

Dispatcher Training Subcommittee
PJM Conference and Training Center & WebEx
October 16, 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 August 2018**

The August 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 – all companies compliant

Certification – 3 companies non-compliant

Small Generation

Training – all companies compliant

CSP

Training – 7 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

2018 Fall Restoration Drill Schedule – DRAFT

Date	Company
9/25 – 9/26	AEP(X)/DEOK/ITC(X)/OVEC
9/27	O&R
10/4	DELMARVA
10/9	Duquesne
10/11	PEPCO-BG&E-SMECO
10/16	ComEd-RMU (GRID4CE)
10/18	ACE
10/18	DAYTON-EKPC
10/24 – 10/25	Dominion
10/25	PECO
10/30	PPL(X)-UGI
10/30 – 10/31	FE East(X)/West/South/CPP
10/31	PS

X = Cross Zonal

Red = Away

Grid Security Drill

The DTS was provided with an update related to the 2018 Grid Security Drill. The phone check for the drill is scheduled for 11/7/2018. For questions related to the drill or the phone check, please contact Bill.DePasquale@pjm.com or Frank.Hartman@pjm.com.

Winter Emergency Procedures

The 2018 Winter Emergency Procedures drill is scheduled for November 6, 2018. The drill information package and online refresh will be available shortly. For questions related to the drill, please contact Rebecca.Gerber@pjm.com or Frank.Hartman@pjm.com.

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

PCLLRW – Tool Changes

Doug Guignet, PJM, provided an update related to the implementation of the Voltage Dfax enhancement to the PCLLRW tool. The new feature went into production on September 26, 2018. PJM has developed a just-in-time training module that provides an overview of this new tool. This training is currently available in the PJM Learning Management System (LMS). A task reverification will be

required for Task 5 based on this change. The Task Tracking Module has been updated to reflect this change. For questions or additional information, please contact Douglas.Guignet@pjm.com.

2019 PJM Operator Seminar

Mike Sitarchy, PJM, proposed a 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.Sitarchy@pjm.com or 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

Certification Exam Update

The DTS was provided with an update on the PJM Transmission Exam. The exam will be unavailable for the month of October. The new exam will be available, with instant scoring, beginning on November 1, 2018. Results for candidates who completed the exam during the validation period will be available in early November. For questions related to the certification exam, please contact Michael.Hoke@pjm.com.

Train-the-Trainer

The 2018 PJM Train-the-Trainer course will be held on November 27-29, 2018, at the PJM CTC. This year, we're excited to have sessions targeted to both the Trainer and the Training Liaison.

- Tuesday, November 27th – 1:00 PM – 5:00 PM
 - Developing Interactive Training Content
 - This session will provide hands-on development instruction on how to create interactive training exercises/tools that your students can begin using immediately. We'll have laptops available, but if you'd prefer to work off your own – bring it along!
 - The Role of the Training Liaison
 - This session will provide an overview of the PJM/Member joint systematic approach to training and the important role the Training Liaison plays in this process. We'll also provide an overview of the PJM Learning Management System (LMS).
- Wednesday & Thursday, November 28th & 29th – 8:00 AM – 5:00 PM
 - Microlearning Certificate Program (*provided by the Association for Talent Development*)
 - Microlearning—learning in short bursts that anyone can access anytime—is the next big thing in learning and development. In this hands-on, practical workshop, explore what microlearning is, why it's hot now, and how to employ MILE, a microlearning design model, to create outstanding, bite-sized learning programs.

For questions related to the Train-the-Trainer, please contact Maureen.Curley@pjm.com.

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 October OC Meeting Materials for Reliability Compliance Update: <http://www.pjm.com/committees-and-groups/committees/oc.aspx>

Future Meeting Dates

November 20, 2018	09:00 a.m.	PJM Conference & Training Center/WebEx
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

Author: Maureen Curley

October Meeting Attendees:

Alicia Battaglino	Constellation
Al Yursis	ComEd
Amy Gayle	Dominion
Andre Francis	SMECO
Anita Patel	PJM
Benjamin Bernier	Gridforce Energy
Bennie Rice	CPP
Brandon McGee	CES
Brandon Webb	AEP
Brett Johnson	PPL
Brian Croteau	BET
Chris Norton	AMP
Chris Sharp	ComEd
Derrick Swym	First Energy
Doug Guignet	PJM
Eric Bryant	First Energy
Eric Linder	NextEra
Heather Feliks	AEP
James Rucci	Constellation
Jim Eckels	First Energy
Joe Helms	Rainbow Energy

John Dippolito	PSEG
Josh Benson	Dayton
Lisa Fincher	PEPCO
Mark Armstrong	AEP
Mark Garza	First Energy
Mark Grear	Exelon
Marquette Hooker	Dominion
Maureen Curley	PJM
Michael Sandidge	Exelon Corp.
Mike Sitarchyk	PJM
Nick Kowalczyk	RECO
Pamela Wiggins	PSEG
Robert Felix	Duquesne Light
Steve Stiles	EKPC
Sue Ziegler	BGE
Ted Schumacher	Duke Energy
Tom Hunt	PECO
Troy Jones	Easton Utilities
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.



Meeting Minutes

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.*