

**Dispatcher Training Subcommittee**  
**PJM Conference and Training Center & WebEx**  
**October 20<sup>th</sup>, 2015**  
**9:00 a.m. – 10:30 a.m. EPT**

## Administration (09:00-09:05)

1. The September, 2015 Meeting Minutes were accepted without any corrections or deletions.

## Monthly Items & Training Updates (9:05-10:30)

### 2. **SOS Report**

Mr. Lloyd reported that there were no items from the SOS for the DTS to address. There were no items for Mr. Lloyd to take back to the SOS.

### 3. **Compliance Update**

Mr. Hoke provided the following monthly Compliance information:

#### **Transmission – 0% non-compliant**

All companies compliance with Training & Certification requirements

#### **Generation**

*Training – 9% non-compliant*

6 companies non-compliant; 2 with mitigation plans in place

*Certification – 16% non-compliant*

10 companies non-compliant; 4 with mitigation plans in place

#### **Small Generation – 14% non-compliant**

*Training & Certification Equivalency - 3 companies non-compliant; 1 with mitigation plans in place*

#### **CSP – 15% non-compliant**

*Training - 4 companies non-compliant; 0 with mitigation plans in place*

### 4. **Compliance Monitoring Issue Charge**

Mr. Hoke provided an update on the status of this issue which is being worked through the SOS.

Proposals on the issue charge were discussed with the SOS including the following:

- Operator/Dispatcher to be removed from shift when out of compliance with the requirements.
  - This will now apply to both Transmission Owner Operators and Generation Dispatchers. Previously only TO Operators had this requirement.
- Notifications of non-compliance will now go to the Training Liaison, Member Compliance Contact and the Member Committee Representative.

- A compliance score will be created for each non-compliant company based on the number of months each Operator/Dispatcher is out of compliance.
  - For companies that have a compliance score of 5 or greater, are consistently out of compliance with the requirements or are non-responsive, PJM Legal will issue a letter to said company warning of a report to FERC of a potential OA/OATT violation.
  - If the company is still out of compliance with the requirements after the warning letter from PJM Legal, a report will be made to FERC that the company is in violation of the PJM OA/OATT.

The first read of the proposed Manual 40 updates will take place at the November SOS and December meetings of the OC and MRC.

## 5. Review of Transmission and Generation Task List

We did not receive any comments this month on either task list via our normal review process.

### ***DTS Generation Dispatcher Task List Sub-Group***

The outcome of the sub-group meeting was shared with the DTS including the proposed language changes to the Generation Dispatcher Task List.

The group reviewed the existing list and made some proposed language changes to better represent some of the tasks of a Generation Dispatcher.

PJM provided a review of the task list responsibility areas including the following:

- PJM will continue to take responsibility for the common *PJM/Member tasks* (in black) which means all Dispatchers will receive training on these tasks when they complete the Generation Initial Training Program.
- Members will continue to be responsible for providing training on the *Company Specific tasks* (in blue). Although PJM does not currently track this training, we encourage our Members to use the PJM LMS to document their training (whether it is formal training, part of OJT, one-on-one training, etc). Please use one of the Training Activity Submission Forms located on our web site to document this information: <http://pjm.com/training/member-training-liaison.aspx>
- Proposed language changes were reviewed with the DTS which included the following:
  - Additions to existing Enabling Objectives to make sure they properly represented key areas based on the Terminal Task.
  - Proposed language changes were made for Terminal Task 9 and the associated Company Specific Task 9.3 to be written at a higher level while removing some of the specific task language. The group felt the current language did not properly represent the role of the Generation Dispatcher.

- Removal of Terminal Task 10 & Company Specific Task 10 which the group felt did not represent a Generation Dispatcher task (while moving some of the supporting Enabling Objective content under Task 9).
- The DTS was asked to review the proposed language changes and follow-up with any additional questions or comments prior to the November meeting.

## 6. 2015-2016 PJM Drill Dates

2015 Summer Emergency Procedures Drill	5/12/15, complete
2015 Spring Restoration Drill	2/24/15 – 2/25/15, complete
2015 Fall Individual Company Restoration Drills	<a href="#">See dates below</a>
2015 Winter Emergency Procedures Drill	<a href="#">11/10/15</a>
2016 Spring Restoration Drill	2/23/16 – 2/24/16 (back up 3/1-3/2)

### Fall Member Drill Dates – 2015

Sept 29 & 30 Tuesday & Wednesday	AEP & DEOK *
October 1 Thursday	<b>Dominion</b>
October 7 Wednesday	PEPCO-BGE
October 8 Thursday	<b>DPL, AE</b>
October 14 Wednesday	FE South, PN, Duquesne *
October 15 Thursday	PPL, UGI, FE-ME *
October 21 & 22 Wednesday & Thursday	Dayton & EKPC
October 22 Thursday	<b>FE-ATSI (Wadsworth) &amp; CPP</b>
October 28 Wednesday	<b>ComEd, PECO, RMU</b>
October 29 Thursday	<b>FE-JC</b>
November 4 Wednesday	<b>PS,</b> and Rockland

Red indicates TOs drilling at their locations

\*Cross Zonal Coordination

- The DTS was provided with a brief update on the status of the ongoing Fall Company Restoration drills. Training Liaisons/Drill Coordinators were reminded to send in the drill participation forms at the conclusion of the drill.
- The Winter Emergency Procedures drill will take place on November 10<sup>th</sup> and related information will be shared with the DTS prior to that date.

## 7. PJM Manual 40 Updates

A brief update was provided to the DTS on the status of PJM Manual 40.

- The recently revised version of the manual has been posted to [pjm.com](http://pjm.com).
- PJM received some questions on the ITP requirements including the name change from FOTO and GOF back to ITP.
  - The DTS was reminded that both ITP training requirements can be completed either online or in-person.
  - PJM is currently in the process of changing over all the language to ITP (until then FOTO & GOF represent the required ITP).
  - Additional web pages are being created to provide more information on the initial training requirements – please look for that in the near future.

## 8. Training Items For Review

- The Winter Weather Procedure Review will take place on November 12<sup>th</sup>. This training will be offered both in-person and via Webex. Registration for this training is currently open on our web site.
- Train-the-Trainer is scheduled to take place the week of December 7<sup>th</sup>. DTS Members were polled on vendor training topics based on previous feedback. For DTS members who were unavailable for the meeting, please send your area of interest (below) to [Anita.Patel@pjm.com](mailto:Anita.Patel@pjm.com)
  - Test / Assessment Writing
  - Facilitation Skills
  - Leadership Development (for Trainers - Mentoring for Success)
- An update was made to the Draft 2016 Training Calendar – System Dynamics was cancelled due to unavailability of the Instructor. DTS Members will be notified when this course will be available again.

## 9. Additional Items from the DTS

No additional items from the DTS were discussed.

## Attendance and Future Meeting Dates

### 10. Future Meeting Dates:

November 17 <sup>th</sup> 2015	09:00 a.m.	PJM Conference & Training Center/WebEx
December 15 <sup>th</sup> 2015	09:00 a.m.	PJM Conference & Training Center/WebEx

## Meeting Attendees:

AJ Roysdon	First Energy
Alicia Battaglino	Exelon Generation Co.
Allan Yursis	Commonwealth Edison Company
Al Brown	Vineland City
Amy Gayle	Dominion Virginia Power
Anita Patel	PJM Interconnection
Ann Ivanc Carey	First Energy
Brian Croteau	Boston Energy Trading & Marketing, LLC
Brian Guzejko	PECO Energy Company
Brett Johnson	PPL
Christopher Jankowski	Talen Energy Marketing, LLC
Christopher O'Leary	PSEG Energy Resources and Trade LLC
Chris Morrison	AEP
Connie Davis	City of Cleveland, DPU, Div of Cleveland Public Pwr
David Jones	Gridforce
David Lloyd	UGI Utilities, Inc.
Donna LeFevre (ES)	Dominion Virginia Power
Doug Guignet	PJM
Elizabeth Davis	Talen Energy Marketing, LLC
Gary Pleiss	Jersey Central Power & Light Company
Heather Feliks	AEP
James Washechek	Tenaska Power Services Co.
James Rebsamen	ComEd

Jason Proconiar	Dayton Power & Light Company
John Karasiewicz	Public Service Electric & Gas Company
Katherine Zvomuya	City of Cleveland
Kevin Patten	Appalachian Power Company
Lisa Fincher	Delmarva Power & Light Company
Marge Brubaker	Pepco
Mark Armstrong	AEP
Mark Grear	Constellation
Michael Hoke	PJM Interconnection
Nick Kowalczyk	Orange & Rockland
Rachel Ayers	Constellation
Robert Felix	Duquesne Light Company
Steve Fritz	ACES
Steve Jones	Duke Energy
Steven Stiles	East Kentucky Power Cooperative, Inc.
Sue Zigler	Baltimore Gas & Electric
Ted Brewer	Dayton Power & Light Company
Ted Schumacher	Duke Energy
Thomas Hunt	PECO Energy Company
Tunisia Riley	Commonwealth Edison Company
William Berryhill	City of Dover

Author: Anita Patel

**Anti-trust:**

You may not discuss any topics that violate, or that might appear to violate, the antitrust laws including but not limited to agreements between or among competitors regarding prices, bid and offer practices, availability of service, product design, terms of sale, division of markets, allocation of customers or any other activity that might unreasonably restrain competition. If any of these items are discussed the chair will re-direct the conversation. If the conversation still persists, parties will be asked to leave the meeting or the meeting will be adjourned.





# Agenda/Meeting Minutes

## **Code of Conduct:**

As a mandatory condition of attendance at today's meeting, attendees agree to adhere to the PJM Code of Conduct as detailed in PJM Manual M-34 section 4.5, including, but not limited to, participants' responsibilities and rules regarding the dissemination of meeting discussion and materials.

## **Public Meetings/Media Participation:**

Unless otherwise noted, PJM stakeholder meetings are open to the public and to members of the media. Members of the media are asked to announce their attendance at all PJM stakeholder meetings at the beginning of the meeting or at the point they join a meeting already in progress. Members of the Media are reminded that speakers at PJM meetings cannot be quoted without explicit permission from the speaker. PJM Members are reminded that "detailed transcriptional meeting notes" and white board notes from "brainstorming sessions" shall not be disseminated. Stakeholders are also not allowed to create audio, video or online recordings of PJM meetings.

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