MEETING MINUTES
PJM Interconnection
Dispatcher Training Subcommittee
PJM CTC & WebEx
November 18, 2013

1. Administration

The October 2013 Meeting minutes were accepted without corrections or additions. WebEx recordings have been temporarily suspended until a password-protected section of our website can be set up to store them.

2. SOS Report

Mr. Lloyd reported that there were no issues from the SOS for the DTS to address. Additionally, there were no items for Mr. Lloyd to take back to the SOS.

3. Compliance Update

Ms. Curley provided the following Compliance information:

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

- On the Generation side (Certification), four companies were non-compliant with the Certification requirements; two of these entities have a mitigation plan in place. PJM is working with the remaining entities to develop mitigation plans.

- On the Generation side (Training), four companies were non-compliant with the initial Training requirements; one of these entities has a mitigation plan in place. PJM is working with the remaining entities to develop mitigation plans.

- For Small Generation companies, one company was non-compliant with both Certification Equivalency and Training requirements. This entity has a mitigation plan in place.

- For DR and ESD companies, two companies are non-compliant with the Training requirements; PJM is working with these companies to develop mitigation plans.
4. **Generation Task List**

The Generator Operator Task List was approved by the DTS during the October meeting. As part of the on-going review of this list, a subset of tasks was reviewed. Generation Tasks 1, 2 & 3 were reviewed with no changes made. No changes were made to any other existing tasks and no new tasks were added to the list.

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

Transmission Tasks 13, 14 & 15 were reviewed with no changes made. No changes were made to any other existing tasks and no new tasks were added to the list. There were no new “opt-out” requests from members.

6. **2013 PJM Winter Emergency Procedures Drill**

Ms. Patel provided an update on the 2013 Winter Emergency Procedures drill, occurring on November 19, 2013. She noted that a document was distributed to the DTS with information pertaining to the drill scenario and drill logistics. Participants in the drill are eligible to receive 2 CE hours. She reminded the Training Liaisons to complete and submit the Drill Participation form for operators participating in the drill so that this credit can be awarded. Additionally, she noted that a drill refresh presentation is available in the LMS for all operators (including individuals who may not be participating in the drill itself). Completion of this online training module earns 1 CE hour. A participant evaluation form will be sent to the DTS.

It was confirmed that a debrief call would occur at 1500 EPT on the day of the drill.

Other members of the DTS expressed concern over the notification and communication related to this and other drill activities. In some cases, members felt that more advanced notice would assist in their capability to participate. PJM will take this feedback to relevant internal groups for improved communication for future drills. This may include providing draft dates for drill activities to the DTS as soon as they are internally available (for planning purposes) and adding a standing agenda item to the DTS agenda to review upcoming training activities (similar to the SOS meeting documents).

7. **Recap of the 2013 PJM Train-the-Trainer Workshop**

Ms. Patel provided a summary of the 2013 PJM Train-the-Trainer workshop that was held November 11-13, 2013, at the PJM CTC. She noted that the feedback received to date has been positive and asked that if any participants have any additional feedback to share to please contact us. She noted that this feedback is being used to guide development of future train-the-trainer sessions. Materials from the session will be available on the DTS page of the PJM website. Please contact us if you need additional copies of any of the materials, forms, etc. that were distributed that you may find useful. Ms. Patel also noted that the vendor that provided the Day 3 session will be providing certificates of completion which will be forwarded to participants. It was asked if PJM could also provide a certificate for the PJM provided portions of the training. It was noted that these documents serve as audit support documentation. PJM will develop these certificates and mail them in conjunction with the vendor certificates.
8. **Upcoming Blackout for the NERC and PJM Certification Exams**

NERC is changing the vendor that they use to administer their certification exams. Since PJM partners with NERC in this exam administration, the PJM exams are also being transitioned to the new vendor. During this transition process, there will be a blackout period when the exams will not be available. It is estimated that this blackout will take place at the end of December 2013/beginning of January 2014; specific dates have not yet been confirmed by NERC. As PJM receives additional information, we will share it with you. Additionally, it is our understanding that individuals with active ATT numbers and those with currently scheduled exams during the blackout window will receive additional communications directly from NERC with additional information.

9. **Semi-Annual Data Review**

On or about December 1, 2013, PJM will begin conducting its first semi-annual review of operator data. This review will provide a “sanity check” of operator data, as recorded in the PJM LMS, to ensure that PJM has the most up-to-date information for operations personnel. The Training Liaisons will receive a document containing the information as we have it listed in our system. They will be asked to review this information and communicate to PJM any required updates or changes.

10. **Member Items**

Mr. Fritz asked about the availability of the generation-related replacement to the former Interconnection Training Program (ITP), specifically in an online format. It was noted that this training is currently in development and is being targeted for availability beginning Fall 2014. In the meantime, the generation initial training (the Gen/Ops series) is still being offered and is available online.

**Upcoming Meetings**

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<td>February 18, 2014</td>
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**Meeting Attendees**

- Ryan Beasley - EDP Renewables
- Dharmesh Bharathan - CES
- Ken Boggs - AEP
- Al Brown - Vineland Municipal EU
- Maureen Curley - PJM
- Becky Davis - PPL Martins Creek
- Heather Feliks - AEP
- Lisa Fincher - PEPCO

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Steve Fritz
Dave Gaul
Amy Gayle
Tom Green
Michael Hoke
Tom Hunt
John Karasiewicz
Joe King
Donna LeFevre
David Lloyd
Chris Norton
Chris O'Leary
Anita Patel
Gary Pleiss
Jason Procuniar
James Stack
Rich Steinbacher
Steve Stiles
Sue Ziegler

ACES
First Energy
Dominion
Edison Mission Marketing & Trading
PJM
PECO
PSEG
PPL
Dominion
UGI
American Municipal Power
PSEG Energy Resources & Trading
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Rockland Electric Company
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