

NIMS Steering Committee Meeting
Friday, July 24, 2026 * 10:00 am – 2:00 pm * Microsoft Teams Meeting
Meeting Minutes

Committee Members Present:

- ☒ April Albertson, DAI GBCI Administrative Captain
- ☐ Jacob Cirian, DAI Security Chief
- ☒ Troy Gunther, DMS BTM Field Support Supervisor
- ☐ Bonnie Hudziak-Oldenburg, DAI MSDF CMSD
- ☐ Jay Laufenberg, DCC R1 Regional Chief
- ☒ Jason Popp, DCC R7 Corrections Field Supervisor
- ☒ Chris Susa, DCC R4 Corrections Field Supervisor
- ☐ Vacant

- ☒ Thomas Campbell, DAI KMCI Administrative Captain
- ☒ Michael Goldade, DJC Budget and Operations Director
- ☐ Renee Henke, WRC
- ☒ Joshua Kratochvil, DAI PERS CO
- ☐ Joshua Nolte, DAI TCI Security Director
- ☒ Christopher Stevens, DAI GBCI Warden
- ☒ 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 DAI GBCI Warden – Chris Stevens **Time:** 10:00 am

No.	Item	Comments/Action
1	Welcome <i>Chris Stevens</i>	General welcome.
2	Report Out: Interoperability <i>Troy Gunther</i>	State mobile phone carrier transitioning from US Cellular to T-Mobile. There have been some issues in the transition, however the BTM helpdesk is able to assist / address. There is a notification that is popping up on some phones regarding open records stating that the phone is not in record retainment program. Troy Gunther will help Jason Popp.

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2 (ctd.)	Report Out: Interoperability <i>Troy Gunther</i>	• RCI is getting the first new phone system, and upon completion installation will start at another site. • Guard1: Only a few left to install. WSPF is using the scanner / small handheld device. Most likely enhanced efficiency and consistency with observation checks. Troy Gunther will follow up with Troy Nye to see how it is going / get feedback. • GBCI had infrared cameras installed a couple years ago, however they are not logging properly. It's been said there is a software update / issue that is preventing proper logging. This was supposed to be a trial to see if want to implement at other sites, however been stalled for couple years. Consistently getting same answer of "looking into it" but no response. Troy Gunther will look into. • Body cams are installed but not turned on yet at WCI as policies and procedures being developed. • WIFI Installation: Finishing installation for tablets, then will move to installing units in Health Services Units. • DET: There is a security update for servers, that will happen on different weeks for different sites, creating less than an hour of down time. Notifications should be posted on MyDOC. • Conversion to Microsoft 365 going well and near completion. • Transitioned from HP to Dell computers and procured computers for good part of fiscal year 2026. Officer Stations will be switched out as well as others as needed. Sites will have mixture of Lenovo, HP, and Dell, with Dell being primary moving forward. • DJC Facility: Hardware is ready and available for installation at the new center. Michael Goldade is coordinating tours and will schedule a tour for Troy Gunther and other BTM staff to tour. Furniture is being delivered beginning of August and tentative staff working in facility end of August. • BTM hired some new staff so the backlog of work is decreasing.
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3	Report Out: Resource Management <i>Chris Stevens on behalf of Bonnie Hudziak-Oldenburg (Not Present)</i>	• CMSD's were sent out their current list of Specialty Resources to review and provide updates. They are to confirm and add items by July 30th. Pictures are to be taken and forwarded back to Bonnie Hudziak-Oldenburg by August 17, 2026. Information will be updated as comes in. • Will be working with Mr. Mazzone to have the vehicle information for the October Meeting. • Vehicles and caging are taking longer than anticipated with the contract vendor. Institutions still waiting for cages to be installed on new vehicles are still coming. • Governor Evers announced on July 16th a new <i>Clean Fleet Policy</i>, requiring state agencies to purchase alternative fuel vehicles such as electric vehicles or plug-in hybrids, to help reduce green house gas emissions and other air pollutants. Lincoln Hills has one electric SUV on patrol during the day. It does not operate 24/7 and is not so good in snow.
4	SharePoint Maintenance / Management <i>Chris Stevens, April Albertson</i>	Clean up / archiving outdated items in NIMS SharePoint is mostly completed. • Bonnie Hudziak-Oldenburg created an archive folder and cleaned up the Resource Management section. • April Albertsons request to have Josh Kratochvil become a joint owner was fulfilled. • April Albertson cleaned up folder for most part, archiving all old / outdated documents, adding in minutes and updated rosters. Josh Kratochvil will review to see if anything was missed. Will continue to update as changes happen. Some exercises look old but also look like they may be informational so left. Any suggestions are welcomed. • Tom Campbell will work on the IMT site – April Albertson to grant access.
5	Report Out: Training <i>Josh Kratochvil</i>	• DOC sponsored trainings sent to Wardens and Regional Chiefs. One more ICS 300 is scheduled for December. • The Patriot Act Training Dignitary Day is 8/26. Security Chief Jacob Cirian, Deputy Secretary Kari Beier, Warden Chris Stevens, and Regional Chief Jay Laufenberg will attend. • Responder training will be sent to sites by Nikki Schwebke. Would like to get more people through that this fall.

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6	Report Out: NIMS Coordinator <i>April Albertson, Thomas Campbell, Jason Popp</i>	• 40 persons attended the last joint IMT / NIMS coordinators meeting May 1st at the training center in Madison. There were more DAI than DCC attendees – would like to balance that out. Tracy Neindorf came and presented on fleet, risk management, insurance, reporting, etc., providing a lot of information. The DOC EOC was opened up to show the different resources available and what it would look like when operational. • The next in person meeting is scheduled for October 16 at the Kolb Center at FLCI. The planning committee is working on the agenda. • Checking in with sites / facilities to make sure tabletops and trainings are completed / in progress.
7	Report Out: Science & Technology <i>Troy Gunther</i>	See report out in section 2.
8	Report Out: EOP <i>April Albertson</i>	The proposal to have an all encompassing EOP throughout the state has gained interest and will mirror the states EOPs. The proposal will be presented at an Administrator’s meeting on January 12, 2027. Regional Chief Jay Laufenburg and Warden Chris Stevens will attend along with April Albertson and Tom Campbell who will present overview of proposal. April Albertson created and presented a draft PowerPoint that will be used at the meeting. Asking for review / insight from NIMS Steering Committee members, including thoughts at the end of the presentation.
9	Report Out: IMT <i>Tom Campbell</i>	• There are several events happening this fall, so ICS classes scheduled are minimal. • Two instructors have joined the team and are training with the governing board. There are consistently four instructors throughout the DOC. • Assisting multiple facilities including: helped at JCI; assisting with full scale exercise at the Green Bay airport; and filling other requests from facilities throughout state. • The next IMT Leadership meeting is 8/7 at a non-DOC site; and the full IMT team meeting is 8/14 at NLCI.

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9 (ctd.)	Report Out: IMT <i>Tom Campbell</i>	• The Tactical Group Supervisor meeting is 8/12, and the instructors for the joint ERU will be determined. • Members have been selected for Joint ERU, and recruitment will open in near future. • The fall disturbance plan meetings are coming up, and team members are being identified to attend.
10	Report Out: PERS / EOC Utilization <i>Josh Kratochvil</i>	• Second round interviews will be held for the vacant PERS position. • Ted Hocevar shared that the responder needs to be rebuilt, and work will likely start later this year. Requesting feedback on what functionalities are essential, wanted, and if anything should be changed / enhanced – overall likes / dislikes. • FLCI reached out and said there is no air conditioning at the Kolb Center. • NLCI reached out and has a water main line leak, looking for resources and IMT assistance.
12	Roundtable	None.
13	Meeting Adjourned	1057
14	Next Meeting	Friday, October 23, 2026, 10 am – 2 pm via Microsoft Teams