

NIMS Steering Committee Meeting
Friday, July 25, 2025 * 10:00 am – 2:00 pm * Microsoft Teams Meeting
Meeting Minutes

Committee Members Present:

- | | |
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| <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 type="checkbox"/> Michael Goldade, DJC Budget and Operations Director |
| <input type="checkbox"/> Troy Gunther, DMS BTM Field Support Supervisor | <input checked="" 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 Assistant Regional Chief |
| <input type="checkbox"/> Glenda Loomans, DCC Cashiers Unit | <input checked="" 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 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:** 1001

No.	Item	Comments/Action
1	Welcome <i>Jay Laufenberg</i>	General welcome.

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2	Report Out: Inter-Operability <i>Jay Laufenberg on behalf of Troy Gunther</i>	<p>Technological Enhancements and Implementations reviewed:</p> <p>1 – Body cameras are being procured and rolled out, with half of costs being funded by Federal and State grants, and the other half covered by DOC. Some have been implemented already in RHUs and with Supervisors at Max facilities including: WCI, CCI, GBCI, and WSPF. Cameras will continue to rollout closer to the end of 2025 and through 2026 for the remaining DOC facilities, and will include additional camera usage for: General Population Staff, Transportation Staff, Visitation Staff, and possibly Recreation Leaders. Presently 185 are in use at WCI. TCI rollout is on hold. A Policy has been submitted for review. The overall consensus from Staff is positive, proving increased professional communications, and positive effects with investigations.</p> <p>2 – The Windows 11 upgrade is wrapping up.</p>
3	Report Out: Training <i>Jason Popp, Josh Kratochvil</i>	<p>1 – WEN 2026 class availability dates will be out within the next month.</p> <p>2 – The joint ICS / IMT meetings are scheduled to be held virtually in October, November, and December.</p> <p>3 – Additional G191 classes will be available in 2026; an da Menasha course will be held in February 2026.</p> <p>4 – Class lists with openings available were sent out. The 300 and 400 series have a lot of seats available. G191 is required for many career executive and higher level staff, with only about 10% of all persons in this category having completed it. Communications will go out to encourage completion. Julia McLaughlin will send out the specific class levels recommended for the specific classifications / job positions.</p> <p>5 – Would like to partner with the State EOC for emergency operations planning. The Governing Board is in support of this.</p>

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4	Report Out: Resource Management <i>Bonnie Hudziak-Oldenburg</i>	The resource / surplus spreadsheet is in the process of being updated, and will be reported out in October 2025. The fleet vehicle report out will be shared in September / October.
5	Report Out: NIMS Coordinator <i>Jason Popp, April Albertson</i>	<p>1 – The joint IMT / NIMS Coordinator in person meeting has been scheduled at the Kolb Center October 17th. The planning meeting to prepare for this meeting is scheduled for July 30, 2025. Hoping to have representatives from various LE Agencies / Federal Agencies, possibly Homeland Security, present at meeting.</p> <p>2 – A Microsoft Teams channel was created for the DCC Coordinators This is proving helpful to the mentors, and overall there is a positive consensus / reception to the implementation. The Teams channel allows live document updates, and documents are able to be found easier. There is also an established meeting link and area. Julia McLaughlin is ensuring the resources are added to the channel.</p> <p>Required trainings will also be in the channel, in addition to the training roster template to track trainings, the Executive Directives, and How To guides, etc. Who is able to grant access and levels of hierarchies are being established.</p> <p>3 – There is an Internal Audit due August 18, 2025.</p> <p>4 – The Emergency Action Procedures for DCC Field Offices are being updated, including adding G191 to the required courses.</p> <p>5 – Chris Susa and Jason Popp will collaborate to determine AD1905: NIMS Coordinator / Systems needs.</p>
6	Report Out: Science & Technology <i>Julia McLaughlin</i>	Julia McLaughlin is working with Security Chief Cirian to close responders. There were 80 open from 2018 on, with 2 being open from 2025.
7	Report Out: EOP <i>April Albertson / Chris Susa</i>	Centralized operations manuals are being presented, and the decision paper is close to being submitted for review.

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8	Report Out: IMT <i>Tom Campbell</i>	<p>1 – Service plan meetings: Encouraging a lead evaluator be present at each meeting with other evaluators being available to attend.</p> <p>2 – The next meeting is scheduled for 8/8/2025 virtually.</p> <p>3 – PERS: 2026 exercise is in the works.</p>
9	Report Out: PERS / EOC Utilization <i>Julia McLaughlin / Josh Kratochvil</i>	<p>1 – Regional assignment areas are being assigned to either Josh or Julia, for specific oversight / management. The assignee will attend disturbance planning events in their assigned regions, in person, and the counterpart will attend virtually.</p> <p>2 – Videos have been created to train on RAVE trainings.</p> <p>3 – There is a DOA Tabletop reconstruction exercise scheduled for 9/22/2025.</p> <p>4 – EOC Utilization: Are in person, centralized sites still necessary, or will virtual only work? Virtual is a great option for quicker response time. Security Chief Cirian shared the essence of in person centralized sites, particularly for significant events, such as power / technology going down. Having centralized resources with physical abilities and a meeting room is critical. The present resources have all been upgraded and additional resources added to the EOC room. There are 5 workstations to plug laptops in and work on, 7 workstations ready to go with all equipment necessary 2 guest computers, and 10 laptops stored for emergencies.</p>
10	Roundtable	None. Meeting Adjourned at 1:04 pm
11	Next Meeting	Friday, October 24, 2025, 10 am – 2 pm via Microsoft Teams