

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

Committee Members Present: April Albertson, Brenda Allen (Note Taker), Bonnie Hudziak-Oldenburg, Jay Laufenberg, Julia McLaughlin, Josh Nolte, Jason Popp, Chris Stevens, Chris Susa, Chris Thompson

Committee Members Not Present: Russell Bausch, Troy Nye

Non-DOC Attendees: N/A

No.	Item	Comments/Action
1	Welcome	-Reviewed three vacancies: DCC Region 4 change to overall DCC opening, as already have a rep from Region 4; Jay Laufenberg will reach out to DJC Assistant Administrator to request to join the NIMS Governing Board and NIMS Steering Committee; DAI vacancy remains
2	Inter-Operability: Report Out by Josh Nolte	<ul style="list-style-type: none"> -Phone lines and radios had some issues during RNC: able to rectify without incident -Bonnie Hudziak-Oldenburg shared that there are some DAI facilities who are part of a statewide Tower Project upgrade -DOA enabled ability for messages to be sent through RAVE system during RNC for notifications to DAI, DJC, DCC if needed -MPD asked to borrow vehicles: total of seven 14 / 15 passenger vans loaned out and returned in less than acceptable condition – dents, trashed, not returned to where picked up, gps systems showed speeds of over 100 miles per hour on some – very dilettante -EOC meetings held twice a day during RNC: Proved beneficial

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

3	Resource Management: Bonnie Hudziak-Oldenburg	<ul style="list-style-type: none"> -Received information from most facilities to update capital asset availability -Will have vehicle update in February
4	Training: Josh Nolte; Jason Popp	<ul style="list-style-type: none"> -ICS 300 and ICS 400 trainings are scheduled, new list of dates and classes available -Two additional persons added to become trainers for Train the Trainer sessions -Spreadsheet being utilized to track attendance at trainings -Open and conduct test site for responder for PERS – when accessing on smartphones, ensure you switch from PC view mode on phone -Coordinators encouraged to open sites and use to enhance projects / needs: e.g.: downed computer systems; home visits; escapes; etc.
5	NIMS Coordinators: April Albertson, Jason Popp	<ul style="list-style-type: none"> -Upcoming Coordinators Meeting will be in person joint NIMS Coordinator meeting with IMT October 18, 2024 at FLCI -Representative from Homeland Security open to attending and cover varied topics such as: See something say something presentation; risk and resiliency assessment analysis / discuss / align with risk mitigation; build upon suspicious package processes through discussion and assessment of present process -IMT Coordinators: Risk & Resilience most beneficial and can be foundation of what trainings are built off of for the year -Messaging to Coordinators: solicit what type of table tops have happened; what are scheduled to be held
6	Science & Technology: Josh Nolte (Troy Nye vacant)	<ul style="list-style-type: none"> -Will not be implementing system due to costs -Building Access / Gate Cards: The Community Reintegration Center (formerly House of Corrections) uses these cards to track and do rounds / movement with the ID scan boxes: could possibly be used to track pipe rounds -Going to be using QR codes vs. barcodes on IDs to follow lead of state

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

7	EOP: April Albertson	<p>-No feedback received regarding proposal: regarding the Department of Corrections EOP, the plan is behind times; Facilities do regularly update theirs (Standardized throughout DAI)</p> <p>-In discussing with Coordinators there is mixed reaction on if should work to standardized EOP: it would be the site coordinators to design / write as they are subject matter experts</p> <p>*With standardized EOP, details to be determined on centrally located file storage, who would have access, who would update things, etc. - SharePoint could work</p> <p>*Recognizes there are inconsistencies between departments, but the inconsistency of approach for topics may be handled differently between leaders / department / facility needs</p> <p>****Create list of pros / cons; make plan with coordinators and present to leadership: do in October, get feedback, submit to NIMS Steering Committee, move forward / present to leadership or discard</p>
8	IMT: Vacant – Report Out by Josh Nolte	<p>-IMT was utilized for large shakedown at RCI; utilized with EOC for RNC; all trainers are IMT members as well</p>
9	PERS: Josh Nolte, Julia McLaughlin	<p>-Academy assisted with RCI shakedown: close to 300 individuals and 11 canine units assisting</p> <p>-Assisting WCI via providing support with ERU teams, etc. to minimize protesting / demonstrations</p> <p>-WCI: special disturbance plan meeting with stakeholders and staff – Sheriff / Mayor showed up and went very civil and good; WCI shared their EOPs and emergency plans to provide transparency and see how stakeholders (e.g.: fire department, etc.) and how their needs would fit with plans</p>

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

		<ul style="list-style-type: none"> -Josh Nolte and Julia McLaughlin will continue to share PERS information with external stakeholders such as State Troopers, etc. -Disturbance Plan meeting schedules will be out in next couple of weeks: likely to start end of September -Security Audits: Being held at facilities; Julie / Josh created a tracking tool for DAI Admin and updated audit tool in place -CEMs: few stragglers
10	Roundtable	None; Meeting adjourned at 11:21 am
11	Next Meeting	October 25, 2024, 10:00 am – 2:00 pm