



KENTUCKY EMERGENCY MANAGEMENT

Andy Beshear
Governor

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

Eric Gibson
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
Mr. Frederick Holt, Jr.- EEC
Mrs. Amanda LeMaster, EEC
Mr. James McCloud, KDEP-
ERT
CPT Austin Powell, KYNG
Mr. Jay Postlewaite, KYTC
Mr. Russell Rains, KDPH
Mr. Jeremy Rodgers, KY Fire
Commission
Mr. Phillip Ross, KOHS
Dr. Charlie Harris, KYEM,
Secretary, Nonvoting

Second Meeting

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

Date: 20 March 2024.

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

Call to Order: Dr. Charlie Harris at 1:37 PM.

Roll Call: The names of board members are
displayed in the box to the left. Eleven board
members were present virtually or in-person. The
balance was excused due to work schedule conflicts.

Director's Comments: Dr. Harris welcomed
everyone to the meeting on behalf of the Interim
Director.

Introductions: Since there were no new attendees,
and the board had met once previously, there were no
introductions to be made.

Reading and Approval of Minutes: Minutes for the
board's initial meeting were approved without dissent.
Mr. Patrick Compton moved to approve the minutes
as written, and Mr. Frederick Holt, Jr. seconded.

Meeting Agenda and Objectives: Dr. Harris
covered the agenda and objectives. The major
portions of the agenda and meeting objectives were:

(1) Provide KQS Program Update.

(2) Discussion of Progress on Proposed Business Rules for the QRB.

(3) State Emergency Operations Center (SEOC) Organization and Job Action Sheets/Position Task Books Development.

Review of the EOC Assistance Team, Qualification Review Board (QRB) Role: The board briefly discussed the role of the board, which is to evaluate candidates who wish to be certified and credentialed to work in State Emergency Operations Centers (SEOCs), particularly in FEMA Region IV.

KQS SOG Update: All committee members received a paper copy of the KQS SOG, recently published in February 2024. Dr. Harris complimented the Advisory Committee and both QRBs for their continuing roles in maintaining the document, which is available on the KQS website. Dr. Harris 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, KQS-related resources, and the names and photos (the latter in progress) of board members.

Policy and Procedure Subcommittee: The subcommittee reported they had met on March 7, 2024 and began to draft proposed business rules for the board. The subcommittee stated they used the already published business rules of the KQS Advisory Committee and the Incident Management Team QRB as a start. The subcommittee expressed their intention to have a draft available for the board's review at the next meeting.

KQS Job Action Sheet (JAS): Dr. Harris reviewed the JAS provided to Kentucky SEOC, Emergency Support Function (ESF) partners on March 5, 2024. The JAS possessed four sections: Tasks Supporting the SEOC, Tasks Supporting the Representative's Own Agency, Position Checklist, and Recommended Training and Certifications. The intention is for the JAS to serve as a companion to the Position Tasks Books (PTBs) in development for 10 common positions in FEMA Region IV SEOCs, such as SEOC Director and Planning Section Chief. The JAS will assist in training and integration of personnel in the SEOC.

Next Steps – the QRB's Next Meeting: The board gained consensus to schedule its third meeting on Wednesday, May 15, at 1:30 PM.

Public Comments: None.

Adjournment: With no further business to discuss, the board agreed to adjourn at 2:19 PM.

Attachments: EOC Asst Team QRB Slidedeck 20 MAR 24 (PowerPoint)