

Dispatcher Training Subcommittee
PJM Conference and Training Center & WebEx
April 17, 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 March 2018

The March 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 – 4 companies non-compliant

Certification – 4 companies non-compliant

Small Generation

Training – 1 company non-compliant

CSP

Training – 2 companies 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 – DRAFT

| Date | Company |
|---------------|--------------------------------|
| 9/25 – 9/26 | AEP/DEOK (ITC?/OVEC) |
| 10/4 | AE-DELMARVA |
| 10/9 | Duquesne |
| 10/11 | PEPCO-BG&E-SMECO |
| 10/16 | ComEd-RMU (GRID4CE) |
| 10/16 | O&R |
| 10/18 | DAYTON-EKPC |
| 10/23 – 10/24 | Dominion |
| 10/25 | PECO |
| 10/30 | PPL-UGI |
| 10/30 – 10/31 | FE East/West/South/CPP? |
| 10/31 | PS |

FE-PN/PPL – Cross Zonal

Red = Away

Fall Restoration Drill

A preliminary draft of the Fall Restoration Drill schedule was reviewed. The DTS was reminded to review the schedule and provide PJM with any date or location changes. For questions, please contact Joshua.Berckman@pjm.com.

Grid Security Drill

Mike Lawruk, PJM, provided the DTS with updates related to the 2018 Grid Security Drill. Planning for this year's drill is underway. Monthly conference calls for planning purposes are scheduled to be in May. An onsite planning meeting is scheduled for early fall. For questions about this year's exercise, please contact Michael.Lawruk@pjm.com.

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

PCLLRW – Tool Changes

Doug Guignet, PJM, provided the DTS with an update related to the implementation of the Voltage Dfax enhancement to the PCLLRW tool. It has been determined that a Task Reverification will likely be required. However, because the tool is still in development, the timing of the reverification window is not yet known. PJM will provide Just-in-Time training when the new tool is available. For questions or additional information, please contact Douglas.Guignet@pjm.com.

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 |

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.

Drill Refresh Training

The online refresh training for the Summer Emergency Procedures and Spring Restoration Drills will be available in the LMS in early May.

PJM Transmission Certification Exam Update

Michael Hoke, PJM, provided the DTS with an update on the PJM Transmission Owner Operator Certification exam. The exam is currently being revised and the updated exam will be available later

this year. There will be a one-month blackout period when the transmission exam will be unavailable, as part of this revision process. More details about the timing of this blackout period will be provided to the DTS as the exam is finalized. Questions related to the PJM Transmission exam may be sent to: Michael.Hoke@pjm.com.

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

No new items from the DTS.

Compliance Updates (9:45)

- Pending Task Reverification based on PCLLRW Tool Change – timing TBD
- See March OC Meeting Materials for Reliability Compliance Update: <http://www.pjm.com/committees-and-groups/committees/oc.aspx>

Future Agenda Items (9:50)

- Human Performance

Future Meeting Dates

| | | |
|-----------------|------------|--|
| May 22, 2018 | 09:00 a.m. | PJM Conference & Training Center/WebEx |
| June 19, 2018 | 09:00 a.m. | PJM Conference & Training Center/WebEx |
| July 17, 2018 | 09:00 a.m. | PJM Conference & Training Center/WebEx |
| August 21, 2018 | 09:00 a.m. | PJM Conference & Training Center/WebEx |

Author: Maureen Curley

April Meeting Attendees:

| | |
|-------------------|-------------------|
| A Jae Roysdon | First Energy |
| Alicia Battaglino | Constellation |
| Al Yursis | ComEd |
| Alpa Jani | PJM |
| Amanda Ripperda | IMPA |
| Amy Gayle | Dominion VA Power |
| Andre Francis | SMECO |
| Anita Patel | PJM |
| Benjamin Bernier | Gridforce Energy |
| Ben Rice | CPP |
| Bill DePasquale | PJM |
| Brandon Webb | AEP |
| Brett Johnson | PPL |
| Brian Croteau | BET |

| | |
|---------------------|----------------------|
| Chris O'Leary | PSEG |
| Chris Norton | AMP |
| David Lloyd | UGI |
| Donna LeFevre | Dominion |
| Doug Guignet | PJM |
| Glen Boyle | PJM |
| James Augello | Neptune |
| John Karasiewicz | PSEG |
| Joseph Helms | Rainbow Energy |
| Josh Benson | AES |
| Karen McGee | AEP |
| Ken Keilholtz | GenOn |
| Lisa Fincher | PEPCO |
| Mark Garza | First Energy |
| Mark Gear | Exelon/Constellation |
| Maureen Curley | PJM |
| Michael Hoke | PJM |
| Mike Lawruk | PJM |
| Nick Greenhawk | Easton |
| Pamela Wiggins | PSEG |
| Paul Hesson | WM Renewable Energy |
| Rachel Ayres | Constellation |
| Robert Simmonette | UGI |
| Steve Hanson | ACES |
| Steve Mines | AEP |
| Steve Stiles | EKPC |
| Suzanne Herel | PJM |
| Carolyn Sue Ziegler | BGE |
| Ted Schumacher | Duke Energy |
| Terry Goss | PEPCO |
| Todd Poynton | RECO |
| 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.



Meeting Minutes

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



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.*