

Meeting Notes

Project 2007-02 Operating Personnel Communications Protocols Standard Drafting Team for COM-003-01

August 16, 2012

Conference Call with Web support

Administrative

1. Introductions

The meeting was brought to order by Lloyd Snyder (Chair) at 1:00 p.m. ET on Thursday, August 16, 2012. Participants were introduced and those in attendance were:

Name	Company	Member/ Observer	Conference Call/Web (Y/N)
Glen Boyle	PJM	Member	Y
Michael Gandolfo	FERC	Observer	Y
Howard Gugel	NERC	Advisor	Y
Tom Irvine	Hydro One	Member	Y
Joseph Krisiak	NERC	Advisor	Y
Darrell Piatt	FERC	Observer	Y
Lloyd Snyder (Chair)	GSOC	Member	Y
Steve Solis	ERCOT	Member	Y
John Stephans	City Utilities of Springfield	Member	Y
Fred Waites	Southern Co	Member	Y

2. Determination of Quorum

The rule for NERC Standard Drafting Team (SDT) states that a quorum requires two-thirds of the voting members of the SDT to be present. A quorum was achieved as six of the eight total voting members were present.

3. NERC Disclaimer and Antitrust Guidelines

The NERC Antitrust Guidelines and Disclaimer were reviewed by Joseph Kriasiak. There were no questions raised.

4. Review of Roster and Updates

The SDT reviewed the roster and confirmed that it was accurate and up to date.

Agenda

1. Approval of Meeting Notes from Previous Meetings

- The notes from the July 31, 2012 meeting were reviewed and approved.

2. Discussion

- Mr. Kriasiak reviewed the Agenda. There were no revisions or changes.
- Mr. Kriasiak presented the quality review (QR) recommendations for the COM-003-1 alternative Draft 3 standard.
- The SDT discussed the QR recommendations and agreed that many of the recommendations were appropriate and were incorporated.
- Some of the QR recommendations in the requirements were redundant and were rejected by the SDT.
- The SDT reached consensus for the posting and elected to go forward.
- Two concerns were raised:
 - An SDT voting member expressed concerns that the Operating Personnel Communications Protocols SDT is not adhering to the project 2007-02 SAR. The team engaged in discussion on the matter. The SDT did not support the individual's position and no action was taken.
 - A member believes the Violation Severity Levels are still too high for R3 and R4. The same member recommends a more graduated approach to the Reliability Standard Audit Worksheet sections to R3 and R4. The team considered both sets of comments and opted not to make changes. There was a related discussion regarding R3 Part 3.4 and R4 Part 4.4 as to whether they are necessary. The SDT opted to maintain the language as it exists.

- The chair concluded the discussion and Mr. Kriasiak briefed the SDT on the posting and future next steps for the project.

3. **Action Item Review**

- Mr. Kriasiak and Mr. Gugel will develop the posting package.

4. **Future Meeting(s)**

- A face to face meeting is proposed for September 7, 2012 in Atlanta, GA.
- A face to face meeting is scheduled for October 2-4, 2012 in Valley Forge, PA.

5. **Adjourn**

- The meeting adjourned at approximately 2:10 p.m. ET on August 16, 2012.