

**NIMS Steering Committee Meeting**  
**Friday, January 23, 2026 \* 10:00 am – 2:00 pm \* Microsoft Teams Meeting**  
**Meeting Minutes**

**Committee Members Present:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> April Albertson, DAI GBCI Administrative Captain | <input checked="" type="checkbox"/> Thomas Campbell, DAI KMCI Administrative Captain    |
| <input checked="" type="checkbox"/> Jacob Cirian, DAI Security Chief                 | <input checked="" type="checkbox"/> Michael Goldade, DJC Budget and Operations Director |
| <input checked="" type="checkbox"/> Troy Gunther, DMS BTM Field Support Supervisor   | <input type="checkbox"/> Renee Henke, WRC   |
| <input type="checkbox"/> Bonnie Hudziak-Oldenburg, DAI MSDF CMSD                     | <input checked="" type="checkbox"/> Joshua Kratochvil, DAI PERS CO                      |
| <input checked="" type="checkbox"/> Jay Laufenberg, DCC R1 Regional Chief            | <input type="checkbox"/> Julia McLaughlin, DAI PERS CO                                  |
| <input checked="" type="checkbox"/> Joshua Nolte, DAI TCI Security Director          | <input checked="" type="checkbox"/> Jason Popp, DCC R7 Corrections Field Supervisor     |
| <input checked="" type="checkbox"/> Christopher Stevens, DAI GBCI Warden             | <input checked="" type="checkbox"/> Chris Susa, DCC R4 Corrections Field Supervisor     |
| <input checked="" type="checkbox"/> Chris Thompson, DJC Program Policy Analyst       |   |

**Others in Attendance:** N/A

**Non-DOC Attendees:** N/A

**Recorder:** Brenda Allen, DAI MSDF Warden Secretary

**Meeting Called to Order By:** Co-Chair DOC Regional Chief – Jay Laufenberg      **Time:** 10:00 am

No.	Item	Comments/Action
1	Welcome <i>Jay Laufenberg</i>	General welcome.
2	Review of 2026 Documents	a) Roster: updated to add Renee Henke, WRC. b) Calendar & Priorities: Calendar meeting dates approved; Priorities reviewed and changes made accordingly.
3	Report Out: Interoperability <i>Jacob Cirian, Troy Gunther</i>	Technological Enhancements and Implementations reviewed: 1 – YubiKey: The key has been in use for sometime and no significant issues. Each facility will get 24 complimentary per year as replacements. Staff are also able to call BTM for a one-time code if they do not have their YubiKey with them / it is not working.

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		<p>2 – Servers are being built for the body cameras, and then will rollout – goal is GBCI and CCI this year. A policy is in the works, and trainings will follow. Funded from DJC grant.</p> <p>3 – AI is a big focus this year, with reviews happening to determine acceptable use. DOA will be discussing in July.</p> <p>4 – GuardOne pipe rounds now include an electronic observation check from a mobile man device at CCI.</p> <p>5 – BTM is transitioning computer procurement from Lenovo to HP.</p>
4	<p>Report Out: Resource Management  Jay Laufenberg on behalf of  <i>Bonnie Hudziak-Oldenburg</i>  <i>(Not Present)</i></p>	<p>An email will be sent out to facility CMSD's and B&amp;Gs to request a review of their specialty tools equipment and pictures for this year. A new list should be updated in the NIMS folder by the July meeting.</p>
5	<p>Report Out: Training  <i>Josh Kratochvil, Tom Campbell</i></p>	<p>An email was sent out January 8, 2026 with the DOC ICS courses available. Really need to ensure ICS 100 / 200 taken by all staff at all sites. Would like to get them scheduled on training days, and sites can coordinate with Troy Gunther to get power cords, extension cords, laptops, etc. all set up the day before the training day.</p> <p>There is a waitlist for the 300 course in Oshkosh and the 400 course in Madison in March. The G191 will be held in Madison and only seven have signed up now. KMCI is also holding a G191 in June with four signed up.</p>
6	<p>Report Out: NIMS Coordinator  <i>Tom Campbell, Jason Popp</i></p>	<p>1 – The NIMS ICS DL has been updated.</p> <p>2 – The NIMS Coordinators Teams Channel will be utilized for information sharing and mentorship questions; and SharePoint will be the master / official NIMS repository site. April Albertson maintains the SharePoint site and will continue to do so. Jason Popp will message the NIMS Coordinators to use SharePoint.</p> <p>3 – Two joint NIMS / IMT in person meetings have been scheduled at the Kolb Center in Madison for spring / fall. Disturbance plans will be reviewed.</p>

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7	<p>Report Out: Science &amp; Technology  <i>Julia McLaughlin, Troy Gunther</i></p>	<p>1 – DOC Responder: DOC responder does not always send an email notifying PERS when something is opened, so staff will have to take an extra step to ensure notification sent. Julia will present this at the NIMS coordinator meeting in February.</p> <p>2 – There is a heavy AI focus for 2026.</p>
8	<p>Report Out: EOP  <i>April Albertson</i></p>	<p>The proposed uniform DOC EOP SOP Basic Plan and Decision Briefing documents were shared with the committee, and a request for insight from the committee requested to be sent to April Albertson by <i>February 20, 2026</i>. A presentation will then be made to DOC and all Division Administrators.</p> <p>1 – DOC EOP Basic Plan</p> <p>2 – EOP – SOP Decision Briefing</p> <ul style="list-style-type: none"> <li>a) Overall recommendation to implement department wide Emergency Operations Plan (EOP) to create consistency throughout all divisions of the Department of Corrections.</li> <li>b) Additionally align Department of Corrections with other State and County agencies that utilize similar formatting and procedures.</li> <li>c) Requesting decision to move forward, and if so, PERS, NIMS Steering committee, and NIMS coordinators begin to update the process.</li> </ul>
9	<p>Report Out: IMT  <i>Tom Campbell</i></p>	<p>Recruitment messages have been sent out within team, and then will be sent out DOC wide. Tom Campbell and other NIMS Steering committee members requested to present at either or all of the following: Strategic Planning meeting, Warden’s meeting, WCA, and a Cross Divisional meeting, to highlight the initiatives of the group and the five points of focus. Resources and training opportunities to be highlighted. Warden Stevens will coordinate presentations.</p> <p>Coordinators and co-coordinators to contact each site, ensuring services can be provided if a command post / secondary command post are to be implemented, at minimal annually.</p>

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		IMT would be able to assist in setting up the posts and ensuring roles / responsibilities are reviewed, and ideally BTM field techs or site electronic technicians can concurrently assist in ensuring equipment / phone lines work.
10	Report Out: PERS / EOC Utilization <i>Julia McLaughlin / Josh Kratochvil</i>	An in-depth brief of exercises was given. PERS has been invited to be part of the 2027 capstone. 8 responder sites were opened in 2025.
11	Roundtable	None.
12	Meeting Adjourned	11:24 am
13`	Next Meeting	Friday, April 24, 2026, 10 am – 2 pm via Microsoft Teams