



## KENTUCKY EMERGENCY MANAGEMENT

**Andy Beshear**  
Governor

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

**Jeremy C. Slinker**  
Director

### Second 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 Vogelpohl,  
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:** 17 July 2023

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

**Call to Order:** Mr. Dustin Heiser, ADO, at 9:03 AM

**Roll Call:** Twelve of the 13 positions on the Advisory  
Committee were filled. Mr. Jimmie Hampton (KDPH)  
attended for Mr. Grant Gillion who was excused. Mr.  
Todd Schulkers was also excused.

**Director's Comments:** Mr. Heiser started the meeting  
by thanking everyone for attending, and then he  
started introductions.

**Introductions:** Mr. Jimmie Hampton (KDPH) introduced  
himself.

**Reading and Approval of Minutes:** Mr. Steve  
Brukwicki moved to approve the minutes as  
written, and Josh York 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) Report from Policy and Procedures Subcommittee.

- (2) Discussion of Both Qualification Review Boards (IMT and EOC Assistance) and begin to build a roster of candidates for each.

**Policies and Procedures Subcommittee Update:** Next, Mr. Kevin Vogelpohl provided a report to the Advisory Committee about the subcommittee's progress to create a Standard Operating Guide or SOG for KQS. The subcommittee met on 11 July 23 with 6 persons in attendance, specifically, Mr. Dustin Heiser, Ms. Jennifer Hitch, Mr. Kevin Vogelpohl, Mr. Todd Schulkers, Ms. Charla Sands, and Dr. Charlie Harris. Mr. Vogelpohl stated the subcommittee would meet regularly either virtually or in person to create "one combined document" for the state that would address IMTs, EOC Assistance Teams, and KQS. He also said the subcommittee would utilize One Drive to facilitate communication between members and that the subcommittee would make regular reports to the Advisory Committee for feedback and approval of areas written. Mr. Vogelpohl touched on some specifics of the SOG being developed including the need for ID badges to show credentialing and the necessity of recognition of prior learning for a specific period of time. At the end of the presentation, Mr. Vogelpohl showed the Basic Certification Packet Process and stated the Subcommittee aimed to write the SOG in 90 days.

**Recommended Staffing of IMT and EOC Assistance Team QRBs:** After the subcommittee report, Mr. Dustin Heiser led the committee with the nomination of subject matter experts for each of the QRBs. The committee completed the IMT QRB first and then moved on to the EOC Assistance Team. For each QRB, the secretary of the committee maintained a master list of the nominations.

**General Discussion:** Throughout the meeting, the Advisory Committee discussed the following issues as relating to KQS:

- The committee focused upon the need for **training** particularly oriented to support the creation of IMTs, not just ICS classes and specific position training but also exercises so persons can work their Position Task Books. Planned events such as Thunder Over Louisville were pointed out as possible vehicles for IMT PTB completion, too. Members of the committee expressed their interest in greater coordination between agencies offering training to avoid duplication of effort and to afford greater impact of training funds. Several committee members stated the need for training at the command and staff and unit leader levels. Discussion also occurred about Kentucky counties currently providing their training needs to KYEM via the IPPW.
- The committee examined the process involved in **onboarding** an IMT and the related issues. One aspect discussed centered upon what entities should approve an individual's request to join an IMT and what constitutes an obligation for the agency to allow their individual to deploy. Other raised issues included personnel compensation and the role of WebEOC for IMT requests.

**Next Steps – QRB Nominations:** Mr. Heiser stated KYEM would begin to reach out to persons nominated to serve on the QRBs in the next two weeks and an update would be provided during the August meeting.

**Next Steps - Advisory Committee's Next Meeting:** Mr. Heiser reminded committee members of the next Advisory Committee meeting on 21 August at 2:30 PM.

**Public Comments:** None.

**Adjournment:** With no further business to discuss, the committee adjourned at 10:15 PM.

**Attachments:** Advisory Committee Slidedeck 17 JUL 23 (PowerPoint)