NIMS Steering Committee Meeting
Friday, October 23, 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
- ☐ Joshua Nolte, DAI TCI Security Director
- ☐ Christopher Stevens, DAI GBCI Warden
- ☒ Chris Thompson, DJC Program Policy Analyst
- ☒ Thomas Campbell, DAI KMCI Administrative Captain
- ☐ Michael Goldade, DJC Budget and Operations Director
- ☒ Renee Henke, WRC
- ☒ Joshua Kratochvil, DAI PERS CO
- ☒ Joshua Nolet, DAI PERS CO
- ☒ Jason Popp, DCC R7 Corrections Field Supervisor
- ☐ Chris Susa, DCC R4 Corrections Field Supervisor

☐ **Others in Attendance:** *N/A*

☐ **Non-DOC Attendees:** *N/A*

Recorder: Brenda Allen, DAI MSDF Warden Secretary

Meeting Called to Order By: Co-Chair DCC Region 1 Chief – Jay Laufenberg **Time:** 10:00 am

No.	Item	Comments/Action
1	Welcome *Jay Laufenberg*	General welcome. Welcome to Christopher Nolet. Reviewed committee members and updated steering committee roster. April Albertson and Josh Kratochvil able to add users to Steering Committee Distribution List and SharePoint.

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2	Report Out: Interoperability *Troy Gunther*	• Mitel phones are being replaced with WebEx phones. Phones have been ordered for RCI and install likely to start before end of year. DACC will be next. • Older model cell phones are being replaced – and each individual will be contacted. • Cole Pieper replaced Troy Nye vacancy. • Milestone surveillance servers systems are being upgraded is the priority for BIT. Installation will take about two hours to complete. • Body Cams have been fully deployed at CCI and WCI. DCI is in the process; GBCI will follow DCI and WSPF will be after DCI. • GuardOne: CCI has been completed, all other medium / max facilities have started implementation except MSDF. • DJC Facility technology equipment installation near completion. • 1,900 laptops will be procured annually as part of the five year cycle plan to replace old devices. Old devices are being recycled. • ICS 300 / 400 courses scheduled at KMCI November 12th and 13th. DCC, DJC, and DOC have been contacted informing what staff need ICS 300, ICS 400, and G191 – minimal responses received. G191 is a one day in person class for leadership. • Nikki Kampus and Chris Nolet are working on the 2027 ICS course schedules for the first half of the year. There are a lot of staff in the northern part of the state that need to get the classes in. • Jay Laufenberg inquired about ADA accessible metal detectors for field offices, as the walk through metal detectors are not compliant. The unit at the new DJC facility was upward of $22,000, so looking for more affordable options. MSDF procured one for $14,000 years ago from Smith Detection. As new body scanners are being installed at sites, the other models have been reallocated to different locations primarily within the facilities. Lobby size also has to be kept in mind to ensure ability to install ADA accessible walk throughs.

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3	Report Out: Resource Management *Bonnie Hudziak-Oldenburg*	• DOC fleet tracking sheet uploaded to SharePoint. • A lot of vehicle purchases did not go through in 2026, so there will be a larger list to be procured starting Spring 2027. • There has been a push to get mileage on DOC vehicles. Many DCC sites and urban areas struggle as there is not as much travel as necessary in rural areas, and for DCC, sedans are not able to transport clients. Possibly work with other facilities to shift vehicles for mileage. Vehicles may be reallocated if 13,000 miles per year not met. DCC may want to request only vans, not sedans. • There are delays on caging in vehicles – work with Aaron Mazzone with any problems. • Will be sending link to access resources in SharePoint for Fleet and Specialty Equipment. • Regular specialty equipment is in the process of being updated, challenges with excel sheet. Should be updated and uploaded in next couple weeks.
4	Report Out: Training *Josh Kratochvil*	• DCC is able to get their staff through ICS classes pretty quick, but DOC / DAI prove challenging as they have 24/7 operations and have staffing shortages / minimums.
5	Report Out: NIMS Coordinator *April Albertson,* *Thomas Campbell*	• April shared the combined NIMS Coordinators and IMT meeting went well. There were about 48 attendees, more from IMT, who participated in a great team building activity. Dave Melby gave an excellent presentation. • Jay Laufenberg shared the Region 1 tabletop was on imminent threats based off of a situation earlier in the year and proved to be extremely beneficial. With offices spread out throughout the regions, leaders have to be empowered to make decisions. Policy states many decisions can only be made with prior approval, such as locking doors on a building even when a threat has been made known to an office. Leaders need to be able to make decisions, respond to the threat, and act quickly to ensure safety and security. Josh Kratochvil shared that a red card system has been implemented at the state office building for this very reason, providing a soft lockdown. One staff member is issued a red card to scan if there is an active threat, the doors are immediately locked and law enforcement receives a notification and responds – state patrol, capital police, and EMS. An email is also

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Meeting Minutes

5 (ctd.)	Report Out: NIMS Coordinator *April Albertson,* *Thomas Campbell*	sent to whomever leadership chooses to receive to notify of active threat in your area. Only way to deactivate red card activation is by responding state patrol or capital police. There are some kinks to work out, but it will be implemented at the other state office buildings. Josh Kratochvil will reach out to see if this can get implemented at DCC offices as well. • Notifications can be sent through RAVE systems too regarding active threats, and can now be sent via cellphone vs. having to login somewhere – the red card system would eliminate this step. However, many staff still did not set up RAVE notifications, and if they did, it was using their work contact info only, not personal as well. Staff are encouraged to add personal contact information to ensure receipt of emergent notification as needed. Chris Nolet and / or Josh Kratochvil can assist sites / leaders how to update and use RAVE system
6	Report Out: Science & Technology *Troy Gunther* *Christopher Nolet*	• No updates at this time. • Jay Laufenberg inquired if drones are being used. They are not being used at this time by facilities; however they are being used to take aerial photos. They were used at WSPF and one other facility in their disturbance planning. RF identifiers detect if something in airspace around facilities are available for around $1,500 each – a very reasonable cost.
7	Report Out: EOP *April Albertson*	Waiting for the meeting January 12, 2027 to present the all encompassing EOP PowerPoint at the Administrators meeting in the Secretary's office. Regional Chief Jay Laufenburg and Warden Chris Stevens will attend along with April Albertson and Tom Campbell who will present overview of proposal.
8	Report Out: IMT *Tom Campbell*	• A joint ERU meeting is being planned. Joint meeting last Friday. • The next IMT Leader meeting is scheduled for December 11th, where 2027 meetings and training plans will be discussed. Two leaders have been added, leaving no vacancies. • Creating a rough schedule for the 2027 ICS trainings to be held, focusing on the greatest needs – should be solidified by end of month. • Will be focusing on IMT member recruitment as there are five vacancies, starting November 1, 2026.

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

9	Report Out: PERS / EOC Utilization *Josh Kratochvil* *Christopher Nolet*	• Welcome to Chris Nolet, new PERS CO. • Disturbance plans are wrapping up, with four facilities left to hold theirs. SCI, MSDF, and WCI are scheduled for November, RCI to reschedule theirs. • There have been excellent collaboration between the leaders and evaluators at the post disturbance plan meetings. • The: NIMS SharePoint site is being rebuilt by BTM. SharePoint chosen over teams as SharePoint is the direction DOC is moving in as a whole. • Red Card soft lockdown equipment is being installed at state office buildings, as mentioned above. • NLCI and SCI had hot water issues. Rectification including timeliness and execution went smooth; but with the weather changing, more issues will likely arise. • A continuity plan is being made at sites for loss of water and / or utilities. Training recommendations will align between DOC, DCC, and DJC. • Chris Nolet shared the humidity in the EOC was pretty bad, and items were discarded due to damage. There was nothing of value discarded, and the humidity / room is being monitored more frequently. Monitoring center staff could check on weekends if necessary.
10	Roundtable	Jay Laufenberg shared the 2027 priorities will be discussed January 22, 2027, and asked members to brainstorm and bring forth any ideas / thoughts for priorities.
11	Meeting Adjourned	11:03 am
12	Next Meeting	Friday, January 22, 2027: 10 am – 2 pm via Microsoft Teams