MEETING MINUTES
PJM Interconnection
Dispatcher Training Subcommittee
PJM CTC & WebEx
December 17, 2013

1. Administration

The November 2013 Meeting minutes were accepted without corrections or additions. WebEx recordings will be available on a password-protected section of the DTS website starting in January 2014. After Jan 1, DTS members will be able to click on the link from the DTS webpage to access the recording. The first time the link is selected, it will walk you through the process of submitting a request for access, which Mr. Fernsler or Ms. Curley will approve. After that approval, DTS members will only have to enter their “mypjm.com” password for access.

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.

Mr. Eckels for some feedback on a concern raised during the Fall Member Company Restoration Drills. His operators had suggested combining the Generation and Transmission restoration reporting forms. Mr. Restucci informed that he had not previously been aware of that feedback, but he will investigate and follow up on the suggestion.

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; three of these entities have a mitigation plan in place. PJM is working with the remaining entity to develop a mitigation plan.

- On the Generation side (Training), one company was non-compliant with the initial Training requirements. PJM is working with the entity to develop a mitigation plan.

- 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 CSP companies, one company is non-compliant with the Training requirements; PJM is working with the company to develop a mitigation plan.
4. **Manual 40 Revision**

   Manual 40 has been revised and is beginning its review process. The pertinent changes to the Manual were reviewed with the DTS. A concern was raised over the proposal to extend data retention time to 72 months for all entities (a change from the current 48 month requirement). Some transmission owners suggested this could be a vulnerability, since their audit period is only 36 months. PJM will take that suggestion under advisement**. A red-line copy containing all the proposed changes will be sent to DTS members along with the December meeting minutes.

   **Note:** It was decided that the data retention times will be stated as “a minimum of 36 months for Transmission, and a minimum of 72 months for Generation.”

5. **Generation Task List**

   Generation Tasks 4, 5 & 6 were reviewed with no changes made. No changes were made to any other existing tasks and no new tasks were added to the list.

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

   Transmission 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.

7. **Task List Review Changes for 2014**

   Starting in January of 2014, the method for reviewing the Task lists will be changing. In order to provide a more auditable mechanism for participating in the reviews, each company will have an LMS account established. On a monthly basis the expectation will be for a representative to log into the company LMS account, which will be pre-populated with the Task Lists and an “evaluation” which will document that a review of the list did, indeed, occur. Any comments, additions or suggestions can be made on the “evaluation” form, and will be discussed at the next DTS meeting. Ms. Curley demonstrated how members will access their LMS and perform the reviews via a test session in the LMS.

8. **NERC/PJM Exam Blackout Period**

   NERC has announced that the blackout period for their Certification exam (and therefore the PJM Certification exams) will be January 1-31, 2014. Any operator with an authorization to test (ATT) number that expires in that time period should contact NERC to request that they extend their time period for scheduling the exam.

9. **Coaching/Mentoring as an 2014 Operator Seminar Topic**

   At the Train-the-Trainer Session in November, a few attendees expressed an interest in a course that would provide Operators with some hints on how to conduct an OJT session, and how to do more structured coaching and mentoring. PJM considered developing a one-hour class for the Friday “cafeteria-
style” sessions to cover this topic. Input from the DTS was solicited to determine if a course like this would be supported at the seminar. While there was seen to be merit in the course, the majority of the respondents felt that an LMS-based course would be a better format than a seminar course. PJM will proceed with development of an LMS-based course.

10. **Semi-Annual Data Review**

In December 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. The review documents should be sent out within the next week.

11. **Materials Available from the 2013 Train-the-Trainer Workshop**

The DTS Webpage has been updated with the materials from the 2013 Train-the-Trainer Session. The files from each presentation are available for download as desired.

12. **2014 PJM Drill Dates**

- **2014 Summer Emergency Procedures Drill**  
  TBD
- **2014 Winter Emergency Procedures Drill**  
  TBD
- **2014 Spring Restoration Drill**  
  February 11-12, 2014
- **2014 Fall Individual Company Restoration Drills**  
  TBD

Mr. Restucci provided some additional information for the February 2-day Restoration drill. An invitation will be sent out (via the LMS) to each TO, requesting that they participate. TOs will invite those GO/GOPs in their zone to participate, at the TOs discretion. The draft scenario for the drill will be available (and sent to the DTS) in Mid-January 2014. Company contact numbers will be included with the drill scenario. If any changes are required for a company contact number, please notify Danny Restucci as soon as possible. On Monday 2/10 PJM will conduct a phone check for all drill numbers, then conduct a WebEx to lay out member company expectations for the drill, as well as outline what paperwork will be required to be submitted. In the event that a system Emergency occurs, the drill dates will be moved to February 18 & 19, with the phone checks and WebEx occurring on the 17th.

Mrs. Patel informed that the drill will be worth up to 13 CEHs, (6 for the first day, 5 for the second day), with partial credit being available. An online LMS refresher module is in preparation, and will be worth one additional CEH. The online refresher is targeted for release the first week of February.
13. **New NERC Standards Course**

PJM is looking at the development of a new version of the NERC Standards course that would concentrate on the Standards currently in effect. (A “latest and greatest” standards review.) The existing NERC course would be preserved, and would still be available as a resource for those looking to take the NERC Certification exam. But the new course would cover the standards as they currently exist. This has been requested by several course attendees. DTS member input was solicited about this idea. Misters Karasiewicz, Eckels, and King, all saw value in offering this type of course. PJM will proceed with developing the course.

14. **Online DOE/EOP-002-4 Refresher module**

PJM is preparing an online LMS training module to cover DOE/Form OE-417 reporting requirements, as well as the new and changed reporting requirements in EOP-004-2. The new module should be deployed to the LMS in Mid-January, and will be initially assigned a completion date of April 1, 2014.

15. **Member Items**

Mr. Augello asked how many in-person sessions of System Restoration Workshop and FOTO would be offered in 2014. The 2014 Training Calendar is available on the PJM Training Website. There are currently 2 SR classes and 3 FOTO sessions scheduled. Mr. Augello also asked if it was possible to appoint more than one Training Liaison for a company. Ms. Curley answered that we would like to have one primary TL identified for each company, but members are free to appoint as many alternate TLs as they wish.

Mr. Jenkins asked if those companies who had both Transmission and Generation divisions would have separate company accounts created for each to review the task lists in the LMS. Ms. Curley informed that this will be the case. Mr. Jenkins then added that he is in support of the proposed LMS training for coaching/mentoring (as mentioned in item 9), but that PJM should consider taking it further, providing operators training on the SAT process, and perhaps providing “trainer” training for SME’s that are used to teach operators. PJM will take those suggestions under advisement.
Mrs. Davis requested that PJM consider inviting the GOs to participate in the Spring System Restoration drill directly, because TOs may not have correct contact information for all GOs in their footprint. PJM will continue to directly invite GOs to participate in the fall individual company restoration drills, but will leave spring participation up to the TOs. If a TO needs contact information for a GO, they can contact Danny Restucci for the information.

**Upcoming Meetings**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 21, 2014</td>
<td>0900-1000</td>
<td>PJM CTC and WebEx</td>
</tr>
<tr>
<td>February 18, 2014</td>
<td>0900-1000</td>
<td>PJM CTC and WebEx</td>
</tr>
<tr>
<td>March 18, 2014</td>
<td>0900-1000</td>
<td>Cincinnati OH and WebEx</td>
</tr>
</tbody>
</table>

**Meeting Attendees**

Mark Armstrong AEP  
James Michael Augello Neptune RTS  
Alicia Battaglino Constellation  
Ryan Beasley EDP Renewables  
John Brodbeck PEPCO  
Steve Byers Safe Harbor Water & Power  
Paulette Bontempo PJM  
Glen Boyle PJM  
Andrea Carter Dominion  
Maureen Curley PJM  
Becky Davis PPL Martins Creek  
Jim Eckels First Energy  
Heather Feliks AEP  
Russ Fernsler PJM  
Lisa Fincher PEPCO  
Steve Fritz ACES  
Amy Gayle Dominion  
Mark Grear Constellation  
Michael Hoke PJM  
Sandra Hopkins Dominion  
Tom Hunt PECO  
David Jenkins Dominion  
Steve Jones Duke Energy  
John Karasiewicz PSEG  
Joe King PPL
Donna LeFevre
David Lloyd
Clem Lovasik
Michael Marchand
Chris Norton
Chris O’Leary
Anita Patel
Jack Phillips
Jason Procuinari
Jim Rebsamen
Danny Restucci
Steve Stiles
Pete Welty Jr.
Anna Vargas
Al Yursis
Sue Ziegler

Dominion
UGI
PJM
Direct Energy
American Municipal Power
PSEG Energy Resources & Trading
PJM
Hess Corporation
Dayton Power & Light
ComEd
PJM
EKPC
Easton Utilities
ComEd
ComEd
BGE