

Power Utility Training Center Consortium

Subject: Meeting Minutes

March 7th, 2017

Attendees:	Jeremy Gall	Avista
	Terry Knight	Avista
	Lauren Huckaba	Avista
	Ben Feliz	Clark PUD
	Sheryl Brown	Tacoma Power
	Rob Collins	Tacoma Power
	PJ LeCompte	Bonneville Power Administration
	Terry Pantona	Bonneville Power Administration
	Terry Mantia	Bonneville Power Administration
	Jeff Bartlett	Bonneville Power Administration

The meeting convened at 8:00 a.m. on March 7th, 2017 at BPA's Technical Training Center in Vancouver, Washington. PJ LeCompte was the facilitator.

The morning was used to provide tours of the BPA Dispatch Center and Technical Training Center, including the following sites:

- Dittmer Dispatch Center
- Dispatcher Training Facilities
- Operator Training Classroom and Substation Simulator
- Power System Control (telecommunications) Training Facilities and Testing Labs
- Electrician Training Facilities and High Voltage Lab
- Trade Theory Classroom

After lunch, the following topics were discussed:

Our PUTC's Evolving Identity

We seem to be benefitting from using our membership contact list to quickly benchmark best practices for training issues. Although most PUTC members have training solutions that don't easily crosswalk with the conditions present in other utilities, when a good match is found, the resource sharing is extremely helpful. Use of membership in this way is highly encouraged.

New Meeting Format

In an effort to improve attendance, we will begin meeting only twice each year. In the meantime, we will use our membership list to network via phone and email between meetings.

- Meet twice each year: once in March, and once in August.
- The March meeting will be hosted west of the cascades, and the August meeting will be hosted east of the cascades.
- Meetings will start at noon on Wednesday, and adjourn at noon on Thursday. This will allow members to travel in on Wednesday morning, incur one night of hotel expenses, and then travel home on Thursday afternoon.

- We will conduct 2+ hour workshops, each dedicated to collectively vet out solutions to a specific training challenge. One or two common topics will be determined several months in advance to allow participants time to prepare for the PUTC workshops. Examples of common topics include:
 - ✓ Switching and Clearance Procedures
 - ✓ Confined Space
 - ✓ Arc Flash
 - ✓ Crane Certification
 - ✓ Human Performance
- We will also incorporate a 2+ hour workshop for a “hot topic” item, which will be used to address recent or emerging training issues. This topic may be determined less than two months prior to the meeting.

Training Course Matrix

We will create a spreadsheet that summarizes each utility’s technical training courses. I will create a template based on the following example, and then distribute it to all PUTC members to populate. This will be an Excel spreadsheet, with each tab representing a different agency.

	Craft 1	Craft 2	Craft 3...	Delivery Method	Delivery Source	Curriculum Source	Frequency Required	Requirement Driver
Course 1								
Course 2								
Course 3								
Course 4								
Course 5								

Craft = Line Worker, Electrician, Operator, etc.

Delivery Method = Instructor Lead, Web Based, Correspondence Course, etc.

Delivery Source = In house, vendor

Curriculum Source = in house, vendor

Frequency Required = initial, 1 year, 2 years, etc.

Requirement Driver = OSHA, Company Edict, etc.

Next Meeting

The next meeting will be hosted by Avista, and held at their Spokane facility. The meeting will start at noon on Wednesday, August 16th, and adjourn at noon on Thursday, August 17th.

Workshop topics for our next meeting will include the following:

- Review of the Training Course Matrix – facilitated by BPA
- Switching & Clearance Procedure Training – facilitated by Avista
- Confined Space and Rescue Training – facilitated by BPA
- open item – facilitating organization to be determined