DRAFT MEETING MINUTES  
PJM Interconnection  
Dispatcher Training Subcommittee  
PJM CTC & WebEx  
February 18, 2014

1. **Administration**
   
The January 2014 Meeting minutes were accepted without corrections or additions. WebEx recordings are now available on a password-protected section of the DTS website. 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. The Monthly SOS Meeting for January was cancelled. There were no items for Mr. Lloyd to take back to the SOS.

3. **Compliance Update**
   
Ms. Curley provided the following monthly 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 this entity to develop a mitigation plan.

   - For Small Generation companies, one company was non-compliant with both Certification Equivalency and Training requirements. PJM is working with this entity to develop a mitigation plan.

   - For CSP companies, three companies are non-compliant with the Training requirements. PJM is working with the companies to develop mitigation plans.
4. **Review of Transmission and Generation Task List**

Mrs. Patel summarized the comments from the monthly Task List reviews.

There was one generic comment that requested if there was a different mechanism for handling comments about Company-Specific Tasks. Mrs. Patel informed that the monthly task review process via the LMS covers both Common and Company-Specific tasks, and comments for either or both types can be submitted on the same evaluation.

There were no comments related to the Transmission Owner Operator Task List.

There were four comments related to the Generation Operator Task List;

1) It was noted that Terminal Task 3 states; “Given a generator on the PJM system, respond to unit problems, monitor unit operating parameters”, but Enabling Objective 3.2 states; “: Verify unit limits are accurately represented to PJM”. The suggestion was made to make the wording match in both places (either use “parameters”, or “limits”). Members will be polled at the March DTS meeting to determine if this change should be made.

2) It was noted that Company-Specific Task 3.8 was possibly covered in Enabling Objective 3.1. Mrs. Patel pointed out that the Enabling Objective covered the coordination between Member Companies, while the Company-Specific Task referenced internal company procedures. No change required.

3) It was noted that Company-Specific Task 3.9 was possibly covered in Enabling Objective 3.3. Mrs. Patel pointed out that the Enabling Objective covered the coordination between Member Companies, while the Company-Specific Task referenced internal company procedures. No change required.

4) It was suggested that Company-Specific Tasks 9.3 and 10.2 would be performed by Plant Operators at the direction of the TO, not by Generation Operators. Mr. Hoke and Mr. Sitarchyk pointed out that while that is true, there would still be communication required between Plant Operators and the GOs, and those communications are what are being addressed in these two Company-Specific Tasks. No change required.

5. **New NERC/PJM Exam Testing Service**

DTS members were reminded that the new vendor – PSI - for the NERC & PJM Cert exams, is in place. Feedback on the process or facilities (as always) is encouraged at the end of the exam.

6. **2014 PJM Operator Seminar**

The 2014 seminar will again be held at 3 locations; Cincinnati OH, Annapolis MD, and the PJM CTC. Registration is currently underway, and closes March 3rd. As always, weeks are limited to 100 attendees, and registration will be on a first come – first served basis. This year PJM has developed a webpage to
assist in registering for the seminar and booking hotel rooms. DTS Members were informed that Weeks #5 and #6 (both in Annapolis) are currently full and are closed for registration.

7. **2014 PJM Drill Dates**

<table>
<thead>
<tr>
<th>Drill Type</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>2014 Summer Emergency Procedures Drill</td>
<td>May 20, 2014</td>
</tr>
<tr>
<td>2014 Winter Emergency Procedures Drill</td>
<td>TBD</td>
</tr>
<tr>
<td>2014 Spring Restoration Drill</td>
<td>Completed</td>
</tr>
<tr>
<td>2014 Fall Individual Company Restoration Drills</td>
<td>Scheduling in progress</td>
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Mr. Hatch provided an update on the 2014 Spring Restoration Drill, and asked for any additional feedback members may have on the drill. One member asked when they could expect to see the CE hours posted in the LMS for the drill. The LMS should be updated by 2/28/14.

Proposed dates for the 2014 Fall Individual Company drills were sent with the meeting agenda. Several companies have identified conflicts or concerns. Kevin Hatch and Dan Restucci will work with members to resolve any concerns. As updates are made and shared, a revised list of dates will be included with future meeting agendas.

A question was raised as to if a date has yet been established for the 2014 Summer Emergency Procedures Drill. As of the date of the DTS meeting, a firm date had not been set, however late last week the date of the 2014 Summer Emergency Procedures Drill was released as Tuesday May 20th, with a back-up date of Tuesday May 27th.
8. **Piloting Information For Online Courses**

During the February Curriculum Review meeting, several members mentioned that some of the online courses are taking more hours for their operators to complete than the courses are awarded CEHs for, and requested if PJM could increase the available CEHs for those course. This can be done when we renew the NERC ILAs for those courses, but PJM needs data from the members on how long it courses actually take to complete. If members are seeing a discrepancy, please record and forward that information to Mr. Fernsler or Mrs. Patel (anita.patel@pjm.com)

Going forward we hope to do more piloting of courses to identify the true completion times up front. To do that we are seeking peer reviewers to help us determine the average completion times. It can be DTS representatives, TLs, or operators of any experience level. If anyone in your organization is interesting in volunteering, please let Mr. Fernsler or Mrs. Patel know.

9. **Fall FOTO Session Proposed For An Ohio Location**

Because there is a great difference in the CE hours provided by the online and in-person FOTO courses, PJM is trying to make the in-person FOTO sessions as convenient to attend as possible for all our members. As such, we have tentatively scheduled the Fall 2014 session (September 16 – 24) to be held in Cuyahoga Falls, OH. There is a considerable additional expense to PJM to secure meeting space and food, as well as transport equipment to a remote site instead of holding this session at the CTC. As a result, we would like to be sure that the September sessions would have a sufficient attendance to justify the expense. We are asking all members who will be sending operators (or others) to the September sessions in Ohio to let Mr. Fernsler know ASAP, so that we can finalize arrangements with the host hotel. An update as to the status will be provided at the March DTS meeting.

10. **Member Items**

There were no additional items from the members.

**Upcoming Meetings**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 18, 2014</td>
<td>0900-1000</td>
<td>Cincinnati OH and WebEx</td>
</tr>
<tr>
<td>April 15, 2014</td>
<td>0900-1000</td>
<td>Annapolis MD and WebEx</td>
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<tr>
<td>May 20, 2014</td>
<td>0900-1000</td>
<td>PJM CTC and WebEx</td>
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**Meeting Attendees**

- James Michael Augello – Neptune RTS
- Alicia Battaglino – Exelon
- Dharmesh Bharathan – Galt Power
Ryan Beasley
Ken Boggs
Paulette Bontempo
Glen Boyle
Andrea Carter
Brian Croteau
Maureen Curley
Becky Davis
Frank Dinsmore
Heather Feliks
Lisa Fincher
Dave Gaul
Amy Gayle
Mark Grear
Kevin Hatch
Michael Hoke
Tom Hunt
John Karasiewicz
Joe King
Donna LeFevre
David Lloyd
Phil McGrath
Chris Norton
Chris O’Leary
Anita Patel
Gary Pleiss
Jason Procuinhar
Jim Rebsamen
Mike Sitarchyk
Rich Steinbacher
Steve Stiles
Brian van Gheem
Anna Vargas
Jacki Vitiello
Al Yursis
Sue Ziegler

EDP Renewables
AEP
PJM
PJM
Dominion
Edison Mission Marketing & Trading
PJM
PPL Martins Creek
AEP ES
AEP
PEPCO
FE
Dominion
Constellation
PJM
PJM
PPL
Dominion
UGI
CES
American Municipal Power
PSEG Energy Resources & Trading
PJM
FE
Dayton Power & Light
ComEd
PJM
Rockland Electric Co.
EKPC
ACES Power
ComEd

ComEd
BGE