

NIMS Steering Committee Meeting
Friday, April 26, 2024 10:00 am – 2:00 pm; Microsoft Teams Meeting
Meeting Minutes

Committee Members present: April Albertson, Brenda Allen (Note Taker), Russell Bausch, Bonnie Hudziak-Oldenburg, Jay Laufenberg, Julia McLaughlin, Josh Nolte, Troy Nye, Jason Popp, Chris Thompson

Non-DOC Attendees: N/A

No.	Item	Comments/Action
1	Welcome	
2	NIMS Coordinators: April Albertson, Jason Popp	The next meeting is May 22 nd , 2024. There will be an in person joint NIMS Coordinator meeting with IMT October 18, 2024 at FLCI.
3	Inter-Operability: Vacant – Report Out by Russell Bausch, Josh Nolte, and Troy Nye	<p>-Josh Nolte and Rob Miller met with the DOT regarding the Radio Frequency System and the RNC July 15 – 18, 2024 in Milwaukee. There are federal funds that can be used to upgrade the system to ensure no service interruptions. There is a joint effort between State Departments to ensure minimal to no operational deficiencies.</p> <p>-There is a strong focus on Rounds Tracking in the Facilities. WCI is getting a pipe system installed now; and looking ahead, cloud-based servers are being researched to allow real time reporting and documentation throughout state.</p>
4	Resource Management: Bonnie Hudziak-Oldenburg	<p>-Working to get facility resources updated: should have all updates done by next meeting. Focus after that will be updating facility vehicles.</p> <p>-Gearing up for RNC: Josh Nolte will expand resources to MSDF.</p>
4	Training: Josh Nolte	<p>-ICS 300 and ICS 400 trainings are scheduled, with schedules announced: thank you!</p> <p>There was a lot of positive feedback from Career Executives who spent their</p>

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		<p>Saturday in a training – their feedback included commending DOC Instructors for engaging participants and doing great in keeping trainings interesting</p> <ul style="list-style-type: none"> -Looking at making a list of requirements for potential trainers, outside of what WEM offers. *Evaluations will be sent after classes -Encouraged to keep promoting trainings on MyDOC
6	Science & Technology: Josh Nolte	-WECAN ID system will be implemented in all DOC facilities, allowing consistency within all State Departments. This works with Salamander system, and IDs will have QR codes that can be scanned. Printers should arrive at facilities this summer
7	EOP: April Albertson	<p>-Reviewed possible new Emergency Operational Plan to be rolled out. A lot of components have already been completed, still a lot of work to be done. This will mirror the State of WI EOP, creating consistency between DJC, DMS, DCC and DAI. The next step will be April sending all items to NIMS Steering Committee for review, feedback, and insight; and they will return info to her. Either review changes at next NIMS Steering Committee Meeting, or schedule meeting between April and Governing Board to move forward.</p> <p>Have three separate documents:</p> <ol style="list-style-type: none"> 1) Incident Management Handbook: Modeled after US Coast Guard, fine tune to meet DOC needs 2) DOC Emergency Operations Plan: Mirror State of WI Basic EOP; applicable to all four divisions 3) Facility Specific Standard Operating Procedures: Would provide the “how to” that is needed, especially with tactical direction, for first line supervisors. **Find a template already used and modify to DOC needs
8	IMT: Vacant – Report Out by Jay Laufenberg	Four of five spots filled on IMT Governing Board; looking to fill final position with DJC Staff Person

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9	PERS: Josh Nolte, Julia McLaughlin	<ul style="list-style-type: none"> -Attending different trainings to support the trainers -Julie and Josh working with Mke Co. Health Dept re: MSDF hub for medication for 24/7 operations for RNC -The DOA building on 4th and State likely to be remote RNC week -Security Audits: Being held at facilities; Julie / Josh created a tracking tool for DAI Admin and updated audit tool in place -CEMs: few stragglers -Plan Disturbance Planning for Fall (will work with Coordinators group)
10	Roundtable	None
11	Next Meeting	July 26, 2024, 10:00 am – 2:00 pm