



## 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

Ms. Kenna "Marti" Burton,  
KYEM

Mr. Ian Burkett, KYEM

Mrs. Randi Feltner, KYTC

Mr. Jimmy Hampton,  
KDPH

Mr. Doug Hargreaves,  
KYEM

Mr. Edward Meiman,  
Louisville Metro EMA

Mr. Bob Stephens, KYEM

Maj. Eric Walker, KSP

Mr. Terry Wattenbarger,  
State Fire Rescue Training

Mr. Garth Wireman,  
KENA-APCO

Mr. Jordan Yuodis,  
AMFEMS

Dr. Charlie Harris, KYEM,  
Secretary, Nonvoting

## **Sixth Meeting**

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

**Date:** 30 May 2024

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

**Call to Order:** Mr. Dustin Heiser, Chair, at 1:38 PM.

**Roll Call:** Eleven of the 16 positions on the IMT QRB  
were present in-person or virtually. This constituted a  
quorum. All members not present were excused.

**Leadership's Comments:** Mr. Heiser welcomed  
everyone. He briefly talked about the new disaster  
declaration for the severe weather that occurred the  
week before the board's meeting. He expressed his  
appreciation for everyone's work on the board and  
noted the board was by all measures ahead of  
schedule. He also mentioned that other states had  
inquired about our "best practices" with KQS, looking  
for good ideas. Several, he said, expressed their  
intentions to duplicate portions of the KQS SOG.

**Introductions:** No introductions were necessary.

**Reading and Approval of Minutes:** Mrs. Angela Kik  
moved to accept the March 12, 2024 minutes with  
one revision. The one revision was to remove her  
name from those listed as being able to teach ICS  
300 and 400. Mr. Doug Hargreaves seconded. The  
minutes were unanimously approved by the  
board.

**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) Review of Sample Historical Recognition Packets, Procedures A, B, and C.
- (2) Review and Discussion of Revised KQS Timeline.
- (3) Board Pictures.
- (4) Responses from Advisory Committee About IMT Recommendations.

**Board Membership Rotations:** Mr. Ryan Hembree, KYEM; Mrs. Angela Kik, KDPH; Mr. James McCloud, KDEP-ERT; and Mr. Daniel Newcomb, KYEM; have either accepted new positions or retired and are no longer on the board. Three members have subsequently been added to the board: Mr. Jimmy Hampton, KDPH; Ms. Kenna “Marti” Burton, KYEM; and Maj. Eric Walker, KSP.

**IMT QRB Request To the Advisory Committee To Implement a “Soft Opening” for KQS:** Mr. Heiser reported that the Advisory Committee had approved the IMT’s request, without dissent. The Advisory Committee agreed to initiate a “soft opening” for KQS through the beginning of September for two reasons. First, the “soft opening” affords the Training and Exercise Section time to develop and print a quantity of sample Historical Recognition packets for interested persons. Second, it allows time for board members to become more familiar with the overall KQS process. The Advisory Committee stated that they encourage all committee and board members to consider submitting a KQS packet.

**IMT QRB Request To the Advisory Committee To Support an “Approved but Pending Status” for Packets:** Dr. Harris related that the committee ultimately agreed that the status was not necessary due to two conditions. First, the committee intends that candidate packets should be received and processed throughout the calendar year. Therefore, the return of a packet would constitute a much shorter delay to the candidate than if the boards and committee only processed packets once or twice a year. Secondly, the committee felt basic clerical and administrative issues, like the omission of a required course certificate, could be handled with a simple phone call or email to the candidate, by the board’s secretary for example, and not necessarily result in a delay for packet consideration. Finally, the committee recommended that the KYEM Training and Exercise Section continue to monitor training input from candidates. The reason is so KYEM could assist in the scheduling of courses whose unavailability is delaying the packet submissions of multiple persons.

**IMT QRB Request To the Advisory Committee To Provide Clarification and Guidance About the Completion of ICS 300 and 400 Before 2019:** Mr. Heiser stated that the Advisory Committee noted 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 Advisory Committee agreed to accept pre-2019 ICS 300 and 400 certificates for KQS certification and credentialing purposes. Additionally, the committee agreed to accept certificates from courses in which the pre-2019 ICS 300 and 400 classes served as prerequisites. If the new ICS 300 and 400 were required for a course that a candidate has yet to attend, then the candidate would have to follow current FEMA guidance and take the updated versions of ICS 300 and 400.

**KQS Timeline and Milestones Update:** Dr. Charlie Harris briefed the board about the KQS timeline and milestones for the rest of the 2024 calendar year. A “soft opening” will be in effect through September 1. The overall goal is for the board to receive HR packets by the end of the calendar year.

**Sample HR Packets:** Dr. Charlie Harris provided all board members with copies of possible HR submission packets. Members received one for each possible submission to the Qualification Review Boards (QRBs): Procedure A (PTB), Procedure B (Portfolio), and Procedure C (Hybrid). Dr. Harris highlighted key aspects of the sample packets. He said the packets would be made available to anyone interested. He said paper copies would be available in the Training Section, and that electronic copies would be available for downloading from the KQS webpages.

**Next Steps – the QRB’s Next Meeting:** The board reached consensus to schedule its seventh meeting on Thursday, September 26<sup>th</sup> at 1:30 PM.

**Public Comments:** None.

**Adjournment:** With no further business to discuss, the committee adjourned at 2:47 PM.

**Attachments:** IMT QRB Sixth Meeting 30 MAY 24 (PowerPoint).