

Dispatcher Training Subcommittee
PJM Conference and Training Center & WebEx
January 23, 2018
9:00 a.m. – 10:00 a.m. EPT

Administration (9:00-9:10)

1. Welcome

Ms. Maureen Curley, PJM, reviewed announcements, anti-trust, Code of Conduct guidelines and attendance.

2. Approval of meeting minutes from December 2017

The December 2017 meeting minutes were accepted without any corrections or deletions.

3. Request for any additional agenda items

Monthly Items & Training Updates (9:10-9:45)

4. 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 – 4 companies non-compliant

Certification – 4 companies non-compliant

Small Generation

All compliant with Training requirements

CSP

All compliant with Training requirements

5. 2018 PJM Drill Dates (9:15 – 9:20)

2018 Spring Restoration Drill	5/15/18 – 5/16/18 (back-up 5/22/18 – 5/23/18)
2018 Summer Emergency Procedures Drill	TBD
2018 Fall Restoration Drills	9/24/18 – 11/2/18
2018 Winter Emergency Procedures Drill	TBD
Grid Security Drill Exercise	11/14/18

2018 Fall Restoration Drill Schedule

Date	Day	Company
Sept 25-26	Tues-Wed	AEP/DEOK (?ITC/OVEC)
Oct 2	Tue.	PECO
Oct 4	Wed.	AE-DELMARVA
Oct. 9	Tue.	Duquesne
Oct 11	Thur.	PEPCO-BG&E-SMECO
Oct 16	Tue.	ComEd – RMU (GRID4CE)
Oct 18	Thur.	DAYTON - EKPC
Oct 23-24	Tue. - Wed.-.	Dominion
Oct 31	Wed.	PS – O&R
Oct 30	Tues	PPL - UGI
Oct 30 - 31	Tues-Wed	FE East/West/South/?CPP

FE-PN/PPL – CROSS ZONAL

Red = Away

The proposed dates for the 2018 PJM drills were reviewed, including a draft schedule for the fall company restoration drills. The DTS was reminded to review the schedule and provide PJM with any date or location changes. Please contact Michael.Lawruk@pjm.com with your preferred date and drill location.

6. 2018 Seminar (9:20 – 9:30)

[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

PJM reviewed updates related to the 2018 PJM Operator Seminar:

- In 2018, PJM is looking to grow the item banks for the PJM Certification exams. To help with this initiative, PJM will be hosting an Item Writing Workshop and Contest at this year's seminar. This is an opportunity for all interested individuals to play a key role in enhancing the certification program at PJM. More details about the contest will be shared during the seminar. An optional Item Writing Workshop will be held on Day 1, beginning at 11:00 AM. No registration is necessary.
- This year, seminar registration will be handled in 3 phases this year, based on member feedback and in an attempt to accommodate shift schedules of operations personnel:
 - Monday, January 29th: Registration opens for individuals with M40 training requirements
 - Monday, February 5th: Registration opens for support personnel
 - Tuesday, February 20th: Registration opens to the public

For additional details, please see the 2018 Seminar presentation posted with the [meeting materials for January](#).

7. Human Performance Working Group (9:30 – 9:35)

PJM provided an update on the creation of a Human Performance stakeholder group at PJM. The draft charter language is working its way through the stakeholder process. It will be going to the Operating

Committee for approval in February. For Human Performance topic suggestions to be included in this forum, please contact Maureen.Curley@pjm.com or Glen.Boyle@pjm.com.

8. Training Items for Review (9:35 – 9:45)

- Training Schedule
 - Reminder that the [2018 Draft Calendar](#) is posted to the website, listing the proposed dates of curriculum sessions planned for the year.
- Task 6 Reverification – Transmission Owner Operators – due **March 1, 2018**
 - Reminder that the Task 6 Reverification is due on March 1, 2018, for all Transmission Owner Operators. This reverification was triggered by the update to the RRC tool. There is a Just-in-Time training module available in the PJM Learning Management System (LMS) that reviews the applicable changes. This training is optional, but may be included as part of your reverification process. As a reminder, PJM Manual 40 provides guidance on means of task verification, including: direct observation, simulation, and/or combination of training and some other means of assessment. For more details, please refer to PJM Manual 40. For questions, please contact Maureen.Curley@pjm.com.

9. Additional Items from the DTS (9:45 – 9:55)

No new items from the DTS.

Future Agenda Items (9:55)

- Committee check-in, review of 2018 meeting schedule

Future Meeting Dates

February 20, 2018	09:00 a.m.	PJM Conference & Training Center/ WebEx
March 20, 2018	09:00 a.m.	WebEx
April 17, 2018	09:00 a.m.	WebEx
May 22, 2018	09:00 a.m.	PJM Conference & Training Center/WebEx

Author: Maureen Curley

January Meeting Attendees:

Alicia Battaglino	Constellation
Al Yursis	ComEd
Amy Gayle	Dominion VA Power
Ben Rice	CPP

Ben Wagner	PSEG
Brandon McGee	CES
Brandon Webb	AEP
Brett Johnson	PPL
Brian Croteau	BET
Chad Singer	
Danny Restucci	PJM
David Lloyd	UGI
Dennis Schoetmer	ITC
Donna LeFevre	Dominion
Eric Bryant	First Energy Solutions
Eric Linder	NextEra Energy Power
Jack Philips	Hess
Jason Proconiar	Dayton Power & Light
Jim Donahue	OVEC
Joseph Helms	Rainbow Energy
John Dipolito	PSEG
John Karasiewicz	PSEG
Josh Benson	AES
Justin Freidman	Tenaska
Karen McGee	AEP
Larry Crudup	CES
Lisa Fincher	PEPCO
Mark Armstrong	AEP
Mark Ellis	AEP

Mark Garza	First Energy
Mark Gear	Constellation
Mark Klohonatz	First Energy
Maureen Curley	PJM
Michael Lawruk	PJM
Michael Sandidge	PEPCO
Nick Greenhawk	Easton
Pamela Wiggins	PSEG
Paul Hesson	WM Renewable Energy
Paul Neyer	Duke Energy
Rachel Ayres	Constellation
Randel Cooper	AEP
Robert Felix	Duquesne Light Company
Steve Hanson	ACES
Steve Mines	AEP
Steve Stiles	EKPC
Carolyn Sue Ziegler	BGE
Ted Schumacher	Duke Energy
Terry Goss	PEPCO
Todd Poynton	Rockland Electric
Tom Hunt	PECO
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:



Meeting Minutes


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.

Participant Identification in WebEx:

When logging into the WebEx desktop client, please enter your real first and last name as well as a valid email address. Be sure to select the "call me" option. PJM support staff continuously monitors WebEx connections during stakeholder meetings. Anonymous users or those using false usernames or emails will be dropped from the teleconference.

<p>On the Phone Dial</p> <p></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>
---	--

<p>Join a Meeting</p>	<ol style="list-style-type: none">1. Join meeting in the WebEx desktop client2. Enter name (<i>First and Last*</i>) and corporate email3. Under "Select Audio Option" select "Call Me" option from the dropdown menu
------------------------------	--

**Note: Anonymous users or those using false usernames or emails will be dropped from the teleconference.*