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| **NIMS Steering Committee Agenda****Date: October 18, 2019, 10:00 am – 2:00pm****Location: DOC Central Office – 3099 E. Washington Ave., Madison – room 1E-C** |
| **Present in-person:** 1. Jay Laufenberg, DCC (Co-chair)
2. April Albertson, DAI
3. Tommy Balistreri, DMS
4. Lance Horozerski, DJC
5. Tim Le Monds, DAI
6. David Melby, DAI
7. Jason Popp, DCC
 | 1. Brad Schlosstein, DAI
2. Jason Popp, DCC
3. Desirae Slade, DCC
 | **Present by phone:** 1. Dan Winkleski, DAI (co-chair)
2. Chris Susa, DCC
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| **Absent:**1. Brian Gustke, DAI
2. Bonnie Oldenburg-Hudziak, DAI
 | 1. Jay Kerner, DAI
2. Brian O’Heron, DAI
3. Wayne Olson, DAI
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| **AGENDA ITEMS** | **PRESENTER** | **DISCUSSION** | **DECISION / ASSIGNMENT** |
| **Introductions** | Jay L., David M. | 1. Welcome message and introductions done
2. Discussed an overview of a public meeting format that the committee will use
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| **Standing Work Group Reports** |  |  |  |
| 1. Inter-Operability
 | Brad S., David M. | **ComL & ComT Discussion** – * ComL was offered in August 2019 and ComT is scheduled 28 Oct 2019. Both classes are/were held in Wausau. 4-5 DOC staff members attended the courses. Members have 3 years to complete the task book.
* The next ComL/T class will likely be in the August 2020 timeframe.
* Statewide facilities – There are 2 institutions left to get on WISCOM.
* Brad S. is the new ComL assigned to the NIMS Steering Committee and David M. will need to follow with the Secretary’s office for Brad’s formal appointment letter.

**\*\*Reminder of differences between ComL and ComT:** A ComL is a communications Unit Leader and the individual who would manages a communication team during disturbance. A ComT is a communications unit technician who works for the ComL doing the actual setup of equipment for example.  |  |
| 1. Resource Management
 | David M. | **WI-CAMS –** * WEM gave DOC temporary use of a license for the SalamanderLive track app. We are continuing to plan for a 1 year pilot of the use with our DOC IMT but it is considered “not started” as IMT did not get credentials entered in time. The intent is to get credentials entered and then IMT members can be scanned into exercises and incidents. Positive feedback was received as it was easier to scan cards than do paper sign in sheet, about 143 people on scene, made easier to track amount of resources needed (ie. amount of food for lunches.)
* Low cost alternative is the use of our EMR scanners- $200 one time cost and it can print staff names onto word pad. That could be then entered by hand into a scene

**DAI Resource list updates –** * Bonnie updated the master tracker list of DAI resources list from the sites that sent her information. She will start this process again in January 2020.
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| 1. Training
 | David M. | **DOC ICS Instructor Proposal –** * L-449 course is not required by WEM but it is a “suggested” course to complete prior to instructing ICS courses. A list of who has completed L-449 is needed along with who is actively instructing courses. WEM is allowing DOC to sponsor a 449 course with State Patrol sending people to it as well. Group believe that there is further discussion needed regarding the Instructors Proposal such as: finding 10 individuals throughout DOC qualified to teach, the Steering committee potentially reviewing Instructor applications, and finding a DJC representative. It was noted that investing in “in house” instructors would be cost effective. Generally, committee supports the proposal and would like to move quickly. David M. to refine current proposal and submit to the committee for action next meeting. Motion to table discussion until next meeting seconded and unanimous decision affirmed that motion.
* Discussed how ICS 300/400, G-191 and HSEEP courses could be included each year to meet DOC needs. If the individuals are wanting to instruct the 300/400 level courses they will need to retake ICS-300/400. Most significant change is that ICS 300 is now 3 days.
* FEMA is very strict about who teaches HSEEP. Chris Hoch at RGCI and David M. are the only two who did the Instructor recertification class this year and can actually teach according to WEM.

**ICS Training Recommendation Guide** – * FEMA no longer recommends ICS-400 for front line supervisors. It is now targeted for executive staff. The ICS Training Guide is from 2007, so it needs to be updated. David M. and Brian O. to put a recommendation together for the committee for discussion at next meeting.
 | David M. to finalize proposal for action next meetingDavid M. to draft a proposal for discussion at next in-person meeting |
| 1. NIMS Coordinators
 | April A., David M. | **Coordinator Needs Assessment** – * 8 Nov is the next meeting and will be updating the assessment for 2020. Jason P. has two people presenting at the next coordinators meeting on what our new coordinators handbook and mentor guide will look like in the future. Co-chairs want to try and hit at least the top three priorities identified by the coordinators. Not a lot of buy in from DCC at this time, so it falls a lot on DAI for the mentorship portion. Jason P. also created a welcome packet and agenda for new coordinators.

**FLO training –** * Training at August meeting went great, good turnout. Idea was to make NIMS Coordinators meeting more inviting and get people to stick around.
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| 1. Science & Technology
 | Tommy B., David M. | **Drones** - * BTM is working with OLC and mostly with legislative liaison regarding legislation regarding drones. There is a current legislative draft.

**DOC Responder –** * Working with coordinators to clean up the site, ongoing maintenance.
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| 1. EOP Updates
 | Mike S. | No updates |  |
| 1. DOC IMT
 | David M. | **Status of IMT Membership** – **Status of DOC IMT Governing Board appointments** – * ED 81 has been updated. Current vacancies include DAI, DLC and Secretary’s Office or “Ad hoc” member. Lance H. noted that he will speak with Ron Hermes about membership with this Board and will be prepared to take action next meeting. Regarding the Ad hoc member, there was discussion on potentially including the new Internal Affairs Director when hired to get Secretary Office input. David made motion to add Warden Dan Winkleski as the DAI representative on the Governing Board. Jason Popp second that motion. Unanimous decision by all present members, excluding Warden Winkleski who was in attendance.

**\*\*It was noted by the Co-chairs, that the committee will pass motions based on majority rule now and in the future\*\*****JERU –*** Went well overall and was the first shot at getting the IMT involved with the event.
* Tentatively scheduled to do an exercise in 2020 at RGCI. Planning for it to be an IMT training event with JERU tactical training as a regional event (anticipated cost savings).

**DOC IMT Administrative Forms –** * Renewal/termination form (2797A) posted and completed by most team members who have reached the initial 3-year commitment timeframe. 3 are not renewing on the team right now. Once the Governing Board meets, they will review each renewal and make their decision about the member.
* Performance feedback forms (2797 B/C) will be posted shortly and will be implemented in January 2020. Will be on agenda for IMT meeting to give people time to be trained/familiarized with the forms and then use them.

**Agency Democratic National Convention (DNC) planning** – * PERS is currently involved in the DNC Consequence Management subcommittee over the past few months. Request for 2 seats at the Multi-Agency Coordination Center (MACC) during the DNC has been submitted.
* IMT/PERS have been involved in exercises in DCC Region 3, but will involve MSDF if possible.
* David M. meeting with Administrators over the next 2 weeks to get support for starting an agency planning team in Jan 2020. Could require an activation of the DOC IMT for planning and the week of the event.
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| 1. Joint ERU
 | David M., Brad S. | **JERU** – * Already discussed, IMT involved in the planning this year. 2019 exceeded expectations, built partnerships with Verizon and State Patrol. The Communications unit was able to set up a wi-fi network in the middle of the woods. CNT had wi-fi access and worked with BTM so they were able to have state system access to WICS. It was felt to be a more realistic training for ERU commanders and CNT. Had 7 different radio repeaters up and running with 0 radio issues. Command and General staff channel at the range was expanded. But, the communications unit is in need of some funding. Communication trailer is at FLCI currently, but with Mark S. retiring the plan is to move to RGCI so someone can maintain the asset.
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| 1. PERS
 | David M. | **2020 Comprehensive Exercise Plan (CEP)** – * No major changes at this time other than DMS wants to line up with what DCC does annually. Will be scheduling the annual out brief for administrators on 2019 CEP compliance.
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| Roundtable (other items for discussion) |  | None |  |
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| **Next Meeting** |  | November 22, 2019 – Phone conference January 17, 2020 – In-person |  |