



## KENTUCKY EMERGENCY MANAGEMENT

**Andy Beshear**  
Governor

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

**Eric Gibson**  
Director

### **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

Mr. Kevin Vogelpohl,  
Boone County EM

Mr. Jason York, KYEM

Mr. Garth Wireman,  
KENA-APCO

Ms. Charla Sands, DMA,  
Legal Counsel, Nonvoting

Dr. Charlie Harris, KYEM,  
Secretary, Nonvoting

## **Seventh Meeting**

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

**Date:** 25 March 2024

**Location:** Room 105, Emergency Operations Center,  
Boone Center, Frankfort, KY 40601

**Call to Order:** Mr. Dustin Heiser, ID, at 10:03 AM.

**Roll Call:** Eleven of the fourteen committee members  
attended virtually or in-person. Mr. Jimmie Hampton,  
KDPH, attended for Mr. Grant Gillion. Mr. Todd  
Schulkers and Ms. Charla Sands were excused. One  
position is vacant. Quorum attained.

**Director's Comments:** Mr. Dustin Heiser started the  
meeting by thanking everyone for attending and  
complimented the committee for the quality and  
completeness of its work.

**Introductions:** Mr. Heiser welcomed Mr. Garth  
Wireman, representing KENA-APCO, to the meeting.

**Reading and Approval of Minutes:** Mr. Jason York  
moved to approve the minutes with two revisions.  
The start time was changed to 10:00 a.m., and the  
format was revised so that Meeting Objectives (2) and  
(3) were left justified. Mr. Michael Froelich, seconded.  
With the two noted revisions, 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) General Update on the Status of KQS.
- (2) Act Upon Suggestions Made by the QRBs.
- (3) Talk About Decertification and De-credentialing.

**KQS SOG Update:** Committee members received a paper copy of the KQS SOG, recently published in February 2024. Mr. Heiser thanked everyone for their role in creating the document, which is available on the KQS website. Mr. Heiser stated that the SOG was also shared with all FEMA Region IV states and was very well received with lots of positive comments.

**KQS Website Update:** The committee then reviewed the recent upgrade to the KQS website. The website now, for example, has a direct link to the SOG, meeting minutes from both QRBs and the Advisory Committee, and photos of board and committee members.

**Addition of KENA-APCO-911 Representative:** Mr. Heiser asked the committee to consider adding a KENA-APCO-911 Representative to the IMT QRB, and the Advisory Committee, in order to better incorporate this important perspective into KQS. After discussion, the committee unanimously voted to add the representative to both entities. Mr. Kevin Vogelpohl made the motion, and Mr. York seconded.

**Replacement of the Law Enforcement Representative:** The board voted unanimously to allow KYEM leadership to fill the Advisory Committee and QRB positions vacated by the retiring Maj. Darren Stapleton.

**IMT QRB Request That the Advisory Committee Support an “Approved but Pending Status” for Packets:** The Advisory Committee considered the IMT’s suggestion. The committee ultimately agreed that the status was not necessary due to two conditions. First, the committee intends that candidate packets should be received and processed throughout the calendar year. Therefore, the return of a packet would constitute a much shorter delay to the candidate than if the boards and committee only processed packets once or twice a year. Secondly, the committee felt basic clerical and administrative issues, like the omission of a required course certificate, could be handled with a simple phone call or email to the candidate, by the secretary for example, and not necessarily result in a delay for packet consideration. Finally, the committee recommended that the KYEM Training and Exercise Section continue to monitor training input from candidates. The reason is so KYEM could assist in the scheduling of courses whose unavailability is delaying the packet submissions of multiple persons.

**IMT QRB Request That the Advisory Committee Approve the Completion of ICS 300 and 400 Courses, Regardless of the Date of Completion, for KQS Certification and Credentialing Purpose.** For this request, the committee noted the recent change by FEMA requiring ICS 300 and 400 courses be completed on or after 2019 for all courses requiring ICS 300 and 400 as prerequisites. After a lengthy discussion, the Advisory

Committee reached consensus. Overall, the committee agreed to accept pre-2019 ICS 300 and 400 certificates for KQS certification and credentialing purposes. Additionally, the committee agreed to accept certificates from courses in which the pre-2019 ICS 300 and 400 classes served as prerequisites. However, if the new ICS 300 and 400 were required for a course that a candidate had yet to attend, then the candidate would have to follow current FEMA guidance and take the updated versions of ICS 300 and 400.

**IMT QRB Request That the Advisory Committee implement a “Soft Opening” for KQS.** The Advisory Committee approved the IMT’s request, without dissent. The committee agreed to initiate a “soft opening” for KQS through the beginning of September, in order to conduct a beta test. The Advisory Committee encourages all board and committee members, who wish to submit a KQS packet, to consider doing so during this timeframe.

**KY-1 IMT TNG:** Next, Dr. Harris provided an overview of the KQS instruction provided to KY-1 IMT during their multiday training in Lexington in February. Historical Recognition comprised one of the key areas of the presentation, along with how packets will be processed.

**Next Steps – the Advisory Committee’s Next Meeting:** The committee gained consensus to schedule its eighth meeting on Monday, May 13 at 10:00 AM.

**Public Comments:** None.

**Adjournment:** With no further business to discuss, Mr. Drew Chandler moved to adjourn, and Mr. Vogelpohl seconded. The committee voted unanimously to adjourn at 11:44 AM.

**Attachments:** Advisory Committee Slidedeck 25 MAR 24 (PowerPoint).