



## 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. Frederick "JR" Holt,  
EEC

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

### Eighth Meeting

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

**Date:** 30 January 2025

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

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

**Roll Call:** Thirteen of the 15 members on the IMT  
QRB were present in-person or virtually. This  
constituted a quorum.

**Leadership's Comments:** Mr. Heiser welcomed  
everyone and emphasized the significance of this  
meeting. He noted that all the board's work over the  
past year and a half has led up to this meeting, where  
candidate packets will be reviewed for possible  
certification and credentialing for specific Type 3 IMT  
positions.

**Introductions:** No introductions were necessary.

**Reading and Approval of Minutes from Previous  
Meeting:** Mr. Dustin Heiser, KYEM, moved to accept  
the November 8, 2024 minutes as written, and Mr. Ian  
Burkett, KYEM, seconded. The minutes were  
unanimously approved by the board.

**Meeting Agenda and Objectives:** Mr. Heiser  
covered the meeting's agenda and objectives. The  
specific meeting objectives were:

- (1) Understanding the Parts of a KQS Packet.
- (2) Evaluation of Submitted Packets.

**Discussion of the Revised Draft SOG Section on Decertification and De-credentialing:** This discussion was postponed to a future meeting in order to set aside sufficient time for KQS packet review and discussions.

**Board Practice Review of KQS Packets:** The Board conducted a review of the required contents of Historical Recognition (HR) Packets. All packets are arranged in six sections:

1. Memorandum to the Board.
2. Position Task Books (PTBs) and/or Narratives About PTB Task Performance.
3. Required Course Certificates.
4. Professional Resume.
5. Background Check.
6. Artifacts.

Dr. Charlie Harris highlighted that each HR Packet has these six sections, whether Procedure A (PTBs Completed after the Events), B (Portfolio), or C (Hybrid).

**Evaluation of Submitted KQS Packets:** The board reviewed two submitted packets. One packet was submitted by Rejeana Craft for Operations Section Chief, and the other submitted packet was from Dustin Heiser for Incident Commander. The IMT QRB voted to approve both packets and forward them to the Advisory Committee for higher level review.

**Next Steps – the QRB’s Next Meeting:** The board reached consensus to schedule its eighth meeting on Tuesday, April 22<sup>nd</sup> at 1:30 PM.

**Public Comments:** None.

**Adjournment:** With no further business to discuss, Mr. Burkett moved to adjourn and Mr. Doug Hargreaves seconded. The board voted to adjourn at 3:18 PM.

**Attachments:** IMT QRB Eighth Meeting 30 JAN 25 (PowerPoint).