



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

Fourth Meeting

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

Date: 6 November 2024.

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

Call to Order: Mr. Dustin Heiser at 1:35 PM.

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

Director's Comments: Assistant Director Dustin Heiser provided opening remarks. He thanked the board for their ongoing work and reiterated the board's importance by showing a PowerPoint. The slide showed that EOC Assistance, and Incident Management, Teams were the second most requested resource by affected states in the first seven days of Hurricane Helene's aftermath.

Introductions: Three new members to the board were introduced: Mr. Greg Shanks, KDAEM; Dr. Carrie Wilburn, KY Fire Commission; and Mr. William "Bill" Eckler, KYEM.

Reading and Approval of Minutes: A motion to

approve the minutes from the previous meeting on May 15, 2024 was made by Mr. Jerrod Dean and seconded by Mr. Patrick Compton. The minutes were subsequently approved without any objections.

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

- (1) Introduction of New Members.
- (2) Update of the Status of the board and KQS Overall
- (3) Review of the KQS SOG Draft Decertification & De-credentialing Section.

Review of the EOC Assistance Team QRB's Mission: The first item for discussion was a review of the board's mission "to oversee the certification and credentialing of persons to work in State Emergency Operations Centers (SEOCs) and then other EOCs", such as those at the county and city levels. Dr. Harris stated that the board was in its organizational phase, having just approved its business rules at its last meeting.

KQS Milestones for 2024: The board examined all of the KQS milestones for calendar year 2024, which included the first meeting of the EOC Assistance Team QRB in January 2024. Mr. Heiser mentioned that the IMT QRB was now ready to receive certification and credentialing packets, and that the EOC Assistance Team board would be in a similar position in early 2025. The board discussed how the first packets for each board would be historical recognition of prior learning and experience (HR).

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. Then, he discussed the Position Tasks Books (PTBs) in development for common positions in FEMA Region IV SEOCs, such as SEOC Director and Liaison Officer. He said both initiatives would be ready for the board's review at the next meeting.

Discussion of Decertification and De-credentialing Section of KQS SOG: The board read the draft section from the ad hoc committee and provided recommendations for improvements. Some of the suggestions were: to allow a 30-day deadline extension; to provide a code of conduct for those certified and credentialed in KQS; and the development of key rules, to appear as a list, whose breaking would cause immediate penalty. The board's comments will be incorporated into the next version.

Next Steps – the QRB's Next Meeting: The board gained consensus to schedule its fourth meeting on Wednesday, January 15, 2025, at 1:30 PM. Ms. Jessica Elbouab, a Public Information Officer with KYEM, mentioned this would be her last meeting for a while, due to a deployment, and that Mr. David Davis could backfill her on the board.

Public Comments: None.

Adjournment: With no further business, the board agreed to adjourn at 2:25 PM.

Attachments: EOC Asst Team QRB Slidedeck 6 NOV 24 (PowerPoint)