




# Shelby Energy Cooperative, Inc.

Your Touchstone Energy® Partner 

March 31, 2010

Mr. Richard W. Bertelson III  
Staff Attorney  
Public Service Commission  
211 Sower Blvd.  
P.O. Box 615  
Frankfort, KY 40602

RECEIVED

APR 05 2010

PUBLIC SERVICE  
COMMISSION

Re: Case No. 2008-0069

Dear Mr Bertelson :

Enclosed is a copy of the all certificates and additional information concerning the training classes completed by Jason Ginn between September 2009 and March 31, 2010. This is done in accordance with Item 7 of the settlement agreement dated September 29, 2008.

If you have any questions or need further information please feel free to contact me at (502)643-2778 or by e-mail at [jason@shelbyenergy.com](mailto:jason@shelbyenergy.com).

Sincerely,



Jason Ginn

Safety & Loss Control  
Coordinator

[www.shelbyenergy.com](http://www.shelbyenergy.com)

620 Old Finchville Road • Shelbyville, Kentucky 40065-1714

Shelby Co. (502) 633-4420 • Trimble Co. (502) 255-3260 • Henry Co. (502) 845-2845



Resources, information and services for America's electric cooperatives



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**2009 Fall RE Safety Accreditation Program Meeting**

**Confirmation** - Your registration is complete!

Thank you for registering for the 2009 Fall RE Safety Accreditation Program Meeting . We look forward to meeting with you!

You will be receiving an e-mail confirmation of this registration shortly.  
For future reference your confirmation code is 474055.

If it becomes necessary to make any changes, additions, or cancellations to this registration, please contact Membership Support Services at 703.907.5868 or fax information to 703.907.5951 as soon as possible.

For more information on this event please visit the event page.

<b>Registration Contact</b>	Tennill, Mary G. Shelby Energy Cooperative gay@shelbyenergy.com
<b>Shipping Address</b>	620 Old Finchville Rd Shelbyville, KY 40065-1714

<b>Mr. Jason A. Ginn</b>	\$0.00
2009 Fall RE Safety Accreditation Program Meeting	
Tuesday RESAP Luncheon	
Distribution Observation Training	
Wednesday RESAP Luncheon	
Distribution Application Training	
Thursday RESAP Luncheon	
<b>Total</b>	<b>\$0.00</b>





Connecting the people of America's electric cooperatives



Conferences & Training : Training : Safety Accreditation Meeting (RESAP) : Safety Accreditation Meeting (RESAP)

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## Training

*Leave Oct 20*

### Safety Accreditation Meeting (RESAP)



**National Rural Electric Cooperative Association**  
A Touchstone Energy Cooperative

- Advanced Loss Control Internship
- Basic Benefits Training Course
- Certified Key Account Executive Fast Track
- Cooperative Supervisors Institute
- Federated Safety Training
- Introduction to Distribution Engineering
- Legal Seminar 49
- Loss Control Internship
- Management Internship Program
- Management Essentials
- New Communicator Orientation
- NRECA On-Site Training
- Pre-Regional Meeting Education
- Safety Accreditation Meeting (RESAP)
- Summer School for Directors
- Winter School for Directors
- Telecom Training (NRTC)

**October 20 - 22, 2009**  
**Greenville, South Carolina**  
**Hyatt Regency Greenville**  
**All Attendees must register on [www.cooperative.com/resap](http://www.cooperative.com/resap)**

**Tuesday, October 20, 2009**

7:30 a.m.	Continental Breakfast - Provided
8:00 a.m. – 11:30 a.m.	Area Administrators/Delegates – RESAP Business Session
12:00 p.m. – 1:00 p.m.	Luncheon Provided
1:00 a.m. – 5:00 p.m.	Delegates Business Session – RESAP Direction

**Wednesday, October 21, 2009**

7:30 a.m.	Continental Breakfast
8:00 a.m. – 12:00 p.m.	Culture Assessment Training (Area Administrators) (Concurrent Sessions)
8:00 a.m. – 12:00 p.m.	<u>Distribution Observation Training (Safety Representatives)</u>
12:00 p.m. – 1:00 p.m.	Luncheon Provided
1:00 p.m. – 4:00 p.m.	Culture Assessment Training (Area Administrators) (Concurrent Sessions)
1:00 p.m. – 4:00 p.m.	<u>Distribution Observation Training (Safety Representatives)</u>

**Thursday, October 22, 2009**

7:30 a.m.	Continental Breakfast
8:00 a.m. – 12:00 p.m.	Culture Assessment Training (Area Administrators) (Concurrent Sessions)
8:00 a.m. – 12:00 p.m.	<u>Distribution Application Training (Safety Representatives)</u>
12:00 p.m. – 1:00 p.m.	Luncheon Provided
1:00 a.m. – 4:00 p.m.	<u>Distribution Application Training (Safety Representatives)</u> (Concurrent Sessions)
1:00 a.m. – 4:00 p.m.	Culture Assessment Training (Area Administrators)

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[Winter School for Directors](#)
[Telecom Training \(NRTC\)](#)

## Training

### Safety Accreditation Meeting (RESAP)


**National Rural Electric  
Cooperative Association**

A Touchstone Energy Cooperative

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#### Program Description and Fees

The [Rural Electric Safety Accreditation Program \(RESAP\)](#) is a utility safety accreditation program within NRECA. Co-ops seeking accreditation attend RESAP meetings and must successfully complete a six-step process.

The Rural Electric Safety Accreditation Training Session is specifically designed to update managers and representatives about the Safety Accreditation Program guidelines and new on-line application. Please plan now for someone from your system to attend.

Accredited or not accredited, this meeting is beneficial for all electric cooperatives. RESAP is the best auditing tool for Safety and Loss Prevention record keeping and good business practices in the electric utility industry. RESAP is designed for Cooperatives. If your system is not currently accredited, we recommend that you apply for accreditation or reapply after this meeting.

Maintaining Accreditation is an Ongoing Process  
Accreditation earned through RESAP remains valid for a period of three years. To ensure your system remains accredited without interruption over the long term, it must commit itself to making this six-step process continuous. RESAP, to put it simply, becomes a way of life and doing business for your organization.

[Read the letter to managers and safety coordinators.](#)

#### Program Fees

Rural Electric Safety Accreditation Training is free to all co-ops.

[<< Back to the Safety Accreditation Meeting home page](#)


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Conferences & Training : Certificates & Accreditation : Safety Accreditation Program (RESAP)

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**Certified Cooperative Communicator**

**Certified Key Account Executive (CKAE®) Program**

**The Cooperative Financial Professional Certificate (CFPC)**

**Director Certificate Programs**

**Loss Control Internship**

**Management Essentials Certificate (MEC)**

**Management Internship Program**

**Safety Accreditation Program (RESAP)**

**Supervisory Certificate**

## Certificates & Accreditation

### Safety Accreditation Program (RESAP)



**National Rural Electric Cooperative Association**

A Touchstone Energy® Cooperative



Click the button below to navigate to the RESAP Web Application:



RESAP-accredited NRECA systems	530
Area administrators	32

#### Safety Accreditation Information:

- [RESAP Redesign Screen Guide](#)
- [All Accredited Electric Co-ops](#)
- [RESAP Meeting Dates](#)
- [RESAP Presentations and Documentation](#)
- [Register Now for the 2009 RESAP Meeting](#)

#### Program Contacts:

Kenneth J. Brubaker, NRECA  
 Manager Safety Programs  
 703-907-6414  
[ken.brubaker@nreca.coop](mailto:ken.brubaker@nreca.coop)

Lillie Daniels, NRECA  
 Safety Programs Coordinator  
 703-907-6440  
[lillie.daniels@nreca.coop](mailto:lillie.daniels@nreca.coop)

Ginny Gettemeier Beauchemin, NRECA  
 Safety Programs Coordinator  
 703-907-5744  
[ginny.beauchemin@nreca.coop](mailto:ginny.beauchemin@nreca.coop)



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View a demonstration

## 2009 Fall RE Safety Accreditation Program Meeting

Choose Registrant Select Sessions View Cart Set Contact Payment Submit



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Edit	Copy	Delete	Description	Price
			<b>Mr. Jason A. Ginn</b> 2009 Fall RE Safety Accreditation Program Meeting Tuesday RESAP Luncheon Distribution Observation Training Wednesday RESAP Luncheon Distribution Application Training Thursday RESAP Luncheon	\$0.00
			<b>Total</b>	<b>\$0.00</b>

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# Certificate of Achievement

awarded to

**JASON GINN**

For successfully completing the  
2009 Safety Coordinator's Conference

**12 HOURS**

Kentucky Association of Electric Cooperatives

Lexington, Kentucky  
December 3-4, 2009



A handwritten signature in cursive script, appearing to read 'David White', written over a horizontal line.

David White

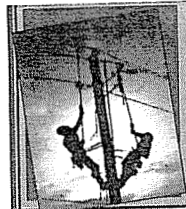
Safety Instructor & Program Coordinator

A handwritten signature in cursive script, appearing to read 'Clarence Greene', written over a horizontal line.

Clarence Greene

Director, Safety & Loss Prevention

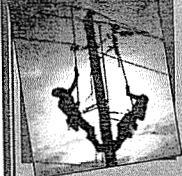




# Safety Coordinator's Workshop

**December 3, 2009**

- 8:00-9:00 EST** ..... *Registration and Continental Breakfast*
- 9:00-9:15 EST** ..... *Welcome/Conference Overview*  
David White, KAEC
- 9:15-10:45 EST** ..... *Dealing With A Tragedy*  
Larry Nelson and Eric Albertson,  
Connexus Energy (MN)
- 10:45-11:00 EST** ... *Break*
- 11:00-11:45 EST**.... *Emergency Disaster Services - Storm Recovery Support*  
Alissa Tibe, EDS
- 11:45-1:15 EST** ..... *Lunch/Outdoor Displays*
- 1:15-2:15 EST** ..... *Safe Driving Programs*  
Jack Hutchinson, KY Transportation  
Highway Safety Dept.
- 2:15-2:30 EST** ..... *Break*
- 2:30-3:30 EST** ..... *Crew Visits During Overtime Hours*  
Eddie Black, South Kentucky RECC
- 3:30-4:30 EST** ..... *Incoming Crew Orientation/Host Site Safety Briefings*  
Kendall Bush, KAEC



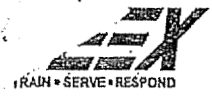
# Safety Coordinator's Workshop

**December 4, 2009**

- 8:00-8:30 EST** ..... *Continental Breakfast*
- 8:30-9:30 EST** ..... *OSHA 300 Logs - Correctly Documenting Incidents*  
Melody Hubbs, Dept. of Workplace  
Standards, KY Labor Cabinet
- 9:30-10:00 EST** .... *Incentive Programs: Do They Work?*
- 10:00-10:15 EST** .. *Break*
- 10:15-10:45 EST** .. *Disciplinary Programs: Do They Work?*
- 10:45-11:30 EST** .. *Recent Incident & Near Miss Review Question & Answer Roundtable*
- 11:30 EST** ..... *Adjourn*

***Have a Safe Holiday Season!***





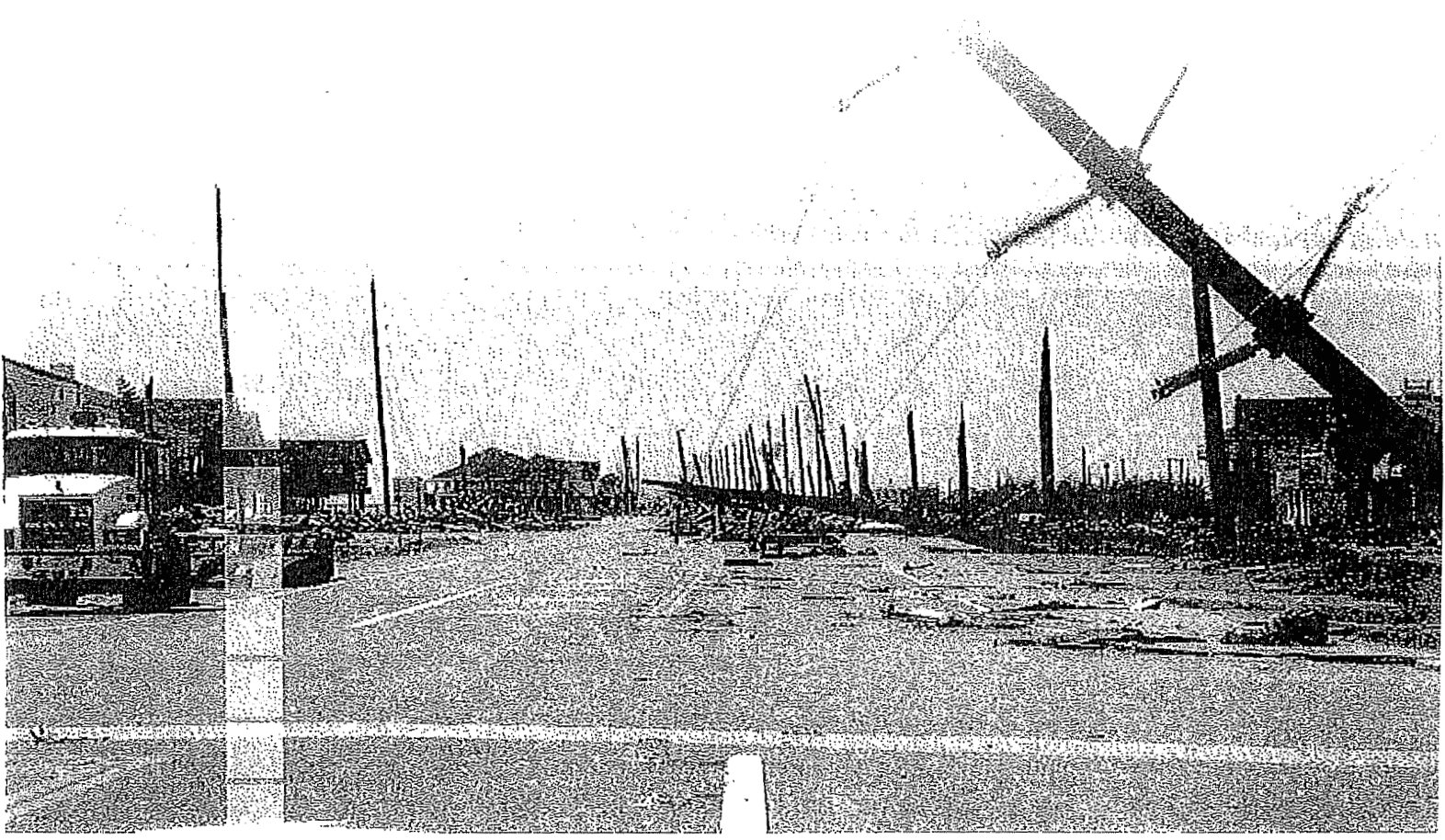
February  
18 + 19th @ EKPC

Denise +  
Jason +  
Kath



# DISASTER MANAGEMENT FOR ELECTRIC POWER SYSTEMS

Texas Engineering Extension Service  
National Emergency Response and Rescue Training Center



# DISASTER MANAGEMENT FOR ELECTRIC POWER SYSTEMS

This course is designed to provide training to electric power systems managers, operators, supervisors, and employees to prepare for, respond to, and recover from a natural or man-made incident affecting electric power facilities and systems. The course introduces the various natural, technological, and civil hazards to which electric power systems may be vulnerable and the potential effects the hazards may induce. Measures to reduce risk are discussed along with the importance of integrating the full range of capabilities and emergency response organizations when developing a response plan. Participants review the responsibilities of utilities during incident recovery, organize information for presentation to the public and media during an incident, and discuss disaster planning activities.

**Training Level:** Management

**Venue:** Your Jurisdiction

**Course Length:** 16 hours (2 days)

**Participant Audience:**

- Utility commission personnel; managers, supervisors & foremen
- Utility disaster coordinators, security personnel & field personnel
- Fire, law enforcement & EMS personnel from the utility or surrounding jurisdictions

**Prerequisites:** None

**Recommended Training:**

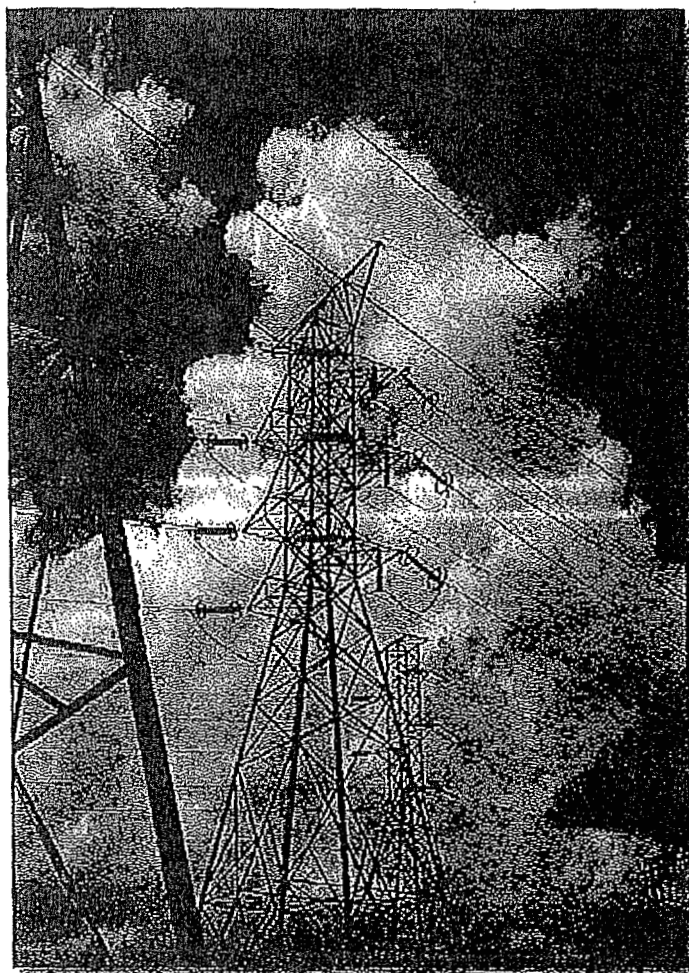
Participants are encouraged to take the online courses IS 100, IS 200, and IS 700.A from [www.nimsonline.com](http://www.nimsonline.com) prior to attending this course.

**Class Size:**

Maximum is 30 participants; minimum is 24 participants.

**Continuing Education Credit**

Participants who complete the course will receive a certificate of completion and are eligible for 1.6 CEUs from the International Association of Continuing Education and Training (IACET).



For more information, contact:

**TEXAS ENGINEERING EXTENSION SERVICE**

Vince Slominski,

[Vince.slominski@teexmail.tamu.edu](mailto:Vince.slominski@teexmail.tamu.edu)

979.458.4609 or 877.438.8877 (toll-free)

301 Tarrow

College Station, Texas 77840-7896

[www.teex.org/ogt](http://www.teex.org/ogt)



# Course Design Document

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## Course Description

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### Overview

The *Disaster Management for Electric Power Systems* course is designed to provide training to electric systems managers, operators, supervisors, and employees to prepare for, respond to, and recover from a natural or man-made incident affecting electric power facilities and systems.

### Scope

This course introduces the various natural, technological, and civil hazards to which electric power systems may be vulnerable and the potential effects the hazards may induce. Measures to reduce risk is discussed along with the importance of integrating the full range of capabilities and emergency response organizations when developing a response plan. Participants review the responsibilities of utilities during incident recovery, organize information for presentation to the public and media during an incident, and discuss planning activities involved in disaster planning..

### Target Audience

This course was developed for utility commission personnel including management, supervisors, and foremen, utility disaster coordinators, security personnel, and field personnel. In addition, fire, law, and EMS personnel from either the system itself or surrounding jurisdictions should attend this training.

### Prerequisites

None

### Course Length

16 hours

### Required Materials/Facilities

No special facilities required.

Required materials are participant manuals, instructor guide, PowerPoint slides, projector, and laptops.



## **Course Structure/Content Outline**

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### **Chapter 1: Threats to Electric Power Facilities and Systems**

- A. Disasters Defined
  - 1. Natural Disasters
  - 2. Technological Disasters
  - 3. Civil Disasters
  - 4. Commonalities of Disasters
- B. Natural Disasters
  - 1. Climatological Hazards
  - 2. Geophysical Hazards
  - 3. Profiling the Hazard Risks
- C. Technological Disasters
  - 1. Technological Hazard Types
  - 2. Noted Incidents
  - 3. Characteristics
- D. Civil Disasters
  - 1. Defining Terrorism
  - 2. Types of Terrorism
  - 3. Targets of Terrorism
- E. Weapons of Mass Destruction (WMD)
  - 1. Definition
  - 2. CBRNE Weapons
  - 3. Terrorism/WMD Impact
- F. Utility Assets
  - 1. Inventory
  - 2. Estimating Losses

### **Chapter 2: Reducing and Mitigating Risks**

- A. Sources of Information for Intelligence and Risk Reduction



**Disaster Management for  
Electric Power Systems  
Training Support Package**

1. Intelligence Programs
2. Risk Reduction
- B. Measures Used to Protect Assets
  1. Hard Methods
  2. Soft Methods
- C. Establishing Mitigation Goals and Actions
- D. Cost-Benefit Analysis

### **Chapter 3: Responding to a Disaster**

- A. Management of Incidents
  1. Homeland Security Advisory System (HSAS)
  2. National Incident Management System
  3. National Response Framework
  4. Incident Command System (ICS)
  5. Roles of Electric Power Officials in ICS
- B. Response to Disasters
  1. Mobilization and Scheduling of Resources
  2. Initial Activities
  3. Incident Response
  4. Protecting Responders

### **Chapter 4: Recovery from a Disaster**

- A. Phases of Recovery
- B. Recovery Considerations
  1. Sustained Operations
  2. Unique Challenges
  3. Personnel Needs
  4. Debris Management
  5. Reconstruction Operations
  6. Cost Recovery
- C. Implementing the Recovery Plan



1. Assemble the Recovery Team
  2. Analyze Condition of Power System
  3. Evaluate Status of Support Mechanism
  4. Reestablish Power and Continue Routine Services
- D. Termination of the Recovery Process
1. Demobilization
  2. Restocking and Resupply
  3. Debriefing
  4. Post-Incident Analysis
  5. Critique
  6. After Action Report
- E. Requesting Assistance
1. Local Resources
  2. State Resources
  3. Federal Recovery Assistance
  4. Documentation and Project Worksheets
  5. Reimbursements and Record Keeping
- F. Funding Assistance
1. Federal
  2. Non-Federal Funding Assistance
- G. Effects of Stress

## **Chapter 5: Public Information**

- A. Effective Crisis Communication Program
1. Preparing a crisis communications plan
  2. Training
  3. Plan execution
  4. After Action Debriefing
  5. Follow-up with the Media
- B. Implementation of the Emergency and Public Information Procedures/Protocols
1. Clear understanding of the goals





2. Clear statement of message
  3. Accuracy of essential information
  4. Situational awareness
  5. Timely follow-up on all inquiries
- C. Coordination with Federal, State, and Local Agencies
1. Basic Coordination Ground Rules
  2. Contact with Other Agencies

## **Chapter 6: Preparing for Disasters: A Comprehensive Emergency Preparedness Program**

- A. Planning the Program
1. Written policy statement
  2. Organizational structure
  3. Incident Phases
  4. Types of Plans
- B. Planning Teams
1. Membership Considerations
  2. Potential Members
- C. Planning Process
1. Examine Current Plans
  2. Ensure NIMS Compliance
  3. Procedures and Guides
  4. Implementation
  5. Program Maintenance



**Kentucky Division of Emergency Management  
Business & Industry Logistics Group**

**Agenda**

March 22, 2010  
9:00 a.m. – 3:00 p.m.

Galt House Hotel and Suites  
140 N 4th St  
Louisville, KY 40202



<b>9:00 a.m. – 9:30 a.m.</b>	<b>Introduction</b>	
	Welcome <i>Brigadier General John W. Heltzel, Director Kentucky Division of Emergency Management</i>	Wilkinson Room
<b>9:30 a.m. – 11:30 a.m.</b>	<b>Facilitated Discussion</b>	
	Advancing the Commonwealth of Kentucky With Our Business Partners	Wilkinson Room
<b>11:30 a.m. – 12:30 p.m.</b>	<b>Luncheon</b>	
	Private Dining Room ( <i>meal provided</i> )	Liverpool Room Rivue Tower
<b>12:30 p.m. – 1:00 p.m.</b>	<b>State Emergency-Purchasing Protocols</b>	
	Disaster Related Guidelines <i>Greg Hughes, Asst. Director Kentucky Finance and Administration Office of Procurement Services</i>	Wilkinson Room
	<i>Mrs. Leslie Stamper, Manager Department of Military Affairs Purchasing and Procurement Branch</i>	
<b>1:00 p.m. – 2:00 p.m.</b>	<b>Facilitated Discussion</b>	
	Break-Out Groups by Support Sectors	Sampson Room
	Benchmarking Business Partners Support & Response Logistics	Laffoon Room
<b>2:00 p.m. – 2:30 p.m.</b>	<b>Report-Out by Sectors</b>	
	Discussion by Sector Leads	Wilkinson Room
<b>2:30 p.m. – 3:00 p.m.</b>	<b>Closing</b>	
	Comments <i>Brigadier General John W. Heltzel</i>	Wilkinson Room