

Power Utility Training Center Consortium

Subject: Meeting Minutes

August 15/16, 2017

Attendees:	Terry Knight	Avista
	Lauren Huckaba	Avista
	Bryan Dollar	Avista
	Matt Smith	Avista
	Jeb Race	Avista
	Clint Sharp	Avista
	PJ LeCompte	Bonneville Power Administration
	Terry Pantona	Bonneville Power Administration
	Jeff Bartlett	Bonneville Power Administration
	Barbara Hins-Turner	Center of Excellence for Clean Energy
	Ben Feliz	Clark PUD
	Chief Corpus	Portland General Electric
	Rob Collins	Tacoma Power
	Greg Reed	Tacoma Power

The meeting convened at 12:30 p.m. on August 15th, 2017 at Avista's Jack Stewart Training Center in Spokane, Washington. Terry Knight and Laura Huckaba hosted and facilitated.

The afternoon began with a comparison of training programs for substation and field switching. Each utility shared an overview of their programs with the following notes:

Tacoma Power:

- Dedicated Switchmen have a formal training program that is 6 months long.
- Substation Electricians are trained to switch inside substations. That training program is 2 days initial, with a 1 day annual refresher training.
- Linemen do not switch in substations.

Clark PUD

- No dedicated Switchmen (Operators)
- Journeymen Servicemen do most of the switching (about 35 Linemen total)
- Use the JATC, Portland training program
- Utilizes a task performance checkoff system to qualify employees to switch

Avista

- No dedicated Switchmen (Operators)
- Journeymen Linemen perform switching
- Have a formal 40 hour Initial Switching class for journeymen (about 150) and other crafts (about 150)
- Have a formal 40 hour Advanced Switching class for supervisors and Relay Technicians
- Multiple crafts attend each class
- Has a formal workbook with learning objectives and review quizzes, developed by General Physics
- Uses live substations for hands-on training

Bonneville Power Administration

- Dedicated Switchmen (Operators)
- 3 ½ year apprenticeship program consisting of 7 steps / 6 months each
- Steps 1 through 4 each have 80 hour electric theory class
- Steps 1 through 6 each have 40 hour relay / print reading class, and 40 switching class
- Switching classes consist of apprentices from various steps in the program
- Uses a substation simulator for hands-on training of routing and emergency scenarios commiserate with the learning objectives for associated step

The meeting adjourned for the day at 4:30 p.m.

The meeting reconvened at 8:00 a.m. on August 16th.

Jeff Bartlett gave a presentation on the current and future state of BPA's confined space work standard and training program. The following points were noted:

- BPA's current program is being re-written and is currently in draft form
- BPA's revised 8 hour training program to be developed by AMEC follow program revision
- Tacoma Power shared their Work Procedures document and worksheets

Challenges, observations, and suggestions shared by attending members and included:

- Occasional lack of confined space hazards awareness
- Occasional lack of proper training / certification by some employees
- Difficulties of keeping current with changes in OSHA standards / re-writing standard operating procedures and training content
- If BPA utilizes a Self Contained Breathing Apparatus (SCBA) program, it will require a management program and resources for training, unit inspections, and replacements

Terry Knight then facilitated a review of the PUTC Training Course Matrix (see attached). Several suggestions for further developing this tool for PUTC members included:

- Training Course Matrix should denote which training courses are best suited for sharing among PUTC members. These would be generic topics not specifically tailored to any utility, such as "fuses", "switches", and "overcurrent relays".
- Address liability concerns associated with sharing training courses with each other. Review existing contracts among utilities that currently train outside employees (Clark/PGE) (Avista/Montana)
- Certification type classes, such as CPR training, should be more general in nature, and better facilitate a pilot program for sharing training courses

- Matrix should include the duration of each training course, such as “4 hours”, or “32 hours”.
- We need to encourage PUTC members to share their training program information and documents

Barbara Hins-Turner reviewed the PUTC web page on the Center of Excellence for Clean Energy web site: <http://cleanenergyexcellence.org/> See the Industry & Labor pulldown menu.

Old Business

Our PUTC's Evolving Identity – repeated from previous meeting

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.

Meeting Format – repeated from previous meeting

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.

New Business and Action Items

Consider including our Safety Managers and Safety Trainers as part of our core membership team. The attending safety managers/representatives from Avista and BPA added value to the meeting, and seem to be an inherent fit to our charter: *A collaboration of Power Utility members that will share best practices, improve the quality of training and development, and keep up with changing industry standards.*

Invite more SME's as appropriate to the PUTC workshops. The various utility SMEs who attended also contributed to the discussions and purpose of the August meeting.

Consider incorporating a safety topic workshop, or safety benchmarking discussion, with each PUTC meeting.

How is the PUTC working for you? How can we improve the value of PUTC membership to your company? How can we provide better return on investment (ROI) for your company's participation?

Next PUTC Meeting

Our next meeting will be held at the Center of Excellence for Clean Energy headquarters in Centralia, Washington.

Workshop topics will be:

- Leadership Training for Foremen – facilitated by Ben Feliz
- Journeyman Train-the-Trainer / Mentor program – facilitated by Terry Knoght
- How to Surviving the Apprenticeship Program – facilitated by PJ LeCompte
- OSHA regulations and updates regarding walking surfaces – facilitated by Chief Corpus
- Review mutual training agreements – general discussion
- Identify and schedule a pilot training course to share between members – general discussion