1

IMT QRB Packet Section 1

This Section Has My Statement
About Why I Seek Certification and
Credentialing and That I Am Using
Procedure B (Portfolio)

Ron Burgundy 4 San Diego DR Louisville, KY 40243

March 4, 2024

IMT Qualification Review Board (IMT QRB)
Kentucky Qualification System (KQS)
Kentucky Emergency Management (KYEM)
100 Minuteman Parkway
Boone National Guard Center
Frankfort, KY 40601

Dear IMT QRB,

Attached is my paperwork for certification and credentialing as a Public Information Officer (PIO).

Since there was no one, credentialed as a PIO, to evaluate my work in two Type 3 Disasters, I have prepared a **Procedure B Submission**. All tasks were performed twice, once in each disaster, under Code I. This means a task was performed in an incident or event managed under ICS. The two Type 3 incidents were the Northern Kentucky Tornado in 2023 and the Big Sandy Fire in 2021.

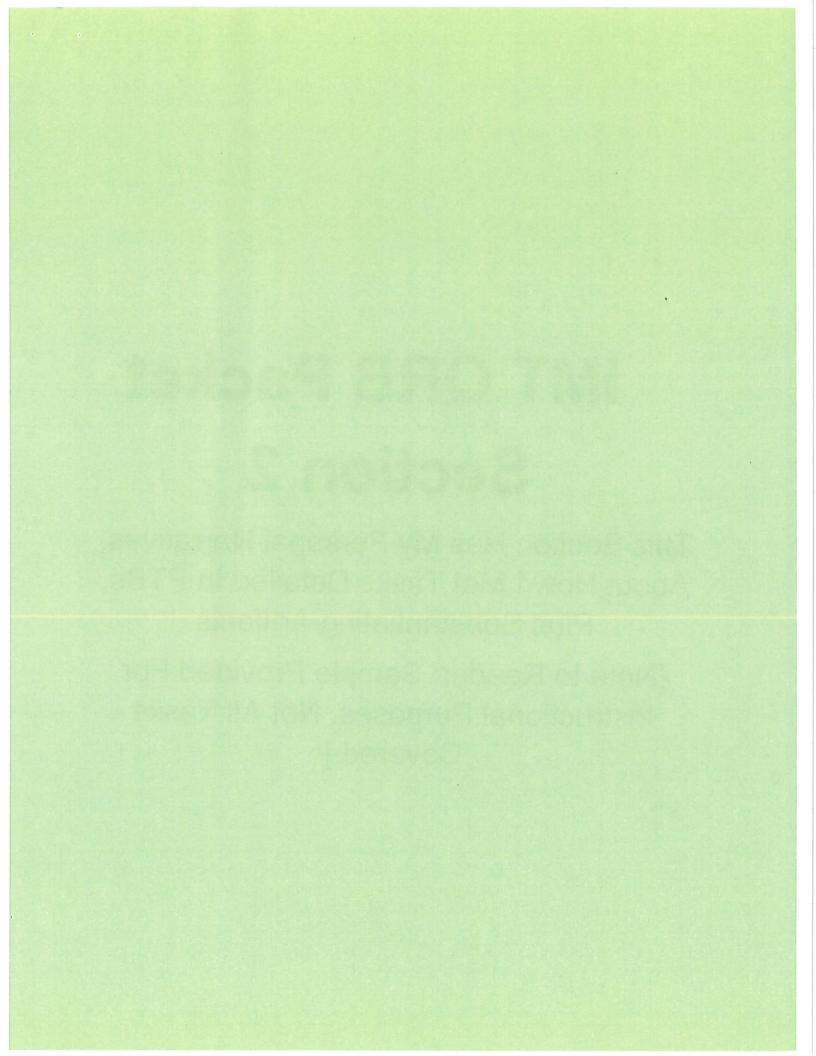
I am a member of the KY All Stars IMT, and I also support the State Emergency Operations Center.

I am a career PIO, and my work history includes time as an anchor for Channel 4 Evening News in Louisville.

Thanks so much for your time.

Respectfully submitted,

Ron Burgundy
Ron Burgundy



IMT QRB Packet Section 2

This Section Has My Personal Narratives, About How I Met Tasks Detailed In PTBs, Plus Substantiating Artifacts

[Note to Reader: Sample Provided For Instructional Purposes. Not All Tasks Covered.]

1a. Behavior: Ensure rendiness for assignment

	TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1.	Obtain, assemble and prepare information and materials for go-kit. The kit should contain critical items for the assignment and be easily transportable: Supplies: Office supplies appropriate to the function Authority Having Jurisdiction (AHJ) identification badge and qualification card Reference materials: Functional guidelines relative to incident type (agency guidance or other functional guidelines) AHJ operations guides or other operational guides Position manuals Forms: Agency-specific forms appropriate to the function	E,F,t		
2.	Obtain complete incident and logistical information: Incident name, number, anticipated duration, size, type, responsibilities and expectations Reporting time and location Transportation arrangements and travel routes Contact procedures during travel (telephone/radio) Expected working conditions Personal Protective Equipment (PPE) Security measures Updated contact information and information links	E, F, 1		
3.	Arrive properly equipped at designated time and location and check in according to agency/organization guidelines: Arrive with go-kit and any additional equipment Carry out check-in procedures and ensure assigned personnel do the same	E, F, f		

Considering Tasks 1 through 3, I served in two Type 3 incidents in the past five years, specifically the Northern Kentucky Tornado in 2023 and the Big Sandy Fire in 2021. Before, during, and after these two incidents, I maintained a "go kit" of things I would need when I deployed. I kept most of the items at my work in deployment bags in a locker, both of which I purchased for this purpose. I used a flyer I found at a workshop as a checklist for my "go kit", and I have included it as "Exhibit A". I usually deployed with a nice suit, too, and this is not mentioned in the checklist. For both incidents, I arrived at the right place and time, even a bit early on both occasions, and checked-in following our Incident Management Team's (IMT) SOP.

2c. Behavior: Ensure the health, safety, welfare and accountability of assigned personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
Evaluate mental and physical fatigue of assigned personnel: Ensure adequate rest is provided to section personnel.	E, F, I		
20. Recognize potentially hazardous situations, inform assigned personnel of hazards and take precautions to mitigate risk: Adjust operations in response to hazards, weather and other relevant events.	E, F, I		
Demonstrate knowledge of and comply with relevant health and safety requirements: Direct and oversee operations to ensure compliance with health and safety considerations and guidelines Coordinate with the Safety Officer to ensure that assigned personnel follow safety guidelines	E, F, I		

	TASK	CODE	EVALUATION RECORD#	EVALUATOR INITIALS AND DATE
22.	Report or explain the procedures for reporting transpected occurrences, such as fire, death, injury, illness, exposure to pathogens or hazardous materials (HAZMAT), accident, political contact or property loss or damage: Ensure report contains nature of event, location, magnitude, personnel involved and initial action taken (such as helicopter picking up injured or an appropriate subsequent action) Ensure the protection of Personnlly Identifiable Information (PH) while reporting Obtain information from the following sources regarding special hazards, threats or unexpected occurrences: subordinates, personal observation, other incident personnel and off-incident personnel	E, F, I		
23.	Ensure media and public are aware of incident-specific hazards as well as health and safety procedures.	E, F, I		

I performed all the Tasks associated with this behavior, Tasks 19 to 23, during both deployments, once or more at each incident. The majority of these tasks were fulfilled by the morning and evening briefings I held with Incident Management Team (IMT) personnel. I covered everything from key talking points for the media to HAZMAT to safety. Moreover, I fully participated in the Planning P and contributed to Incident Action Plans. The IMTs to which I belonged on both incidents possessed SOPs and strict standards of conduct. I always adhered to both of these standards. I always made sure that life safety issues were completely and timely communicated to the public and also to responding personnel on the IMT. For both incidents I worked alone as the only PIO on the IMT so didn't have subordinate staff. However, I helped ensure all personnel knew important information mainly through the twice daily briefings. See "Exhibit B" for an example of my work in this section of the PTB.

2d. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
 Demonstrate the ability to identify opportunities for universal accessibility. 	E, F, 1, J		
 Demonstrate the ability to assess and monitor for physical access, programmatic access and effective communications access. 	E. F. 1, J		
 Provide equal access, disability accommodations and access and functional needs (AFN) accommodations. 	E, F, I, J		
 Demonstrate knowledge and use of inclusive, person- first language. 	E, F, I, J		,

Tasks 24 through 27 are extremely important to me. I habitually perform these tasks during all deployments and did follow these tasks during the tornado and wildfire incidents. I met with the County Judge Executive and their staffs early on in each deployment, as in the first day, to identify strategies to reach all populations in the respective counties, including those citizens with special needs. I also met in-person or virtually with PIOs in other responding agencies. For both disasters, I utilized a Spanish translator and someone able to use American Sign Language to help us convey information, due to input from local officials. See "Exhibit C".













PIO Ga Kit - The basics

- Computers, power supply, mouse/traceball
- Phonositization devices with chargers
- Spare gower packs/chargers
- Changing cables for doxices
- Degral camera Still and video.
- Printed centact lists/media-bsts/gatsword list
- Businasi enesue
- Pans, highlighters, natabaoks, printer paper
- Stapler, pager clips, post-st notes
- Hashlight B. extra batteries
- Wireless enterest knyboard and mouse
- MiFi/lesseamen algoral counter/debender
- LISB driving
- Flashlahi/oous baneries
- Pro-primad lact stages/backgrounders
- Emernal USB hand drive with completon, packgrounders, graphics, ghone and contact lists
- Rott of caution 1900
- Accident metabook
- America mabba sassa
- Cell phone wired headphones
- AC extension cord 10' to 25'
- AC Multiple Guster Strip w/device charging posts
- Percenal hygieno kit/spare glasses/coesact forces
- High market hard later Coff
- Personal medicines 7 day scepty
- AMAJEMI/NICAA Wa Radio
- First aid kit



PIO Go Kit - Personal

- Two-day indoor clothing change, including shoos.
- Food you'll can and be willing to share
- Materia at Masi test gailen per day
- Water Aderescal water container
- Instant coffee/hea/water flavorings
- Cold nearther good (boots, coot, giows, hat)
- Pain gear (books, jacon/poscho, pants, towel)
- Work boots, fauther glaves, protective gaggles
- rand sanidast, curtaça sanidast, assiseptic mipes
- Pager powels/disposable shop rewels
- District States
- Mediam sim upol kic
- Comparer/small device regiliar
- Later enimor
- Computer Presentation Permote ("Clicke-")
- Earnings and everywhede
- Binoculars
- िका aid kit oppy करके इंटिड्र किन केविन से सिए दिवान विद्यापाड
- Salf-harana dasah gadahmanana
- Steeping bag, air manwess and pillow
- Folding knife/EMT Shoars
- 100' paracerd, medium blue tarp
- Hardist/helmet

PIO Go Kit - Extras

- Portable printer/gape/foner/careidger
- Savall TwistDMI Monitor
- 129 to 1100AC vehicle inverse
- Cartera/smartphone tripod
- Smarcphomo gimbal
- Ring fight Atlandalene webcam





Exhibit B - Sample Email About Wildfire Safety

From: Ron Burgundy

Sent: Thursday, October 31, 2024 12:35 PM To: KY-1 IMT; Big Sandy Fire Distribution

Subject: Wildfire Safety

Dear All,

Attached is the basic fire safety placard I mentioned this morning. Feel free to use. I have poster size copies available, too.

Sincerely,

Ron Burgundy

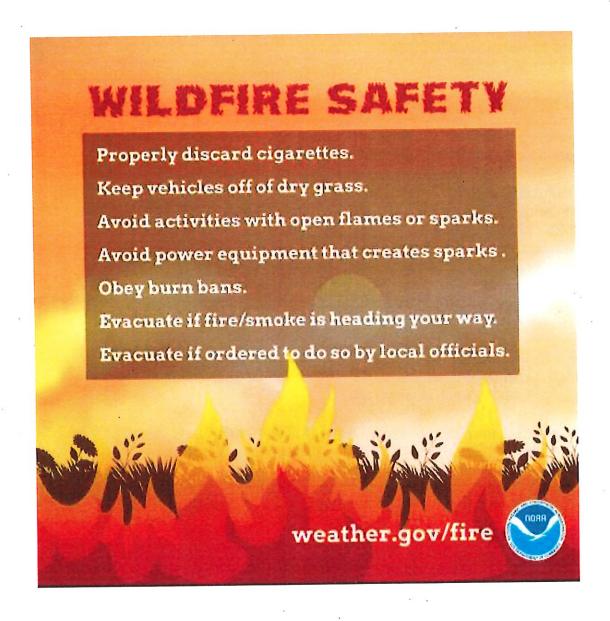


Exhibit C - Memorandum from Incident Commander

Todd D. Schulkers
Deputy Director
Kenton County Homeland Security Emergency Management
1840 Simon Kenton Way - Suite 2400
Covington, Ky. 41011

March 4, 2024

IMT Qualification Review Board (IMT QRB) Kentucky Qualification System (KQS) Kentucky Emergency Management (KYEM) 100 Minuteman Parkway Boone National Guard Center Frankfort, KY 40601

Dear IMT QRB,

I am writing to express my total support for Ron Burgundy's Certification and Credentialing as a Public Information Officer (PIO).

Mr. Burgundy performed in an outstanding manner as PIO while I was Incident Commander (IC) during the Big Sandy Fire in 2021 and the Northern Kentucky Tornado in 2023. In both instances, he kept the community (including individuals in need of additional response assistance such as American Sign Language), local officials, and personnel responding to the disaster very well informed at all times.

Overall, I have performed as an IC in over 20 Type 3 and higher incidents in the past 10 years.

I am also very familiar with Incident Management Team (IMT) Position Task Books (PTBs). I can state without reservation that Mr. Burgundy met all the tasks in the PTB for an IMT PIO in each deployment.

Please let me know if you require additional information.

Thank you.

Sincerely,

Todd D. Schulkers

ORGANIZATION ASSIGNMENT LIST (ICS 203)

T. Moldone Italia			2. Operation	onal Period: Date Fr		Date 10: 1 NOV 21	
Big Sandy Fire - 2021-2405-1 (Type 3)			Time From: 0800 Time To: 0800				
3. Incident Commander(s) and Command Staff:			d Staff:	7. Operations Section:			
IC/UCs	Todd	Schulkers			Henry Stanley		
				Deputy	Boris Miller		
Deputy	Sam	Cranks		Staging Area	and the second second second		
Safety Officer	Gene	Wright		Branch			
Public Info. Officer	Ron E	Burgundy		Branch Director			
Liaison Officer	Jasor	n Bennett		Deputy			
4. Agency/Organ	nizatio	on Representative	s:	Division/Group			
Agency/Organization	on	Name		Division/Group			
	FEMA	Ricardo Tubbs		Division/Group			
				Division/Group			
				Division/Group			
				Branch			
				Branch Director			
				Deputy			
5. Planning Sect	tion:			Division/Group			
		Carl Wilson		Division/Group			
	eputy	Pete Delaney		Division/Group			
Resources Unit			Division/Group				
Situation Unit			Division/Group				
Documentation Unit			Branch				
Demobilization Unit			Branch Director				
Technical Spec				Deputy			
				Division/Group			
				Division/Group			
				Division/Group			
6. Logistics Sec	ction:			Division/Group			
o. Logiotico do	Chief			Division/Group			
Г	Deputy	-		Air Operations Bra	ınch		
Support B	N. Commission	17-010	144	Air Ops Branch Dir			
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	ly Unit						
Facilitie				8. Finance/Admi	nistration Section	on:	
Ground Suppo				Chie			
Service B				Deputy			
Director			Time Uni				
Communications Unit		,	Procurement Uni				
Medical Unit			Comp/Claims Uni				
				Cost Un			
	Food Unit Pete Delaney Posi			ion/Title: Dep Ops Se	The state of the s	ure: Pot Polania	
9. Prepared by:	. wan	10.				1-0-1 200 MM	
ICS 203		IAP Page 3	_ Date	/Time: 31 OCT 21 / 08	100		

ORGANIZATION ASSIGNMENT LIST (ICS 203)

Suppl Facilitie Ground Suppo	s Unit			8. Finance/Admir			
Facilitie	s Unit						
	v Unit	L					
	rector						
Support B			Selegi-leks	Air Ops Branch Dir.			
	eputy			Air Operations Bra		Colonia Colonia Colonia	
	Chief	Elbert Krinkle		Division/Group			
6. Logistics Sec				Division/Group			
				Division/Group			
			*	Division/Group			
				Division/Group			
Technical Spec	ialists			Deputy			
Demobilization	Demobilization Unit			Branch Director			
Documentation Unit			Branch				
Situation Unit			Division/Group				
Resources	Resources Unit			Division/Group			
Do	eputy.	Pete Delaney		Division/Group			
	Chief	Carl Wilson		Division/Group			
5. Planning Sect	ion:			Division/Group			
				Deputy			
				Branch Director			
				Branch			
				Division/Group			
				Division/Group			
		Captain Donald Crag	en	Division/Group			
Agency/Organization		Name		Division/Group			
	Liaison Officer Chet Kelly 4. Agency/Organization Representatives:			Division/Group			
Public Info. Officer Ron Burgundy Liaison Officer Chet Kelly			Deputy				
				Branch Director			
	Mike S	Lopez		Branch			
B	NA:L- C	Stakor		Staging Area			
				Deputy	DOI IS IVIIIIET		
IC/UCs	Todd 9	Schulkers			Henry Stanley Boris Miller		
3. Incident Commander(s) and Command Staff:			a Staff:	7. Operations Section:			
NKY Tornado - 2023-4807-1 (Type 3)			10/ 77				
II III Ola Olia Transce		07 1 /Tupo 21		2. Operational Period: Date From: 4		ASSESSED NAME OF THE PROPERTY	



IMT QRB Packet Section 3

This Section Has All of My Certificates Relating to Public Information Officer Qualification

General Classes



FEMA

This Certificate of Achievement is to acknowledge that Ron Burgundy

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the Independent Study course:

IS-100:

INTRODUCTION TO THE INCIDENT COMMAND SYSTEM

Issued this 10th Day of October, 2019



Superintendent Federal Emergency Management Agency Jeffrey D. Stern, Ph.D. **Emergency Management Institute**

Presented To:

Ron Burgundy Disaster Response Agency

For the Successful Completion of

8 Hours

EOC/ICS Interface (G-191)



March 16, 2021

Date

State Training Officer
Kentucky Emergency Management





FEMA

This Certificate of Achievement is to acknowledge that

Ron Burgundy

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the Independent Study course:

IS-200:

BASIC INCIDENT COMMAND SYSTEM FOR INITIAL RESPONSE

Issued this 10th Day of October, 2019



Superintendent Jeffrey D. Stern, Ph.D **Emergency Management Institute**

Federal Emergency Management Agency

Presented To:

Ron Burgundy Disaster Response Agency

For the Successful Completion of

ICS-300

24 Hours



November 14, 2019

Date

State Training Officer
Kentucky Emergency Management

Presented To:

Ron Burgundy Disaster Response Agency

For the Successful Completion

Ó

All Hazard IMT (0-0305) 40 Hours



July 22, 2023

Date

State Training Officer
Kentucky Emergency Management



Presented To:

Ron Burgundy Disaster Response Agency

For the Successful Completion of

ICS-400 16 Hours



Kentucky Emergency Management

State Training Officer

Demuser Hitch

November 16, 2019

Date



FEMA

Ron Burgundy

This Certificate of Achievement is to acknowledge that

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the Independent Study course:

IS-700:

AN INTRODUCTION TO THE NATIONAL INCIDENT MANAGEMENT SYSTEM



Superintendent Emergency Management Institute Jeffrey D. Stern, Ph.D

Federal Emergency Management Agency

Issued this 08th Day of October, 2019



FEMA

Ron Burgundy

This Certificate of Achievement is to acknowledge that

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the Independent Study course:

IS-800:

NATIONAL RESPONSE FRAMEWORK: AN INTRODUCTION

Issued this 08th Day of October, 2019



Superintendent Jeffrey D. Stern, Ph.D. Federal Emergency Management Agency Emergency Management Institute



FEMA

Ron Burgundy

This Certificate of Achievement is to acknowledge that

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the Independent Study course:

IS-2200:

BASIC EMERGENCY OPERATIONS CENTER FUNCTIONS

Issued this 17th Day of October, 2020



Superintendent **Emergency Management Institute** Jeffrey D. Stern, Ph.D

Federal Emergency Management Agency

Presented To:

Ron Burgundy Disaster Response

For the Successful Completion

of

Intermediate Emergency Operations Center

Functions (G-2300)

24 Hours



Kentucky Emergency Management

State Training Officer

Jenne Hitch

September 14, 2023

Date

Position Specific



FEMA

This Certificate of Achievement is to acknowledge that

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the Independent Study course:

Ron Burgundy

IS-29.A:

PUBLIC INFORMATION OFFICER AWARENESS

Issued this 08th Day of April, 2024



Superintendent Jeffrey D. Stern, Ph.D. **Emergency Management Institute** Federal Emergency Management Agency

0.70 IACET CEU

Presented To:

Disaster Response Agency Ron Burgundy

For the Successful Completion

24 Hours

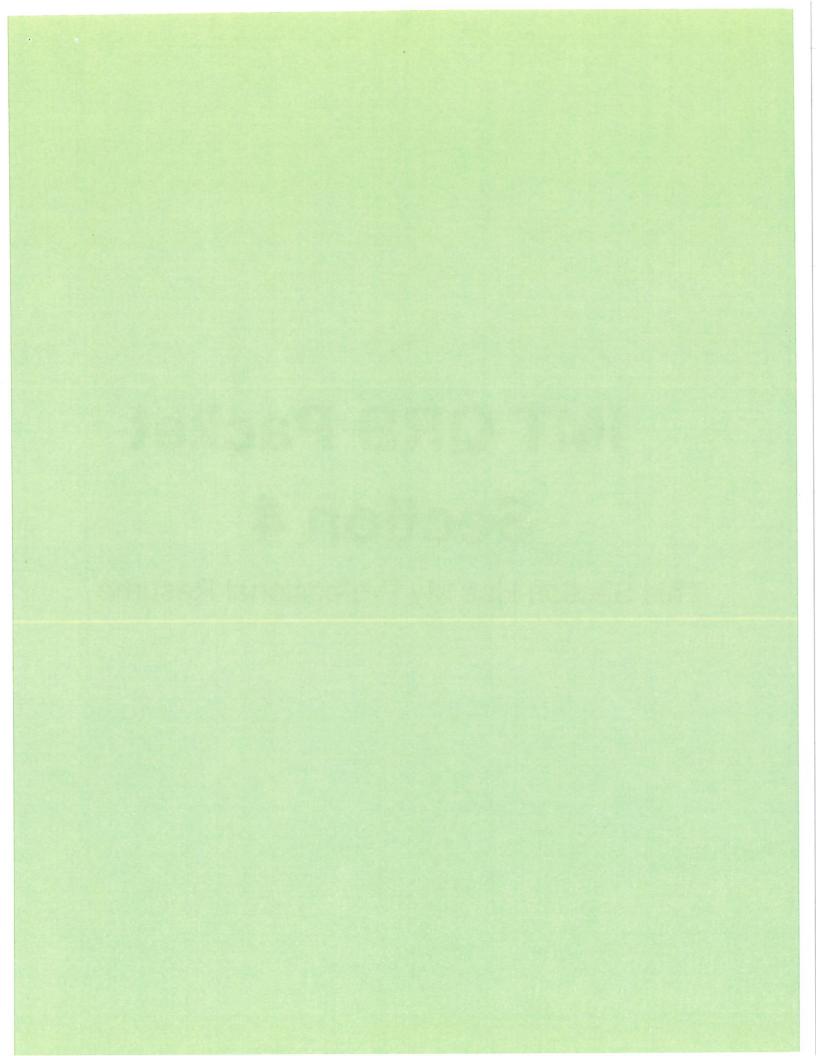
Public Information Officer Basics (L105)



April 16, 2024

Date

Kentucky Emergency Management State Training Officer



IMT QRB Packet Section 4

This Section Has My Professional Resume

Ron Burgundy

4 San Diego Drive, Louisville, Kentucky 40243 (502)234-5678 Ron.Burgundy@DRA.org

Professional Summary: Experienced and knowledgeable Public Information Officer with a proven track record of effectively managing communication during crises and disasters. Demonstrated expertise in coordinating with various stakeholders and media outlets to disseminate accurate information to the public. Adept at handling high-pressure situations and providing calm leadership.

Experience:

Public Information Officer | Disaster Response Agency 2019 - Present

- Led communication efforts during multiple disaster deployments, including the Big Sandy Fire in 2021 and the Northern Kentucky Tornadoes in 2023.
- On a regular basis, coordinated with emergency response teams, government agencies, and media outlets to ensure timely and accurate dissemination of information to the public.
- Developed and implemented communication strategies to address public concerns and provide safety instructions before, during, and after emergencies.
- Conducted press briefings and interviews to keep the media informed and maintain transparency throughout the disaster response process.

News Anchor | KYWN Channel 4 News, Louisville, Kentucky 2004 - 2019

- Hosted a prime-time news show with a focus on delivering accurate and engaging news stories to a wide audience.
- Conducted live interviews with newsmakers and experts on various topics ranging from politics to entertainment.

- Covered major national and international events, from the Kentucky Derby to the Presidential Inauguration, providing on-the-ground reporting and analysis.
- Collaborated with producers, reporters, and technical staff to ensure smooth production and broadcast of the news program.

News Reporter | KYQB Channel 21 News, Lexington, Kentucky 2000 - 2004

- Investigate and pitch new story ideas.
- · Accept and investigate story assignments.
- Line up and perform interviews.
- Cover newsworthy events, sometimes on live TV.
- Develop relationships.

Education:

- Bachelor of Arts in Journalism | Emerson College
- Certified Public Information Officer (CPIO)
- All Required FEMA Classes for PIO Certification and Credentialing

Skills:

- Crisis Communication
- Media Relations
- · Public Speaking
- Strategic Planning
- Team Leadership
- Interviewing
- · Social Media Management
- Mentoring

References: Available Upon Request.



IMT QRB Packet Section 5

This Section Has My Background Check

Ron Burgundy 4 San Diego DR Louisville, KY 40243

March 4, 2024

IMT Qualification Review Board (IMT QRB)
Kentucky Qualification System (KQS)
Kentucky Emergency Management (KYEM)
100 Minuteman Parkway
Boone National Guard Center
Frankfort, KY 40601

Dear IMT QRB,

Attached is a background check in support of my application for certification and credentialing as an IMT PIO.

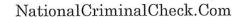
If the attached is not sufficient, I give the QRB my approval to conduct another criminal background check.

If you choose to conduct your own background check, it will show exactly what mine shows. I had a DUI years ago when I was in college, and I have been cited twice for traffic violations. I'm quite proud of my lack of a criminal record!

Please let me know if you require any additional information, and thanks so much for your time.

Sincerely,

Ron Burgundy Ron Burgundy





NAME: Ron Burgundy

DATE REQUESTED: February 1, 2024

ADDRESS: 4 San Diego DR,

DATE COMPLETED: February 1, 2024

Louisville, KY 40243

TYPE OF CHECK: National Criminal

SSN: ###-##-##1

YEARS CHECKED: 20 Years

CHECK CONDUCTED BY: J. Friday

CRIMINAL RECORDS FOUND: Three (3)

CRIMINAL DETAILS:

Record Details:							
Offense Date	Offense	Disposition (Outcome)	Offense Location	Sentence/Penalty	Charge Type		
12/24/1997	DUI	No Contest	Boston, MA	Fined	Misdemeanor		
2/2/1999	Speeding (5-10 MPH Over)	Convicted .	Boston, MA	Fined	Infraction		
7/24/2014	Speeding (5-10 MPH Over)	Convicted	Shelbyville, KY	T Fined	Infraction		

Fair Credit Reporting Act Notice

Information contained herein should not be the sole determination in the evaluation of this individual. (Human error in compiling this information is possible.) All other factors, references and current situations should be considered. The information in this report is derived from records in accordance with the Fair Credit Reporting Act (FCRA, Public Law 91508, TitleVI). This information may only be used to verify statements made by an individual for insurance or employment purposes or in connection with other business. NationalCriminalCheck.com policy requires purchasers of these reports to have a signed consent form. This assures NationalCriminalCheck.com that users will abide by their obligations, and remain in compliance of the FCRA



IMT QRB Packet Section 6

This Section Has Other Artifacts

Ed Harken Incident Commander Kentucky All Stars Incident Management Team 15 Zoo RD Frankfort, Ky. 40601

March 4, 2024

IMT Qualification Review Board (IMT QRB)
Kentucky Qualification System (KQS)
Kentucky Emergency Management (KYEM)
100 Minuteman Parkway
Boone National Guard Center
Frankfort, KY 40601

Dear IMT QRB,

I am writing this letter to convey my total and unwavering support for Ron Burgundy's application for certification and credentialing in the Kentucky Qualification System (KQS) as a Public Information Officer (PIO) on an Incident Management Team (IMT).

Simply put, Ron Burgundy is the best PIO I have ever seen. He can do it all. He can write press releases, create talking points for senior officials, effectively appear before media in stressful situations, and fully participate in the Incident Command System.

Due to his time on television and his well-earned reputation, Ron Burgundy is trusted by elected officials and common citizens alike. Occasionally, people even ask him for his autograph.

Ron Burgundy actively mentors young men and women entering the PIO field, so I recommend the QRB IMT consider him as a future evaluator and mentor for new PIOs requesting PTBs.

Thank you.

Sincerely,

ed Hunken Ed Harken