

Notes

Emergency Operations Leadership Kick Off — Project 2009-03

August 11, 2010

1. Administrative Items

a. Introductions

The meeting was called to order at 0900 EPT on Tuesday, August 11, 2010 at the NERC offices in Princeton, NJ. Each meeting participant introduced him/herself. They were:

Bob Staton, Chair	David McRee, Vice Chair	David Taylor, NERC
Larry Kezele, NERC	Mike Moon, NERC	Gerry Adamski, NERC
Amelia Lewis, FERC	David O'Connor, FERC Via ReadyTalk	Al McMeekin, NERC

- b. Al McMeekin provided the safety and logistical information.
- c. Al McMeekin read the new notice (shown below) as directed by Gerry Cauley to begin a meeting.

Participants are reminded that this meeting is public. Notice of the meeting was posted on the NERC website and widely distributed. The notice included the number for dial-in participation. Participants should keep in mind that the audience may include members of the press and representatives of various governmental authorities, in addition to the expected participation by industry stakeholders.

- d. Al McMeekin reviewed the NERC Antitrust Compliance Guidelines

No questions were raised on the NERC Antitrust Compliance Guidelines.

- e. Al McMeekin reviewed the meeting agenda & objectives

2. **Review of NERC Process and SC Expectations**

- a. “SAR Development Process – Roles” Presentation – David Taylor presented information for the SAR DT regarding roles and responsibilities as well as the standard development process.
- b. Discussed the SAR scope and the Drafting Team Guidelines

3. **Project Overview**

- a. Al McMeekin reviewed the SAR and the associated standards. The group also discussed the issues and directives contained in the NERC Issues Database pertaining to each of the standards.
- b. The group also discussed the necessary coordination with and awareness of other drafting teams’ activities that overlap/touch any of this project’s standards. These include:
 - 1) Project 2006-06 Reliability Coordination
 - 2) Project 2007-01 Underfrequency Load Shedding
 - 3) Project 2007-02 Operating Personnel Communications Protocols
 - 4) Project 2010-14 Balancing Authority Reliability-based Control (merger of former Project 2007-18 Reliability Based Control and Project 2007-05 - Balancing Authority Controls)
 - 5) Project 2008-02 Undervoltage Load Shedding
 - 6) Project 2007-23 Violation Security Levels and Project 2008-08 EOP VSL Revisions
 - 7) Project 2010-12 Order 693 Directives
- c. Mike Moon, Director of Compliance Operations briefly reviewed the violation statistics associated with the standards in the project and assigned Ryan Stewart to assist us throughout the project.
- d. Gerry Adamski, Director of Situation Awareness and Training and Larry Kezele, Manager of Operations led a discussion surrounding the establishment of clear definitions of normal, alert, and emergency operational system conditions.

4. **Review SAR Project Schedule**

Al McMeekin reviewed the SAR project schedule through submission of the final SAR to the Standards Committee for approval and movement to the standard development phase.

5. **Open Discussion**

A general discussion followed and the first meeting dates were established. The first meeting will be a Ready Talk conference call and webinar. Robert Staton, the team Chair

will develop an agenda for the meeting and Al McMeekin will send to the group. The meeting details are as follows:

Dial-In U.S. & Canada: 866.740.1260
Web Login: <https://cc.readytalk.com/r/v26wol31ouvw>

Date: Tue, Aug 31, 2010

Time: 11:00 AM EDT

Duration: 4 hours

The first face-to-face meeting of the team will be held Tuesday, October 26 through Thursday, October 28, 2010 in Golden, Colorado. The meetings are scheduled from 8 a.m. to 5 p.m. each day, necessitating travel on Monday and Friday. Xcel Energy will host the meeting. Al McMeekin will forward the meeting details to the team and get the meeting posted on the NERC calendar.

6. **Adjourn**

Al thanked everyone on behalf of NERC for their participation and adjourned the meeting at 2:00 p.m. EPT.