

**Dispatcher Training Subcommittee**  
**PJM Conference and Training Center & WebEx**  
**November 20, 2018**  
**9:00 a.m. – 10:00 a.m. EPT**

## Administration (9:00-9:05)

### 1. **Welcome**

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

### 2. **Approval of meeting minutes from October 2018**

The October 2018 meeting minutes were accepted without any corrections or deletions.

### 3. **Request for any additional agenda items**

## Monthly Items & Training Updates (9:05-9:45)

### 4. **Compliance Update (9:05 – 9:10)**

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* – 3 companies non-compliant

*Certification* – 2 companies non-compliant

#### **Small Generation**

*Training* – all companies compliant

#### **CSP**

*Training* – 5 companies non-compliant

### 5. **2018 PJM Drill Dates (9:10 – 9:15)**

2018 Spring Restoration Drill	5/15/18 – 5/16/18 – <i>completed</i>
2018 Summer Emergency Procedures Drill	5/14/18 – <i>completed</i>
2018 Fall Restoration Drills	9/24/18 – 11/2/18 – <i>in-progress</i>
2018 Winter Emergency Procedures Drill	11/6/18 primary, 11/13/18 back-up
Grid Security Drill Exercise	11/14/18

## Grid Security Drill

Frank Hartman, PJM, provided a review of the 2018 Grid Security Drill that was completed on November 14, 2018. The exercise went very well and the committee is in the process of reviewing feedback and lessons learned. The DTS was reminded to complete the evaluation form, located on the SharePoint site. Planning for GridEx V will begin in early 2019.

## 6. Upcoming Training Items (9:15 – 9:30)

### 2019 PJM Operator Seminar

Michael Hoke, PJM, reviewed the proposed change to the format for the 2019 Operator Seminar to incorporate more member presentations. This is an opportunity for members to showcase the work of their training staff, as part of the PJM/Member joint systematic approach to training. PJM is looking for volunteers who would like to present during the Day 4 cafeteria style sessions. Volunteers do not need to commit for all 10 weeks, and scheduling can be based on seminar location. Please contact [Michael.Sitarchyk@pjm.com](mailto:Michael.Sitarchyk@pjm.com), [Michael.Hoke@pjm.com](mailto:Michael.Hoke@pjm.com) or [Maureen.Curley@pjm.com](mailto:Maureen.Curley@pjm.com) with any questions or to volunteer!

#### 2019 Seminar Schedule

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

Seminar Week	Start Date	End Date
Week 1	March 12, 2019	March 15, 2019
Week 2	March 19, 2019	March 22, 2019
Week 3	March 26, 2019	March 29, 2019

##### Four Seasons Baltimore (Baltimore, MD)

Seminar Week	Start Date	End Date
Week 4	April 2, 2019	April 5, 2019
Week 5	April 9, 2019	April 12, 2019
Week 6	April 15, 2019	April 18, 2019

##### Hilton Cleveland Downtown (Cleveland, OH)

Seminar Week	Start Date	End Date
Week 7	April 23, 2019	April 26, 2019
Week 8	April 30, 2019	May 3, 2019
Week 9	May 7, 2019	May 10, 2019

## Westin Cleveland Downtown (Cleveland, OH)

Seminar Week	Start Date	End Date
Week 10	May 14, 2019	May 17, 2019

### EOP-005-3 R8.5 Training Discussion

PJM reviewed EOP-005-3 R8.5 and determined that this is currently covered in the PJM Transmission Owner Operator task list (Enabling Objective 11.9). This is currently covered in the Transmission ITP (in-person and online), the System Restoration Workshop and the annual Operator Seminar. PJM will add designations in the training material and the LMS for tracking purposes. For questions, please contact [Maureen.Curley@pjm.com](mailto:Maureen.Curley@pjm.com).

### Task List Review & Opt-out Request

- PJM conducted its annual review of the Transmission Owner Operator and Generation Dispatcher task lists. A minor formatting change was made to the Transmission Owner Operator task list. For questions, please contact [Maureen.Curley@pjm.com](mailto:Maureen.Curley@pjm.com).
- PJM received an opt-out request for Gridforce for company-specific Task 5.3 and company-specific Task 12.5. PJM approved this request as there were no reliability concerns.

### 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 2018 Task List Review and 2018 PJM Program Evaluation forms in the LMS.

## 7. Additional Items from the DTS (9:30 – 9:45)

*No new items from the DTS.*

### Compliance Updates (9:45)

- Task 5 Reverification based on PCLLRW Tool Change – due **March 26, 2019**
- See November OC Meeting Materials for Reliability Compliance Update: <http://www.pjm.com/committees-and-groups/committees/oc.aspx>

### Future Meeting Dates

December 19, 2018	09:00 a.m.	PJM Conference & Training Center/WebEx
January 15, 2019	09:00 a.m.	PJM Conference & Training Center/WebEx
February 19, 2019	09:00 a.m.	PJM Conference & Training Center/WebEx
March 19, 2019	09:00 a.m.	PJM Conference & Training Center/WebEx

Author: Maureen Curley

## November Meeting Attendees:

Alicia Battaglino	Constellation
Al Yursis	ComEd
Amy Hassen	Dominion
Benjamin Bernier	Gridforce Energy
Betty Drastal	Vineland
Bill Khashfe	PJM
Brandon McGee	CES
Brett Johnson	PPL
Brian Croteau	BET
Chris Norton	AMP
Chris Sharp	ComEd
David Lloyd	UGI
Dennis Schoetmer	ITC
Doug Guignet	PJM
Eric Bryant	First Energy
Frank Hartman	PJM
James Rucci	Constellation
John Dipolito	PSEG
Karen McGee	AEP
Karyn Carter	Rockland
Larry Crudup	CES
Lisa Fincher	PEPCO
Lonnie Bush	First Energy
Mark Armstrong	AEP
Mark Garza	First Energy
Mark Grear	Exelon
Mark Klohonatz	First Energy
Marquette Hooker	Dominion
Maureen Curley	PJM
Michael Hoke	PJM
Michael Sandidge	Exelon Corp.
Nick Greenhawk	Easton Utilities
Pamela Wiggins	PSEG
Paul Hesson	WM Renewable
Randel Cooper	AEP

Robert Felix	Duquesne Light
Sue Ziegler	BGE
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:**


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><b>On the Phone Dial</b></p>  <p>Mute / Unmute</p>	<p><b>Linking Teleconference Connection to WebEx</b></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><b>Join a Meeting</b></p>	<ol style="list-style-type: none"> <li>1. Join meeting in the WebEx desktop client</li> <li>2. Enter name (<i>First and Last*</i>) and corporate email</li> <li>3. Under "Select Audio Option" select "Call Me" option from the dropdown menu</li> </ol>

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



# Meeting Minutes

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