



## KENTUCKY EMERGENCY MANAGEMENT

**Andy Beshear**  
Governor

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

**Eric Gibson**  
Director

### **Kentucky Qualification System (KQS)**

#### **Incident Management Team Qualification Review Board**

Mr. Dustin Heiser, KYEM  
(Chair)

Mr. Rob Blair, KDEP- ERT

Mr. Wayne Briscoe, KBEMS

Mr. Ian Burkett, KYEM

Mrs. Randi Feltner, KYTC

Mr. Doug Hargreaves,  
KYEM

Mr. Ryan Hembree, KYEM

Mrs. Angela Kik, KDPH

Mr. James McCloud,  
KDEP-ERT

Mr. Edward Meiman,  
Louisville Metro EMA

Mr. Daniel Newcomb,  
KYEM

Mr. Bob Stephens, KYEM

Mr. Terry Wattenbarger,  
State Fire Rescue Training

Mr. Garth Wireman,  
KENA-APCO

Mr. Jordan Yuodis,  
AMFEMS

Dr. Charlie Harris, KYEM,  
Secretary, Nonvoting

### **Fifth Meeting**

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

**Date:** 12 March 2023

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

**Call to Order:** Dr. Charlie Harris, Secretary, for Mr.  
Dustin Heiser, Chair, at 1:36 PM.

**Roll Call:** Nine of the 16 positions on the IMT QRB  
were present in-person or virtually. This constituted a  
quorum. Mr. Wayne Briscoe, Mrs. Randi Feltner, Mr.  
James McCloud, Mr. Daniel Newcomb, and Mr.  
Jordan Yuodis were excused.

**Leadership's Comments:** Mr. Heiser expressed his  
appreciation for everyone's work on the board. He  
noted the board had accomplished a lot in only five  
meetings.

**Introductions:** Mr. Heiser mentioned that Mr. Garth  
Wireman had accepted the board's invitation to serve  
as the KENA-APCO-911 representative.

**Reading and Approval of Minutes:** Mr. Doug  
Hargreaves moved to approve the January 30,  
2024 minutes as written, and Mrs. Angela Kik  
seconded. The minutes were unanimously approved  
by the committee.

**Meeting Agenda and Objectives:** The first items covered at the meeting were the agenda and the objectives of the meeting. The specific meeting objectives were:

- (1) Update on KQS Training for IMT Personnel.
- (2) Talk About *KQS SOG Version 1 2024* – What’s Next?
- (3) Discuss the KQS Tracking System in Development.
- (4) Review KQS Website Additions.
- (5) Provide a General Status of KQS Overall.

**Addition of KENA-APCO-911 Representative:** Mr. Heiser briefed the board that Mr. Garth Wireman, Greenup County EM Director, accepted the board’s invitation to serve as the KENA-APCO-911 Representative. Mr. Heiser said he would update the Advisory Committee when they meet later in the month.

**KQS SOG Update:** All board members received a paper copy of Version 1 of the *KQS SOG*. It was published on February 19, 2024 and posted to the KQS website. Mr. Heiser thanked everyone for their role in creating the document. He also said the SOG was shared with FEMA Region IV states and received with lots of positive comments.

**KQS Website Update:** Next, the committee reviewed the advances made to the KQS website since the board’s last meeting. The website now has a direct link to the SOG, posted meeting minutes from both QRBs and the Advisory Committee, and other KQS resources, including how to put together a Historical Recognition Packet.

**Review of KQS Training Provided to KY-1 IMT:** Dr. Harris, Board Secretary, and Ms. Jennifer Hitch, State Training Officer, presented a KQS training package to the board. The package, developed for the KY-1 IMT training event held 6 to 8 February 2024, covers all aspects of KQS including the requirements for Historical Recognition (HR). Ms. Hitch stated the KY-1 IMT participants provided positive feedback for the training.

**IMT QRB Request That the Advisory Committee Support an “Approved but Pending Status” for KQS Packets:** The IMT QRB discussed the possibility of an “Approved but Pending Status” for KQS Packets. After discussion, the board reached consensus and unanimously agreed to ask the Advisory Committee to consider the concept. Mr. Ian Burkett made the motion, and Ms. Kik seconded. The board felt the status would allow it to approve an otherwise complete packet that only lacked an item or two that could be easily corrected. For example, a person submitted a Historical Recognition Packet, but the packet was missing a required class. This status would allow the board to approve the packet pending the completion of the class in a reasonable time period, such as six months.

**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.** The board talked about 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. The board felt concern about the impact of this policy on persons interested in KQS certification and credentialing. Some members noted the updated classes have substantially the same information as the pre-2019 ones. Mr. Wattenbarger stated he could teach ICS 300 and 400. Additionally, Mr. Burkett mentioned that self-paced ICS 300 and 400 classes, among others, may be available from the District of Columbia's Homeland Security and Emergency Management Agency (DC HSEMA). Mr. Edward "Jody" Meiman moved to ask the Advisory Committee to accept ICS 300 or 400 completion certificates from any date, and Mr. Ryan Hembree seconded. The motion passed.

**IMT QRB Request That the Advisory Committee implement a "Soft Opening" for KQS.** Several on the board offered the idea of a "soft opening", or beta test, for KQS through the beginning of September. The consensus of the board was that this time would allow board members to create their own certification and credentialing packets and to practice reviewing them as well. Mr. Burkett moved to ask the Advisory Committee to adopt a "soft opening", and Mr. Hargreaves seconded. The motion passed without dissent.

**Next Steps – the QRB's Next Meeting:** The board reached consensus to schedule its third meeting on May 30<sup>th</sup> at 1:30 PM. Mr. Bob Stevens offered that the next couple of months would be a good time for those interested on the board to work on Historical Recognition packets.

**Public Comments:** None.

**Adjournment:** With no further business to discuss, the committee adjourned at 3:05 PM.

**Attachments:** IMT QRB Fifth Meeting 12 MAR 24 (PowerPoint).