1. Administration

The November 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. There were also no items from the DTS for Mr. Lloyd to take back to the SOS.

3. Compliance Update

Ms Curley provided the following Compliance information:

- All 19 Transmission Companies were in compliance with both Training and Certification Requirements.

- Of the 61 Generation entities, 11 were non-compliant with Certification requirements. 2 of these entities have mitigation plans in place.

- Of the 61 Generation entities, 12 were non-compliant with Training requirements. 6 of these entities have mitigation plans in place.

- Of the 8 Small Generators all were in compliance with Training Requirements.

- Of the 8 Small Generators, 1 was non-compliant with the Testing requirement. A mitigation plan is not yet in place.

4. Review of Transmission Operator Task List

Following recommendations by the PER-005 Sub-Group, the DTS approved the following changes to the Transmission Owner Task list:

- “Company-Specific Objectives” on the Transmission Owner Task List were reworded as “Company-Specific Tasks”, to more closely echo wording in the NERC standard and provide a cleaner audit trail.

- The wording of the “Company-Specific Tasks” was changed to match the “condition-action-criteria” formatting used by the common tasks (and preferred by NERC).

These changes do NOT merit re-verification that the operators can perform the associated tasks.

The Common Terminal Task relating to DOE/NERC reporting and form OE-417 was eliminated. This was the only task on the list not identified as Reliability-Related. The vast majority of the companies indicated that their operators
were not responsible for performing this task – it was other employees in the company. For those companies for whom the operators perform this role as a “back-up”, they have the possibility of adding this as a company-specific task.

Tasks 13-16 were reviewed with no changes made. The elimination of the Reporting task referenced above reduces the amount of common Terminal Tasks on the list from 16 to 15, and means that all the tasks are identified as Reliability Related. No additional new or changed tasks were identified by the DTS members.

5. **Review of the Proposed Changes to PJM Manual 40**

A thorough review of the draft wording for the revisions to Manual 40 required for PER-005 compliance was performed.

While some items required extensive discussion or explanation, there was only one item that could be described as contentious. One of the revised initial training requirements for Transmission Operators is to complete the new Fundamentals of Transmission Operations (FOTO) prior to allowing the operator to take shift independently. While the DTS was supportive of the requirement, some disagreement arose as to how the FOTO course was to be delivered. Some members wanted the FOTO course to be an in-person only delivery (or at least attendance at an in-person session to be mandatory). Other felt that – since the FOTO course is not yet fully developed - the proposed wording allowing either online or in-person completion of the course was more appropriate. (NOTE: The major difference between the courses is that there will be no simulation hours/credits available for the online course.) After lengthy discussion a consensus was reached where the proposed wording allowing both online and in-person completion of the course will stand. However PJM will measure test performance for both formats, as well as performance on the PJM Certification exam, and the question will be re-visited in 2013, when firm data on the course and trainee performance is available.

The draft wording was accepted with minor changes by the DTS. The changes will be incorporated into the draft version, and the manual will begin the approval process. (The SOS, OC and MRC must all approve the draft manual before it can be approved.)

6. **PCLLRW Supplementary Training Module in the LMS**

PJM has developed a supplementary “Just-in-Time” online training module, which is now available in the LMS to review proper procedures to be followed when PJM issues a PCLLRW on your company’s equipment. The Module is titled “JITOPS121”, and has been assigned to all Transmission Folks, and given a due date of 12/31/12. We ask your assistance in making sure that each of your operators completes this module - and the associated quiz - prior to the end of the year. To date, only 56% of operators have completed this training.

7. **Member Items**

There were no additional Member items brought up at the meeting.
8. **Future Meeting Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>January 15, 2013</td>
<td>0900–1000</td>
<td>PJM CTC and WebEx</td>
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<tr>
<td>February 19, 2003</td>
<td>0900-1000</td>
<td>PJM CTC and WebEx</td>
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<td>March 19, 2013</td>
<td>0900-1000</td>
<td>WebEx</td>
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9. **Meeting Attendees**

- Mark Armstrong AEP
- William Berryhill City of Dover (McKee Run)
- Paulette Bontempo PJM
- Ted Brewer Dayton
- Andrea Carter Dominion
- Maureen Curley PJM
- Brian Croteau Edison Mission Marketing & Trading
- Becky Davis PPL Martins Creek
- Russell Fernsler PJM
- Lisa Fincher PEPCO
- Dave Gaul FE
- Doug Guignet PPL EU
- Mark Grear Excelon
- Michael Hoke PJM
- Sandra Hopkins Dominion
- Alex Huff ACES Power
- Tom Hunt PECO
- Steve Jones DEOK
- John Karasiewicz PSE&G
- John Kolarick Liberty Electric Power
- Donna LeFevre Dominion
- David Llyod UGI
- Billy McCranor Tenaska Power Services
- Cory McNamara Constellation
- Chris Norton American Municipal Power
- Anita Patel PJM
- Jack Philips Hess Corporation
- Gary Pleiss JCP&L
- Jason Procuniar Dayton