1. **Administration**

   The May 2013 Meeting minutes were accepted without corrections or additions.

2. **SOS Report**

   Mr. Lloyd reported there were no items of interest from the SOS this month.

3. **Compliance Update**

   Mr. Fernsler provided the following Compliance information:

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

   - Of the 61 Generation entities, 8 were non-compliant with Certification requirements. 2 of these entities have mitigation plans in place. PJM is working with the remaining entities to develop mitigation plans.

   - Of the 61 Generation entities, 4 were non-compliant with Training requirements. None of these entities have mitigation plans in place. PJM is working with the entities to develop mitigation plans.

   - All 8 Small Generators were in compliance with both Certification Equivalency and Training requirements.

   - All of the CSP/DR entities were in compliance with the training requirements.
4. **PER-005 Preparations for GENERATION Operators**

PJM is beginning work to evaluate/update/revise the current Generation operator task list, and start preparing the Task Tracking Module for Generation operators similar to the work we did last year for Transmission Operators. Volunteers for a DTS Sub-group for Generation have been assembled and will begin this work on June 26th. If you still wish to volunteer for the sub-group, please send an e-mail to Russ Fernsler letting him know you are interested, and we will include you in the meeting notices.

5. **Review of Transmission Operator Task List**

Tasks 1, 2 & 3 were reviewed with no changes made. There were no new tasks added, and no changes made to any other existing tasks. There were no new “opt-out” requests from members.

6. **PJM SAT Process Updates**

As part of PJM’s SAT process, DTS members have the responsibility to assist with the annual review of PJM’s Initial and continuing training programs. With the implementation of the newest PER-005 requirements, TO Members are specifically required to participate in those evaluations – a requirement also detailed in the TO/TOP Matrix. The following process to carry out those reviews was reviewed without objection, and will be the PJM methodology going forward;

1) During the June DTS meeting, an overview of feedback and comments about the annual Operator Seminar will be done. Comments from DTS members concerning what worked, what didn’t, and suggestions for improvements will be solicited.

2) In August a special DTS meeting will be held with the sole intent of reviewing the comments and feedback from the PJM Curriculum courses that were delivered between January and July of that year. (Excluding the Operator Seminar) Comments from DTS members concerning what worked, what didn’t, and suggestions for improvements will be solicited.

3) In December a special DTS meeting will again be held with the sole intent of reviewing the comments and feedback from the PJM Curriculum courses that were delivered the remainder of that year. (Excluding the Operator Seminar) Comments from DTS members concerning what worked, what didn’t, and suggestions for improvements will be solicited.

This will give members the most opportunities to participate in the review and approval process, while still keeping most of the DTS meetings free for other items, and allowing them to be briefer.

PJM is also creating a “pool” of reviewers from the member companies to provide a “Peer Review” of new and revised PJM Training materials. Volunteers to help with these peer reviews should send an e-mail to Russ Fernsler (fernsr@pjm.com)

Mr. Fernsler also noted that the NERC/DOE event reporting training module has been re-posted in the LMS and is available to members. Unfortunately an error was made in the posting. The module run time is ½ hour, but it is listed as providing one CEH. NERC rules do not allow awarding CEH’s in less than one hour.
increments, so currently this module cannot offer CEH’s. It is PJM’s intent to combine this training with additional online modules in the future and submit an ILA for the combination to provide CEH’s. The CEH’s would then be awarded when a student has successfully completed all the associated training modules.

7. **DTS Review of the Annual Operator Seminar**

A document containing summarized comments received during the 2013 Operator Seminar was distributed to DTS Members in advance of the meeting, and selected comments were reviewed. An overall DTS de-brief of the seminar was led by Mr. Fernsler using the following format;

1) **Review of the attendee comments**;

   a) Several (47) comments were made by the attendees that the seminar pace was too rushed. Some suggested adding additional time, other reducing the amount of hours. It was noted that this is a relatively small percentage (~5%) of the overall attendees (800+) PJM solicited input from the member as to whether they thought the pace was appropriate, or if the length of the seminar, or the amount of CEH’s should be reconsidered. Mr. Grear responded that in his opinion the pace of the course and the number of CE Hours was appropriate. This comment was reinforced by Mr. Pleiss, Mr. Hunt and Mr. Wilson. Mr. Eckels suggested that perhaps “newer” operators were the ones who commented that the training seemed rushed. The seminar is primarily constructed as a review of most topics, rather than an introductory course. This could cause new operators to feel rushed. The DTS overall agreed that no change to the format or CE Content of the seminar was necessary.

   Mr. Jones mentioned that perhaps more time should be spent on the more technical topics. Mr. Wilson suggested emphasizing quality over quantity - perhaps highlighting fewer objectives within the same amount of course time, to allow the material to be explored in greater depth and/or at a slower pace. PJM agreed to take all these suggestions into consideration when developing content for 2014.

   b) There were also multiple comments related to the quizzes. Several attendees noted that the questions seemed vague, or not focused on the objectives of the material. Several DTS members agreed with those sentiments. Mr. Fernsler also noted that a large portion of the attendees had a negative response to the “check all that apply” questions during the seminar itself, as well as making reference to those on the evaluations. Mr. Wilson, Mr. Byers and Mr. Querry all agreed that they thought those questions were unnecessarily difficult. Overall the DTS members understood PJM’s desire to raise the difficulty of the quizzes, and supported the intent. But they felt that PJM made this year’s quizzes more difficult due to format changes, rather than by increasing the cognitive level of the questions. PJM will take those comments into consideration when developing assessments for 2014.

   By implementing DTS Peer review of content for the 2014 Seminar materials, it is hoped that issues such as these will be caught and corrected for the content next year.

   No additional comments were made by the DTS Members

2) **Discussion about the seminar locations (both the cities and the hotels)**;
a) Short Pump Virginia – One week experienced a loss of hotel water to several floors of the hotel, which affected both the attendees and the PJM trainers. This item was out of PJM’s control. There were no other issues with the hotel, and the DTS members thought the location was a good one.

b) Columbus Ohio – Mr. Eckels and Mr. Jones both mentioned that since the various locations were chosen to give companies the option to have their operators commute to the seminar, rather than pay lodging and food expenses, more considerations should be given to parking at the chosen facilities. In particular they cited the time, inconvenience, and cost associated with the valet parking at the Renaissance Hotel. PJM will consider commuter parking when picking future seminar hotels.

A more ominous topic raised by a few DTS representatives was that operators reported that their personal items appeared to have been disturbed in their sleeping rooms. PJM trainers also reported the same issue, as well as theft. It was agreed that the Renaissance Hotel in Columbus is not a candidate location for future seminars.

c) PJM’s CTC - Mr. Fernsler shared that attendee comments were overwhelmingly positive for the CTC facilities, location, and food. The only negative feedback was that some operators lamented that they could not go back to their rooms to nap between the morning and afternoon sessions. The DTS did not have sympathy for that particular complaint. Mr. Pleiss, Mr. Hunt, and Mr. Byers also expressed their approval of the CTC facility. No suggestions for improvement were noted.

3) Suggestions for the 2014 Seminar format

There was positive support for the Friday morning “Cafeteria-style” option for attendees to choose their own classes. It was suggested that the time between classes be extended slightly (from 10 to 15 minutes) and that the trainers be held more strictly to their class timelines. But DTS members strongly felt this approach should be continued. There were no DTS suggestions for topics, format or theme.

8. **PJM EOP-005 Online Training Modules**

PJM has developed online training modules which members can use to help meet the requirements of EOP-005 that mandate System Restoration training for field and plant personnel. The modules are ~ 1 hour long, and cover RTO-related topics.

The link to access the training for the field switching crew is;

The link to access the training for the generation plant personnel is;

The module for system operating personnel will be delivered via the LMS, and will be worth one CEH. Mrs. Patel reported that these modules should be available by the first week of July.
Please note that this online training is being provided by PJM as a potential service to your organization, to help you meet the new requirements of EOP-005. Members are under no obligation to use this training, and you are under no obligation to report back to PJM the names of those folks in your organization who have taken it. Please use this training if it will help you meet your obligation to NERC, but this training will not be a PJM requirement.

9. Member Items

Mr. Eckels reported that his operators spoke very highly of the Bismark Training Simulation used in the Line Relaying module during the Transmission Breakout Session. Mr. Fernsler informed that this same module will be used during the relay training in PJM’s upcoming Power System Fundamentals course.

Upcoming Meetings

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>July 16, 2013</td>
<td>0900-1000</td>
<td>PJM CTC and WebEx</td>
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<td>August 20, 2013</td>
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<tr>
<td>September 17, 2013</td>
<td>0900-1000</td>
<td>PJM CTC and WebEx</td>
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Meeting Attendees

Mark Armstrong        AEP
Dharmesh Bharathan   Galt Power Inc
Paulette Bontempo    PJM
Ted Brewer           Dayton
Steve Byers          Safe Harbor Water & Power
Brian Croteau        Edison mission Marketing & Trading
Frank Cumpton        Constellation
Tim Drennan          
Jim Eckels           First Energy
Russell Fernsler     PJM
Amy Gayle            Dominion
Mark Grear           Constellation
Doug Guignet         PPL Electric Utilities
Valerie Hildebrand  PEPCO
Tom Hunt             PECO
Steve Jones          Duke O/K
John Kolarick        Liberty Electric Power
John Karasiewicz     PSEG
Kurt Lankes          DLC
David Lloyd          UGI
Billy McCranor       Tenaska Power Services
<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Phil McGrath</td>
<td>Northern Virginia Electric Cooperative</td>
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<tr>
<td>Cory McNamara</td>
<td>BG &amp; E</td>
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<td>Chris Norton</td>
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<tr>
<td>Anita Patel</td>
<td>PJM</td>
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<tr>
<td>Gary Pleiss</td>
<td>First Energy</td>
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<td>Jason Procuniar</td>
<td>Dayton Power &amp; Light</td>
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<tr>
<td>Amanda Ripperda</td>
<td>Illinois Municipal Electric Agency</td>
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<td>Kevin Query</td>
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<td>James Stack</td>
<td>Duquesne</td>
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<td>Rich Steinbacher</td>
<td>Rockland Electric Company</td>
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<td>Anna Vargas</td>
<td>ComEd</td>
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<td>PPL Martins Creek</td>
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