MEETING MINUTES
PJM Interconnection
Dispatcher Training Subcommittee
PJM CTC & WebEx
August 21, 2012
0900

1. **Administration**

   The June 2012 Meeting minutes were accepted without comment or addition.

2. **SOS Report**

   Mr. Lloyd noted that there was no update from the System Operating Subcommittee Meeting.

3. **Compliance Update**

   Ms Curley provided the following Compliance information:
   - All Transmission Companies were in compliance with both Training and Certification Requirements.
   - 10 Generation entities were non-compliant with Certification requirements. 5 of these entities have mitigation plans in place.
   - 11 Generation companies were non-compliant with Training requirements. 6 of these entities have mitigation plans in place.

4. **LMS Update**

   Ms. Curley noted that as a result of the recent LMS upgrade, there are 2 new or modified features that will affect the Training Liaisons.
   1) The group enrollment functionality has been updated to provide Training Liaisons with a simpler, more intuitive interface to register operators for upcoming training. Additionally, this feature has been updated to include a shortcut for the Training Liaison to register himself/herself in training without having to use the group enroll feature.
   2) The new version of the software includes a substantially upgraded reporting engine for Training Liaisons. This new reporting interface includes: extensive options for filtering operators, the ability to select specific date ranges for reports and a wider range of report forms and file types, including .csv and temporary table files. Additionally, the new reporting feature enables Training Liaisons to save the parameters of frequently run reports as “report favorites”.
Ms. Curley noted that these two features are still being updated in the production environment. PJM will provide documentation/training on the new features as soon as they become available (before the end of the week of August 27th).

5. **Operational Concerns**

Mr. Fernsler provided the members of the DTS with some information from PJM dispatch related to operational issues stemming from the recent extended run of hot weather:

1) Following a call for Synchronized Reserves in the RFC Zone, PJM dispatchers received calls from Generation owners who were not sure what regions were included in that zone. Mr. Fernsler asked the members of the DTS to ensure that their operators know the zone(s) in which each of their units are located, and what Synchronized Reserve calls they should be responding to. It was requested that if clarification is needed, to please let PJM know so that the training department can prepare and provide some training via the LMS.

2) There have been some discussions about the need to phone the PJM dispatchers for Unit Curtailments (partial reductions). Generation owners are reminded that any unplanned reduction requires an eDART ticket to be submitted. In addition, the PJM expectation is that any reductions should also be phoned in to the PJM dispatcher. Wind units are exempted from the phone call requirement, unless the entire facility is coming on or off line unexpectedly. The (frequent) de-rates for wind units that result from their unique operating requirements do not need to be called in, but should still be documented via eDART, as this is required for the accuracy of the wind forecasting application. Mr. Fernsler noted that the notification expectations will be clarified in the upcoming revision of Manual 14D.

6. **PER-005 Sub-Group Report**

Mr. Fernsler provided an update on the activity of the PER-005 sub-group. The PER-005 sub-group has approved a new Transmission Operator Task List, and identified those tasks which PJM will consider “Reliability-Related”, as required by the Standard. The task list was accepted without comment by the DTS.

The sub-group has proposed the following approach to providing training: PJM will provide the training for all the common tasks the task list, in accordance with a Systematic Approach to Training (SAT). Individual Transmission owners can add additional company-specific Reliability-Related tasks at their discretion, but they will be responsible for providing the training on those tasks (again – in accordance with their own individual Systematic Approach to Training).

PJM State & Member Training is developing an add-on to the LMS that will allow the development of a “checklist” feature to allow member companies to perform and document the verification that each company operator can perform each of the Reliability-Related tasks which is also a requirement of the Standard. The sub-group agreed that each Transmission Operator will perform this verification for their own operators, according to whatever process their company develops (and can defend with an auditor). Ms. Curley will provide an overview of how this application will work at a future DTS meeting.

Moving forward, the DTS will have a permanent agenda item starting with the September 18, 2012 meeting. We will review a portion of the existing Transmission Operator task list, and determine if the task is still valid, or if modifications need to be made. Solicitations will also be made for new tasks. This will satisfy the requirement for an
annual review of the task list as required by the standard. Any new or modified tasks that are generated in this process will need to have an operator verification performed and documented within 6 months, following the process outlined above. Mr. Karasiewicz proposed a change to the enabling tasks under terminal task number 8 (light load procedures). The specifics around this change will be discussed at the next meeting of the PER-005 Sub-Group, targeted for September 2012.

All of the responsibilities that deal with the new standard will be clearly documented in the TO/TOP Matrix. PJM State & Member Training will work with the sub-group and the authors of the Matrix at PJM to ensure the wording accurately captures the process we have outlined.

PJM will be linking and adapting all training materials to the Approved task list, in accordance with the standard. While the primary focus will be on first updating the Transmission training (because that is what is required under PER-005), a task list and linkages between the task list and training will eventually be developed for the Generation Operator Training, as well.

The next meeting of the PER-005 Sub-Group will be scheduled for early September, 2012.

7. **Spring 2013 Operator Seminar**

Mr. Fernsler noted that work is currently underway with respect to planning for the 2013 System Operator Seminar. The members of the DTS were requested to provide any information they are willing to share related to system events that could be highlighted during the annual “Lessons Learned” module.

Locations are also being finalized for the 2014 System Operator Seminar. Mr. Fernsler noted that the CTC will be a definite location, and Cincinnati will be revisited, as well. PJM is looking for DTS feedback on the third location. Suggestions previously put forth included: Chicago, IL, Pittsburgh, PA, and the Washington, DC area. Additional suggestions from the DTS included: Baltimore, MD and Annapolis, MD.

8. **Member Items**

Mr. Karasiewicz and Mr. Wirth requested that PJM provide documentation outlining specific PJM responsibilities and member company responsibilities related to the requirements of PER-005. Mr. Fernsler noted that at their next meeting, the PER-005 Sub-Group will be working on language to be included in the TO/TOP matrix. As part of that effort to define TO/TOP responsibilities, the sub-group will develop some additional supporting documentation.

9. **Future Meeting Dates**

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<td>0900-1000</td>
<td>PJM CTC and WebEx</td>
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