as has been indicated in R5. Ed will check on this item with NERC staff.

Action Item — Ed will check on the compliance waiver issue with NERC staff. The due date is November 16, 2007.

4. Review SAR Issues List

The team reviewed the issues that were posted with the final SAR. The conclusion was that all of the issues had been addressed either in the standard itself or in the case of the GOP applicability issue, through the draft white paper on that topic.

Sam volunteered to review the SAR comments to make certain that all of the items that were promised to commenters have been included in the draft and that none were inadvertently written over as changes were made to the text.

Action Item — Sam will review SAR comment responses to make certain that all issues have been resolved for the first posting. The due date is November 16, 2007.

5. Discuss VSL Posting for Existing Standard

The team decided that no action was required on a team basis for this topic. Team members should be reviewing the VSL postings on an individual basis and submitting comments as necessary.

6. GOP Applicability

Sara provided a brief overview of her memo on GOP applicability. This memo does not need to be finalized prior to the first posting. Therefore, team members were requested to provide written comments to Sara by December 15, 2007. Sara will aggregate the comments and re-issue the memo in red-line form by December 31, 2007.

Action Item — Team members were requested to provide written comments on the GOP applicability memo to Sara by December 15, 2007.

Action Item — Sara will aggregate the comments on the GOP applicability memo and re-issue the memo in red-line form by December 31, 2007.

7. Next Steps — Sam Brattini

The team agreed that the next logical step for this standard is to get it posted so as to receive industry feedback. All members were requested to make one last review of the draft roadmap document and question set before these documents are sent on.

The initial posting will be for 45 days.

Action Item — All team members are to review the roadmap document and question set. The due date is November 13, 2007.

8. Schedule Next Meeting

The team decided not to schedule another meeting until the comments are returned. Looking at a likely schedule for this would place a next meeting at the end of February. Several team members are also members of TOOF and an attempt will be made to co-locate with TOOF and to have a meeting on February 27th and 28th.

The following meeting of the team will be April 2nd and 3rd. The location will be either in Phoenix, AZ (primary choice) or New Orleans, LA (secondary choice).

Details and logistics on meeting locations will be sent out later.

Action Item — Ed will follow up on co-locating a February meeting with TOOF. The due date is December 15, 2007.

Action Item — Sara will investigate the possibility of meeting in Phoenix in April. The due date is December 15, 2007.

9. Review Action Items & Project Schedule — Ed Dobrowolski

The following action items were developed during the call:

- Ed will check on the compliance waiver issue with NERC staff. The due date is November 16, 2007.
- Sam will review SAR comment responses to make certain that all issues have been resolved for the first posting. The due date is November 16, 2007.
- All team members were requested to provide written comments on the GOP applicability memo to Sara by December 15, 2007.
- Sara will aggregate the comments on the GOP applicability memo and re-issue the memo in red-line form by December 31, 2007.
- All team members are to review the roadmap document and question set. The due date is November 13, 2007.
- Ed will follow up on co-locating a February meeting with TOOF. The due date is December 15, 2007.
- Sara will investigate the possibility of meeting in Phoenix in April. The due date is December 15, 2007.

The project continues to be on schedule at this time.

10. Adjourn

The Chair adjourned the call at 1500 EST.