



KENTUCKY EMERGENCY MANAGEMENT

Andy Beshear
Governor

Boone National Guard Center
100 Minuteman Parkway
Frankfort, KY 40601-6168

Dustin S. Heiser
Interim Director

Fourth Meeting

Kentucky Qualification System (KQS) Advisory Committee

Mr. Dustin Heiser,
KYEM (Chair)

Mr. Steve Brukwicki,
KYEM

Mr. Drew Chandler,
Woodford County EM

Mr. Michael Froelich,
EEC

Mr. Grant Gillion, KDPH

Ms. Jennifer Hitch,
KYEM

Mr. Marc Rudder, KY
Fire Commission

Mr. Todd Schulkers,
Kenton County HS/EM

Maj Darren Stapleton,
KSP

Mr. Kevin Vogelwohl,
Boone County EM

Mr. Jason York, KYEM

Ms. Charla Sands,
DMA, Legal Counsel,
Nonvoting

Dr. Charlie Harris,
KYEM, Secretary,
Nonvoting

PowerPoint Used for Guiding the Meeting Is
Attached at the End of These Minutes

Date: 30 October 2023

Location: Room 208, Emergency Operations Center,
Boone Center, Frankfort, KY 40601

Call to Order: Mr. Dustin Heiser, ADO, at 10:10 AM

Roll Call: Nine of ten voting members were present.
Mr. Steve Brukwicki and Ms. Charla Sands were
excused.

Director's Comments: Mr. Heiser started the meeting
by thanking everyone for their service on the
committee. He declared the committee has made
great progress since its inception.

Introductions: No introductions were necessary.

Reading and Approval of Minutes: Mr. Todd Schulkers
moved to approve the August 21, 2023 minutes as
written, and Maj. Darren Stapleton seconded. The
minutes were unanimously approved by the
committee.

Meeting Agenda and Objectives: Next, Mr. Heiser
covered the agenda and objectives. The major
portions of the agenda and meeting objectives were:

- (1) Make Any Final Changes and Approve Introduction
and Committee Portions of KQS SOG.
- (2) Start KQS Mission and Vision Statements.

(3) Initial Review of KQS Addition to KRS.

(4) Complete pictures.

Committee Pictures: The KYEM Public Information Officer (PIO), Ms. Jesse Elbouab, took pictures of committee members before the meeting.

IMT QRB Discussion and Motion to Add 9-1-1 Representative: Mr. Heiser stated the IMT QRB conducted its first meeting on September 14th at 1:30 PM, and that the meeting was very successful. Mr. Heiser continued that, among other items, the IMT QRB reviewed KQS and the board's role in the certification and credentialing process. After the IMT QRB meeting update, in an effort to include all significant stakeholders on the board, Mr. Heiser suggested the addition of a 9-1-1 / telecommunicators' representative. In the discussion that followed, as a way forward, the committee mentioned reaching out to the Kentucky Chapters of the National Emergency Number Association and the Association of Public-Safety Communications Officials. Mr. Jason York moved to add this addition member to the IMT QRB, Mr. Todd Schulkers seconded, and the motion passed.

Review of KQS Webpage: Dr. Harris displayed the new KQS webpage, which is part of Kentucky Emergency Management's web presence. With transparency in mind, the committee reached consensus to provide Advisory Committee and QRB meeting minutes on the site.

KQS Logo: The Advisory Committee received stickers with the KQS logo. The secretary mentioned patches with the logo would arrive in December.

Review and Approval of KQS SOG Introduction (Portion #1): The committee reviewed the SOG introduction, ultimately making four changes. First, the "Strategic Goal of KQS" was revised to the following: "The Overall Strategic Goal of KQS is to establish and maintain credentialed personnel for IMTs and EOC Assistance Teams that can assist within the Commonwealth, or outside the state, in response to disasters, incidents, and planned events." Second, the paragraph heading of "Legal Basis for the Kentucky National Qualification System" was changed to omit the word "National". Third, the committee decided to add the KQS mission and vision statements to this section when developed. Finally, the group gained consensus to add a statement in the Introduction to require an annual review of the document and for all additions and revisions to be presented at two separate meetings before approval. Mr. Todd Schulkers moved to approve the Introduction with the aforementioned edits, and Mr. Kevin Vogelpohl seconded. The committee unanimously approved the revisions.

Review and Approval of KQS Section on Committees (Portion #2): Mr. Schulkers moved to accept the KQS Committee Section as written but with the edits identified by the Advisory Committee in discussion. Maj. Stapleton seconded the motion, and the motion carried. In all, the committee pinpointed three areas of improvement in the section. First, the Kentucky Department for Public Health was incorrectly mentioned as the Kentucky

Department of Public Health. Second, the committee determined to revise the language of QRB meeting frequency, noting while the aim is to meet quarterly, the QRB “may meet more often depending upon workload.”

Policy and Procedures Subcommittee Update: Mr. Kevin Vogelpohl briefed the committee about the subcommittee’s work on certification and credentialing. Mr. Vogelpohl stated the subcommittee was concentrating upon the processes for persons new to the IMT world, namely the use of Position Task Books (PTBs). He also spoke about persons with IMT experience, who may wish to seek credit with a process entitled Historical Recognition of Prior Learning and Experience (HR). Mr. Vogelpohl said that the PTB section was mostly complete and would be presented at the next Advisory Committee meeting. Mr. Vogelpohl mentioned that HR will be emphasized early in the KQS process to create a pool of mentors and evaluators. In the committee’s subsequent discussion about HR, Mr. Michael Froelich mentioned in some organizations the HR process is ongoing and without a deadline. The committee also discussed the need for exercises to support PTBs, and that IMT positions would require specific educational requirements.

Mission and Vision Statements: The committee explored possible mission and vision statements for KQS. In the discussion, the committee resolved to hold a special meeting on December 4 to develop proposed statements for the Advisory Committee’s meeting on December 18.

Possible KQS Addition to KRS: The committee expressed support for the modification of KRS 39A.050 to add the following or similar language: “To institute and maintain the Kentucky Qualification System, or KQS, in the Commonwealth. As the Authority Having Jurisdiction, KQS establishes qualification procedures, certification programs and credentialing standards for professionals involved in disaster and incident management, including Incident Management Teams and Emergency Operations Centers.” Mr. Drew Chandler proposed the KQS addition, and Mr. Marc Rudder seconded. The addition passed with the caveat that coordination occurs with Fire Service partners early on in the revision process.

Next Steps – the Advisory Committee’s Next Meeting: The committee gained consensus to schedule its fifth meeting on Monday, December 18 at 10:00 AM.

Public Comments: None.

Adjournment: With no further business to discuss, Mr. Todd Schulkers moved to adjourn and Mr. Jason York seconded. The committee voted unanimously to adjourn at 11:32 AM.

Attachments: Advisory Committee Sliddeck 30 OCT 23 (PowerPoint).