



Communications Qualification Review Board

MONDAY, JUNE 26, 2023 – 1:30 PM

Meeting Minutes

1. Meeting was called to order by SWIC Erik Viel at 1:30 PM.
 - Quorum met with 8 of 12 members present (**in-person, V virtual*).
 - Carl Guse (V), Paul Hughes (V), Brian Jansen (V), Troy Klemstein*, Todd Lindert (V), Bill Tyler (V), Erik Viel (V), Margaret Zieke*.
 - Members absent: Jamie Formea, Rick Lange, Jim Stromberg, Jim Westover.
 - Others present: John Dooley-MN Deputy SWIC, Melinda Miller-MN HSEM, Molly Boss, Allison Hudack.
2. Meeting minutes from April 24, 2023 reviewed and considered for approval.
Motion to approve by Lindert; seconded by Jansen. Unanimously approved.
3. Public Comment- there was no public comment.
4. Position Task Books reviewed and considered for approval.
 - COML – Darren Chappuies
Motion by Tyler to approve Chappuies' COML PTB; seconded by Guse. Unanimously approved.
 - COMT – Jason DeRizzo
Motion by Tyler to approve DeRizzo's COMT PTB, with the stipulation that they first submit the completed final evaluation; seconded by Lindert. Unanimously approved.
5. Reviewed upcoming planned events and exercises.
 - Confirmed the continued use of the COMU Exercise/Event Review form.
 - US Senior Open, County Thunder, County Line Country Festival, and EAA AirVenture-Oshkosh discussed and review forms to be submitted.
6. Next Meeting: Wednesday, October 18, 2023 at 2:00 PM.
7. Meeting Adjournment
Motion to adjourn by Lindert; seconded by Tyler. Unanimously approved.

Respectfully submitted,
Allison Hudack
DMA/OEC