



## KENTUCKY EMERGENCY MANAGEMENT

**Andy Beshear**  
Governor

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

**Dustin S. Heiser**  
Interim Director

### Sixth Meeting

**Kentucky Qualification  
System (KQS)  
Advisory Committee**

Mr. Dustin Heiser,  
KYEM (Chair)

Mr. Steve Brukwicki,  
KYEM

Mr. Drew Chandler,  
Woodford County EM

Mr. Michael Froelich,  
EEC

Mr. Grant Gillion, KDPH

Ms. Jennifer Hitch,  
KYEM

Mr. Marc Rudder, KY  
Fire Commission

Mr. Todd Schulkers,  
Kenton County HS/EM

Maj Darren Stapleton,  
KSP

Mr. Kevin Vogelpohl,  
Boone County EM

Mr. Jason York, KYEM

Ms. Charla Sands,  
DMA, Legal Counsel,  
Nonvoting

Dr. Charlie Harris,  
KYEM, Secretary,  
Nonvoting

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

**Date:** 29 January 2024

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

**Call to Order:** Mr. Dustin Heiser, ID, at 10:00 AM.

**Roll Call:** Eleven of the thirteen committee members  
attended virtually or in-person. Mr. Steve Brukwicki,  
and Ms. Charla Sands were excused.

**Director's Comments:** Mr. Heiser started the meeting  
by thanking everyone for attending. He said the  
committee was on the verge of a big accomplishment  
with the publishing of the Standard Operating Guide  
(SOG), had accomplished much in 10 to 12 months,  
and was setting the state up for success.

**Introductions:** No introductions were necessary.

**Reading and Approval of Minutes:** Mr. Todd Schulkers  
moved to approve the December 18, 2023 minutes as  
written, and Mr. Jason York seconded. The minutes  
were unanimously approved by the committee.

**Meeting Agenda and Objectives:** Next, Mr. Heiser  
covered the agenda and objectives. The major  
portions of the agenda and meeting objectives were:

- (1) Make Any Final Changes and Approve the KQS  
SOG.

(2) Review of Milestones for the Next 45 Days.

(3) Conduct a General Update on KQS Status.

**Review and Approval of KQS SOG:** The committee reviewed the proposed SOG and approved it for publication and distribution with edits, which were recorded by the Committee Secretary. The edits included omitting the section on decertification and decredentialing and placing in the SOG that this section is “To Be Published.”

**Report from the First EOC Assistance Team QRB Meeting:** Mr. Heiser and Dr. Harris reported about this board’s first meeting on January 17, 2020. They mentioned seventeen board members were present virtually or in-person, and that most were representing Emergency Support Functions (ESFs). At the board meeting on the 17th, according to Mr. Heiser, the group discussed that once fully functional, the QRB would recommend to the Advisory Committee, from packets received from applicants, who should be certified and credentialed to work in the State Emergency Operations Center (SEOC). Dr. Harris mentioned QRB formed a Policy and Procedure Subcommittee to develop its business rules.

**Milestones for Next 45 Days:** Dr. Harris briefed the committee on the KQS Milestones for the next month and a half. These milestones included:

(1) KQS Website Update Scheduled for January 31, 2024.

(2) Publish and Disseminate the KQS SOP on February 1, 2024.

(3) Conduct KQS Training for KY-1 IMT from 6 to 8 February 2024.

(4) Policy and Procedure Subcommittee Meeting of EOC Assistance Team QRB in early March.

**Next Steps – the Advisory Committee’s Next Meeting:** The committee gained consensus to schedule its seventh meeting on Monday, March 25 at 10:00 AM.

**Public Comments:** None.

**Adjournment:** With no further business to discuss, the committee voted unanimously to adjourn at 11:22 AM.

**Attachments:** Advisory Committee Slidedeck 29 JAN 24 (PowerPoint).