

Dispatcher Training Subcommittee  
PJM Conference and Training Center & WebEx  
February 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 January 2018

The January 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* – 3 companies non-compliant

#### Small Generation

*Training* – 1 company non-compliant

#### CSP

*Training* – 1 company non-compliant

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

2018 Spring Restoration Drill	5/15/18 – 5/16/18 (back-up 5/22/18 – 5/23/18)
2018 Summer Emergency Procedures Drill	5/14/18
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
9/25 – 9/26	T-W	AEP/DEOK (? ITC/OVEC)
10/04	W	AE-DELMARVA
10/09	T	Duquesne
10/11	Th	PEPCO-BG&E-SMECO
10/16	T	ComEd – RMU (GRID4CE)
10/18	Th	DAYTON - EKPC
10/23 - 10/24	T-W	Dominion
10/25	Th	PECO
10/30	T	PPL- -UGI
10/30 - 10/31	T-W	FE East/West/South/? CPP
10/31	W	PS – O&R

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](mailto:Michael.Lawruk@pjm.com) with your preferred date and drill location.

6. **NERC Standards Update (9:15 – 9:25)**

Mark Kuras and Sri Kappagantula, PJM, reviewed the impact of NERC Standard TOP-010-1(i). At this time, reverification of the PJM Transmission Owner Operator Task List is not required. For additional details about related changes, please reach out to participants on the Data Management Subcommittee. For questions, please contact [Maureen.Curley@pjm.com](mailto:Maureen.Curley@pjm.com).

7. **2018 Seminar (9:25 – 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.

8. **Upcoming Training Items for Review (9:30 – 9:35)**

- NERC Survey Update
  - NERC is extending the deadline to respond to their survey related to the NERC certification and continuing education programs. An updated email was sent out and the link was added to the NERC website. Participation is open to all active participants in either program.
- 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](mailto:Maureen.Curley@pjm.com).

## 9. Committee Check-in (9:35 – 9:40)

The committee will continue to meet monthly. Please send proposed topics or agenda items to [Maureen.Curley@pjm.com](mailto:Maureen.Curley@pjm.com).

## 10. Additional Items from the DTS (9:40 – 9:50)

*No new items from the DTS.*

### Compliance Updates (9:50)

- RRC Task Reverification (TO Task 6) – due March 1, 2018

### Future Agenda Items (9:55)

- Human Performance

### Future Meeting Dates

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
June 19, 2018	09:00 a.m.	PJM Conference & Training Center/WebEx

Author: Maureen Curley

## February Meeting Attendees:

Adrien Ford	ODEC
Alicia Battaglino	Constellation
Al Yursis	ComEd
Amy Gayle	Dominion VA Power
Benjamin Bernier	Gridforce Energy
Ben Rice	CPP
Brett Johnson	PPL
Brian Croteau	BET
Chad Singer	Fellon-McCord
Chris O'Leary	PSEG
David Lloyd	UGI
Donna LeFevre	Dominion
Doug Guignet	PJM
Eric Linder	NextEra Energy Power
Glen Boyle	PJM
Jason Proconiar	Dayton Power & Light
Jim Donahue	OVEC
John Dippolito	PSEG
John Karasiewicz	PSEG
Josh Benson	AES
Justin Freidman	Tenaska
Larry Crudup	CES
Lisa Fincher	PEPCO
Mark Garza	First Energy

Mark Gear	Constellation
Mark Kuras	PJM
Maureen Curley	PJM
Michael Hoke	PJM
Michael Sandidge	PEPCO
Nick Greenhawk	Easton
Nick Kowalczyk	Rockland
Pamela Wiggins	PSEG
Paul Hesson	WM Renewable Energy
Paul Neyer	Duke Energy
Rachel Ayres	Constellation
Robert Felix	Duquesne Light Company
Rollie Hill	Trane
Sandra Hopkins	Dominion
SJ Afalla	Neptune
Sri Kappagantula	PJM
Stanley Winbush	AEP
Steve Hanson	ACES
Steve Mines	AEP
Steve Stiles	EKPC
Suzanne Herel	PJM
Carolyn Sue Ziegler	BGE
Ted Schumacher	Duke Energy
Terry Goss	PEPCO
Tom Hunt	PECO

Tori Drummond

Dominion

#### 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.

#### On the Phone Dial

\*6

Mute / Unmute

#### Linking Teleconference Connection to WebEx

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.

#### Join a Meeting

1. Join meeting in the WebEx desktop client
2. Enter name (*First and Last\**) and corporate email
3. 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.*



# 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.