



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
Mr. William Eckler, KYEM
Ms. Jessica Elbouab, KYEM
Mr. Doug Hargreaves, KYEM
Mr. Frederick Holt, Jr.- EEC
Mrs. Amanda LeMaster, EEC
CPT Austin Powell, KYNG
Mr. Jay Postlewaite, KYTC
Mr. Russell Rains, KDPH
Mr. Phillip Ross, KOHS
Mr. Greg Shanks, KDAEM
Dr. Carrie Wilburn, KY Fire
Commission
Dr. Charlie Harris, KYEM,
Secretary, Nonvoting

Third Meeting

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

Date: 15 May 2024.

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

Call to Order: Dr. Charlie Harris at 1:35 PM.

Roll Call: The names of current board members are displayed in the box to the left. Twelve board members were present virtually or in-person. The remaining board members were excused due to work or personal conflicts.

Director's Comments: Director Eric Gibson, KYEM, welcomed everyone to the meeting, expressed his support for the board, and thanked the board for their ongoing work.

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

Reading and Approval of Minutes: Minutes for the board's second meeting were approved without objection.

Meeting Agenda and Objectives: Dr. Harris covered the agenda and objectives. In addition to make-up pictures, the meeting's objectives were:

(1) Provide KQS Program Update.

(2) Review and Approval of the Board's Business Rules, Developed by the Policy and Procedure Subcommittee.

(3) Historical Recognition and Its Role in KQS.

Policy and Procedure Subcommittee Update on Business Rules: The Policy and Procedure Subcommittee, who have been meeting for several months, presented the proposed business rules for the board. The Subcommittee consisted of the following members: Director Eric Gibson, Dr. Charlie Harris, Mr. Jerrod Dean, and Mr. Russell Rains. The subcommittee used, as a basis, the business rules of the IMT QRB and the Advisory Committee. After Mr. Rains' presentation and subsequent discussion, the board at large unanimously approved the business rules.

KQS Milestones for 2024: Dr. Harris reviewed the milestones for calendar year 2024. He mentioned that the year began with the establishment of this board in January 2024. Other highlights included the publishing of the KQS SOG in February and the emphasis on Historical Recognition starting in September 2024. Dr. Harris emphasized the goal of the EOC Assistance Team QRB is to be ready for HR packets by the end of the year.

Review of Historical Recognition (HR): The board then reviewed the three options for HR: Procedure A (Position Task Books completed after the fact), Procedure B (a portfolio), and Procedure C (a hybrid of Procedure A and B). The board also received and discussed provided example packets for each procedure.

Update on Job Action Sheets (JAS) and Position Task Books (PTBs): Dr. Harris reviewed the continuing work on 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 common positions in FEMA Region IV SEOCs, such as SEOC Director and Liaison Officer. The JAS will assist in training and integration of personnel in the SEOC. Dr. Harris mentioned the goal was to publish the JAS and SEOC PTBS by December 31.

Board Pictures: Due to ongoing SEOC operations, make-up pictures were canceled.

Next Steps – the QRB's Next Meeting: The board gained consensus to schedule its fourth meeting on Wednesday, October 9, at 1:30 PM.

Public Comments: None.

Adjournment: With no further business to discuss, the board agreed to adjourn at 2:12 PM.

Attachments: EOC Asst Team QRB Slidedeck 15 May 24 (PowerPoint)