



## KENTUCKY EMERGENCY MANAGEMENT

**Andy Beshear**  
Governor

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

**Dustin S. Heiser**  
Interim Director

**Kentucky Qualification  
System (KQS)  
EOC Assistance Team  
Qualification Review Board**

Mr. Dustin Heiser, KYEM  
(Chair)

Mr. Nick Bailey, Hopkins  
County EM

Mr. Rob Blair, KDEP- ERT

Mr. Patrick Compton, KYEM

Col. Christopher Crockett, KY  
State Park Rangers

Mr. Jerrod Dean, KYEM

Ms. Jessica Elbouab, KYEM

Mr. Eric Gibson, KDAEM

Mr. Doug Hargreaves, KYEM

Mrs. Amanda LeMaster, EEC

CPT Austin Powell, KYNG

Mr. Jay Postlewaite, KYTC

Mr. Russell Rains, KDPH

Mr. Jeremy Rodgers, KY Fire  
Commission

Mr. Phillip Ross, KOHS

Mr. James McCloud, KDEP-  
ERT

Dr. Charlie Harris, KYEM,  
Secretary, Nonvoting

### Initial Meeting

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

**Date:** 17 January 2024

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

**Call to Order:** Mr. Dustin Heiser, ID, at 1:37 PM

**Roll Call:** Seventeen board members were present  
virtually or in-person. Their names are displayed in  
the box to the left.

**Director's Comments:** Mr. Heiser started the meeting  
by thanking everyone for attending. He also thanked  
the board for their support of the Kentucky  
Qualification System (KQS).

**Introductions:** At the start of the meeting, all attendees  
introduced themselves.

**Reading and Approval of Minutes:** Since this was  
the board's first meeting, there were no minutes to  
approve.

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

- (1) Provide Orientation to KQS.
- (2) Highlight the Role the EOC Assistance Team QRB  
Performs in the KQS Process.

**National Qualification System and the Kentucky Qualification System:** Mr. Heiser talked about the National Qualification System (NQS), and how it is a foundation for the qualification and credentialing of personnel who serve on Incident Management Teams (IMTs) and in Emergency Operations Centers (EOCs). Mr. Heiser emphasized the Commonwealth's implementation of NQS is called the Kentucky Qualification System (KQS). Mr. Heiser noted that nationwide, and also in Kentucky, the development of IMTs exceeds that of EOC Assistance Teams. For example, FEMA's Position Task Books (PTBs) for IMTs are much more comprehensive than their PTBs for EOC Assistance Teams. However, Mr. Heiser stressed that EOC Assistance Teams, functioning at the state Emergency Operations Center (SEOC) level, are one of the major initiatives in FEMA Region IV states due to significant threats like hurricanes.

**SEOC Assistance Teams:** Mr. Heiser highlighted that while this initiative currently focuses upon those who work in the SEOC, the aim in the future is to extend KQS to those who work in County EOCs, and elsewhere, but who would like to work in the SEOC.

**Membership and Expertise:** Mr. Heiser related that personnel on the board, who represent Emergency Support Functions (ESFs), serve on the board due to their subject matter expertise and their knowledge of the general organization of a SEOC. *Ultimately, he stated that once fully functional, the QRB would recommend to the Advisory Committee, from packets received from applicants, who should be certified and credentialed to work in the State Emergency Operations Center (SEOC).*

**Review of the KQS Implementation Timeline:** The board reviewed the current, KQS implementation timeline for calendar year 2024. Importantly, for this group, one of the milestones stated the goal to form the EOC Assistance Team QRB by January 31, 2024.

**KQS Project Network Diagram:** Dr. Harris discussed the KQS Project Network Diagram, which guides KQS from the start to full implementation. Dr. Harris noted the formation of the EOC Assistance Team QRB as one of the project's critical and necessary actions. In discussing other upcoming critical actions, Dr. Harris highlighted the upcoming publication and dissemination of the KQS Standard Operating Guide (SOG).

**Formation of a Policy and Procedure Subcommittee:** Three members of the board, Mr. Jerrod Dean, Mr. Eric Gibson, and Mr. Russell Rains, volunteered to work on drafting proposed business rules for the board. Dr. Harris said he would also assist in the task.

**Next Steps – the QRB's Next Meeting:** The board gained consensus to schedule its second meeting on Wednesday, March 20, at 1:30 PM.

**Public Comments:** None.

**Adjournment:** With no further business to discuss, the board agreed to adjourn at 3:12 PM.

**Attachments:** EOC Asst Team QRB Slidedeck 17 JAN 24 (PowerPoint).