

Dispatcher Training Subcommittee
PJM Conference and Training Center & WebEx
October 24, 2017
9:00 a.m. – 10:00 a.m. EPT

Administration (9:00-9:10)

1. Welcome, announcements, anti-trust, Code of Conduct and attendance.
2. The September 2017 meeting minutes were accepted without any corrections or deletions.

Monthly Items & Training Updates (9:10-10:00)

3. Compliance Update (9:10 – 9:15)

PJM provided an update on member compliance with PJM Training and Certification requirements, per Manual 40.

Transmission

All compliant with Training/Certification requirements

Generation

Training – 0 non-compliant

Certification – 3 companies non-compliant

Small Generation

Training – 0 non-compliant

CSP

Training – 1 company non-compliant

4. 2017 PJM Drill Dates (9:15 – 9:25)

2017 Spring Restoration Drill	2/21/17 – 2/22/17 - <i>completed</i>
2017 Summer Emergency Procedures Drill	5/9/17 (back-up 5/16/17) - <i>completed</i>
2017 Fall Company Restoration Drills	09/27/17 – 11/03/17
2017 Winter Emergency Procedures Drill	11/7/17 (back-up 11/14/17)
NERC GridEx IV Exercise	11/15/17 – 11/16/17

The drill package for the Emergency Procedures drill was sent to the DTS. The online refresh training will be available in the LMS on/before October 31, 2017. For questions about the Winter Emergency Procedures drill, please contact Rebecca.Gerber@pjm.com.

2017 PJM Fall Restoration – Drill Schedule

Mr. Danny Restucci, PJM, provided an update on the Fall Restoration Drill dates. He also indicated that the SRCS will be discussing the 2018 Spring Restoration Drill schedule at their next meeting. Questions about the spring drill and/or feedback about the fall drills may be sent to: Daniel.Restucci@pjm.com.

Date	Day	Company	Time
Sept. 26&27	Tues/Wed	AEP, DEOK, OVEC	26 th - 1130-1530 27 th - 0730-1130
October 5	Thurs	PECO	0600-1400
October 11	Wed	DPL	0800-1600
October 12	Thurs	Duquesne	0800-1600
October 17	Tue	BG&E-PEPCO-SMECO	0800-1600
October 18	Wed	ComEd-RMU(Grid4ce)	0700-1500
October 19	Thurs	Dayton-EKPC	0800-1600
October 24	Tues	PPL- UGI	0800-1600
October 24&25	Tue/Wed	FE East/West/South/ CPP	0800-1600 each day
October 25	Wed	Atlantic	0800-1600
October 25-26	Tues/Wed	Dominion	0800-1600 each day
November1	Wed	PS, Rockland (ORU)	0800-1600
		Red = Drill at Member Company Location	X=Cross Zonal

5. Training Items for Review (9:25 – 9:50)

- 2018 PJM Operator Seminar Dates

The 2018 PJM Operator Seminar schedule was provided to the DTS. More information about the event will be provided over the course of the next few months. Registration for the event will open in late January/early February. PJM will be sending a brief survey to the DTS as part

of its needs analysis for the Human Performance presentation. For questions or comments about the seminar schedule or the HP survey, please contact Maureen.Curley@pjm.com.

[Westin Cincinnati](#) (Cincinnati, OH)

Seminar Week	Start Date	End Date
Week 1	March 6, 2018	March 9, 2018
Week 2	March 13, 2018	March 16, 2018
Week 3	March 20, 2018	March 23, 2018
Week 4	March 26, 2018	March 29, 2018

[Hilton Richmond Short Pump](#) (Richmond, VA)

Seminar Week	Start Date	End Date
Week 5	April 3, 2018	April 6, 2018
Week 6	April 10, 2018	April 13, 2018
Week 7	April 17, 2018	April 20, 2018

[PJM CTC](#) (Audubon, PA)

Seminar Week	Start Date	End Date
Week 8	April 24, 2018	April 27, 2018
Week 9	May 1, 2018	May 4, 2018
Week 10	May 8, 2018	May 11, 2018

- Reminder regarding the PJM Transmission Owner Operator Certification Exam Survey

The DTS was reminded about the on-going PJM Transmission Owner Operator Certification Exam Survey which was sent to all current PJM Transmission credential holders. The survey, which runs through November 5, 2017, will be used to guide the next update to the certification exam. For questions about the certification exam survey, please contact Michael.Hoke@pjm.com.

- Train-the-Trainer – *November 28-30, 2017*

Registration for the 2017 PJM Train-the-Trainer session is now open. This year, PJM will be hosting two sessions focused on content development.

- November 28th – Using Excel to Create Interactive Training Exercises
- November 29th & 30th - Creating Effective Learning Through PowerPoint (ATD Certificate Program)

For questions about the Train-the-Trainer program, please contact Maureen.Curley@pjm.com.

- End-of-Year Reminders
 - PJM will begin looking at compliance reports for the continuing training program and will be working with the Training Liaisons to resolve any open items by the end of the year.
 - The DTS was reminded of the 2017 Task List Review and 2017 PJM Program Evaluation forms in the LMS.

6. Additional Items from the DTS (9:50 – 10:00)

- PJM will be developing a Just-in-Time training module covering the updates to the RRC tool. This will be available in the LMS for companies who wish to use it as part of the Task Reverification process.
- A member asked for clarification on the Communications Protocol Assessment requirement. Per PJM Manual 01, each applicable entity must assess its operators/dispatchers adherence to the Communication Protocols at least once every 12 months. Member Companies may use the PJM LMS to track compliance with this requirement by submitting the Communications Protocol Assessment Form for documentation in the system. Alternatively, Member Companies may opt to use an internal tracking mechanism to ensure compliance with this requirement.
- PJM will be filing an ILA for the 2017 GridEx Exercise.

No additional items from the DTS.

Future Meeting Dates

November 21, 2017	09:00 a.m.	PJM Conference & Training Center/ WebEx
December 19, 2017	09:00 a.m.	PJM Conference & Training Center/ WebEx
January 23, 2018	09:00 a.m.	PJM Conference & Training Center/ WebEx

Author: Maureen Curley

October Meeting Attendees:

Alicia Battaglino	Constellation
Allan Yursis	ComEd
Amy Gayle	Dominion
Benjamin Bernier	GridForce

Brandon McGee	CES
Brandon Webb	AEP
Brett Johnson	PPL
Brian Croteau	BET
Brian Guzejko	PECO
Chris Jankowski	Talen Energy
Chris O'Leary	PSEG
Danny Restucci	PJM
Dennis Schoetmer	ITC
Dharmesh Bharathan	CES
Elizabeth Davis	Talen Energy
Heather Feliks	AEP
Jim Eckels	First Energy
John Dipolito	PSEG
Josh Benson	AES
Justin Freidman	Tenaska
Kevin Patten	Appalachain Power Company
Lisa Fincher	PEPCO
Mark Armstrong	AEP
Mark Bradley	ITC
Mark Garza	First Energy
Mark Gear	Constellation
Maureen Curley	PJM
Michael Sandidge	PEPCO
Nick Greenhawk	Easton Utilities

Pamela Wiggins	PSEG
Paul Hesson	WM Renewable Energy
Rachel Ayres	Constellation
SJ Afalla	Siemens Neptune
Steve Stiles	EKPC
Carolyn Sue Ziegler	BGE
Ted Schumacher	Duke Energy
Terry Goss	PEPCO
Tom Hunt	PECO
Tom Paff	Duke Energy Renewable Services
Tunisia Riley	ComEd
William Pepper	Delmarva

Antitrust:


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.

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. PJM may create audio, video or online recordings of stakeholder meetings for internal and training purposes, and your participation at such meetings indicates your consent to the same.

<p>On the Phone Dial</p>  <p>Mute / Unmute</p>	<p>Linking Teleconference Connection to WebEx</p> <p>To link your teleconference connection (audio presence) to your WebEx presence, please dial *29 and enter your Personal Identification Number. Once you are logged in to the WebEx, this PIN can be found under the "Meeting Info" tab of your WebEx window.</p>
--	--



Meeting Minutes

Provide feedback on the progress of this group: [Facilitator Feedback Form](#)
Visit learn.pjm.com, an easy-to-understand resource about the power industry and PJM's role.