

Dispatcher Training Subcommittee
PJM Conference and Training Center & WebEx
December 19, 2017
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 November 2017

The November 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 – 2 companies non-compliant

Certification – 5 companies non-compliant

Small Generation

Training – 2 companies non-compliant

CSP

All compliant with Training requirements

4. 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

The proposed dates for the 2018 PJM drills were reviewed. The DTS was reminded to provide PJM with preferred Fall Restoration Drill dates, avoiding Mondays and Fridays. Please contact Daniel.Restucci@pjm.com with your preferred date and drill location.

5. PJM Manual 40 Updates (9:20 – 9:30)

Mr. Michael Hoke, PJM, reviewed updated to PJM Manual 40. Updates included:

- Clarified the role of the DTS in the Task List Review and Program Evaluation
- Reorganized Section 2 to add the Markets certification exam
- Added section on disciplinary actions for certification exam
- Added clarifying language to EOP requirement in Section 3.2.1
- Changed MOC and Small Plant Generation Dispatcher continuing training requirement from rolling 3-year requirement to annual requirement
- Added language to include Load Management resources

The updates will continue to be communicated through the normal Stakeholder process. For more information, please review the summary of changes document and the redline version of PJM Manual 40 posted with the [meeting materials for December](#).

6. Human Performance Working Group (9:30 – 9:45)

Mr. Glen Boyle, PJM, provided an update on the creation of a Human Performance stakeholder group at PJM. Based on feedback and the number of existing stakeholder groups, it was determined that a new group would not be chartered at this time. Instead, Human Performance topics will be added as a standing agenda item at the conclusion of the regular DTS meetings. The DTS reviewed updated charter language to include this additional focus area. For Human Performance topic suggestions to be included in this forum, please contact Maureen.Curley@pjm.com or Glen.Boyle@pjm.com.

7. Training Items for Review (9:45 – 9:55)

- End-of-Year Reminders
 - Please remember to log in to the PJM LMS using your DTS company account and complete the following items:
 - 2017 Company Program Evaluation
 - 2017 PJM Program Evaluation
 - Task List Review

For questions or assistance in accessing this account, please contact TrainingSupport@pjm.com.

- PJM is working with Training Liaisons on end-of-year compliance reports. Please forward any LMS updates/documentation to TrainingSupport@pjm.com.
- NERC recently sent a survey to all NERC-certified operators and trainers to gather feedback on potential changes to the certification program. PJM encourages all recipients to complete this survey. The survey will run through **January 31, 2018**.

The survey is also available on NERC's [website](#). Under the announcement heading, select *2017 NERC System Operator Certification Program Survey Announcement*. Within the announcement, there is a link to the **electronic form**.

- The [Tech Change Forum](#) will be reviewing an initiative to delete inactive and locked accounts at the December meeting. DTS members are encouraged to subscribe to the Technical Notifications email distribution list and attend Tech Change Forum meetings, as appropriate to receive updates on technology change initiatives.

- 2018 PJM Operator Seminar Dates

- [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

8. Additional Items from the DTS (9:55 – 10:00)

No new items from the DTS.

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

December Meeting Attendees:

Alicia Battaglino	Constellation
Amy Gayle	Dominion VA Power
Andre Francis	SMECO
Ben Rice	CPP
Benjamin Bernier	GridForce
Brandon McGee	CES
Brandon Webb	AEP
Brett Johnson	PPL
Brian Croteau	BET
Brian Guzejko	PECO
Chris O'Leary	PSEG
Clem Lovasik	PJM
Dave Turtle	PJM
David Lloyd	UGI
Dennis Schoetmer	ITC
Donna LeFevre	Dominion
Doug Guignet	PJM
Ed Murdock	Dynegy

Eric Bryant	First Energy Solutions
Eric Linder	NextEra Energy Power
Frank Hartman	PJM
Glen Boyle	PJM
Heather Feliks	AEP
Jack Philips	Hess
Jim Eckels	First Energy
John Karasiewicz	PSEG
Josh Benson	AES
Justin Freidman	Tenaska
Karen McGee	AEP
Kevin Patten	Appalachain Power Company
Larry Crudup	CES
Laura Lumbrazo	RECO
Lisa Fincher	PEPCO
Mark Garza	First Energy
Mark Grear	Constellation
Maureen Curley	PJM
Michael Hoke	PJM
Michael Sandidge	PEPCO
Pamela Wiggins	PSEG
Paul Hesson	WM Renewable Energy
Rachel Ayres	Constellation
Randel Cooper	AEP
Robert Felix	Duquesne Light Company



Meeting Minutes

SJ Afalla	Siemens Neptune
Steve Mines	AEP
Steve Stiles	EKPC
Carolyn Sue Ziegler	BGE
Ted Schumacher	Duke Energy
Terry Goss	PEPCO
Victoria Drummond	Dominion
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.

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