

**NIMS Steering Committee Meeting**  
**Friday, October 24, 2025 \* 10:00 am – 2:00 pm \* Microsoft Teams Meeting**  
**Meeting Minutes**

**Committee Members Present:**

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| <input 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 checked="" 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 Regional Chief            |
| <input checked="" type="checkbox"/> Julia McLaughlin, DAI PERS CO                  | <input type="checkbox"/> Jason Popp, DCC R7 Corrections Field Supervisor             |
| <input checked="" type="checkbox"/> Joshua Nolte, DAI TCI Security Director        | <input type="checkbox"/> Chris Susa, DCC R4 Corrections Field Supervisor             |
| <input type="checkbox"/> Christopher Stevens, DAI GBCI Warden                      | <input type="checkbox"/> Vacant, (DCC Cashiers Unit)                                 |
| <input checked="" type="checkbox"/> Chris Thompson, DJC Program Policy Analyst     |  |
| <input type="checkbox"/> <b>Others in Attendance:</b> <i>N/A</i>                   |  |
| <input type="checkbox"/> <b>Non-DOC Attendees:</b> <i>N/A</i>                      |  |

**Recorder:** Brenda Allen, DAI MSDF Warden Secretary

**Meeting Called to Order By:** Co-Chair DOC Regional Chief – Jay Laufenberg      **Time:** 10:00 am

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

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<p>2</p>	<p>Report Out: Inter-Operability  <i>Troy Gunther</i></p>	<p>Technological Enhancements and Implementations reviewed:</p> <p>1 – YubiKey: The key has been in use for about a month with select staff, replacing the Outlook email multifactor authenticator need. This is only used for email, groups folder (G/H, etc. drive) access. Anytime an email or password is updated, the YubiKey will need to be used to login.</p> <ul style="list-style-type: none"> <li>*It will also need to be used any other time working on different computers (e.g.: if working on different housing units, in different facilities, etc.).</li> <li>*A pin will have to be established and is required to use the YubiKey, with a required pin change every 2 months.</li> <li>*If a Staff does not have their YubiKey and it is required for login, they can call the BTM Helpdesk for a onetime password.</li> <li>*BTM is providing each site with spare keys and cable extenders that extend to the front of the computers so Staff do not have to try to reach to the backs to plug them in. The vendor is sending replacements each year through the contract.</li> <li>*DOC nor BTM will be funding universal holders or clips for the YubiKey: there is not a great option available, nor the budget ability to do so.</li> <li>*The YubiKey's are reusable, and not clearly differentiated between one another. Staff are encouraged to label theirs using non-permanent means to differentiate theirs from another Staffs, it cannot be a permanent label.</li> <li>*OSCI, NLCI, and DCI are trialing theirs starting Monday, 10/27/2025, with all sites being live by 12/07/2025.</li> <li>*Other State Departments have been using this for a while. Little feedback has been shared, but it is the overall direction of the State.</li> </ul> <p>2 – Telecom: No updates.</p> <p>3 – Body cameras are now being worn by all Uniform Staff at WCI. CCI, GBCI, and WSPF are the next to rollout for all Uniform Staff.</p>
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2	Report Out: Inter-Operability (ctd.) <i>Troy Gunther</i>	<p>4 – GuardOne pipe round equipment is now being rolled out at the WCCS sites.</p> <p>5 – Computers are now going to be procured from HP rather than Lenovo. Monitors and docking stations will be procured through Dell. Lenovo units presently in use will be used until the end of their lifespan.</p>
3	Report Out: Resource Management <i>Bonnie Hudziak-Oldenburg</i>	<p>1 – The DOC Fleet Equipment information has been updated in SharePoint.</p> <p>2 – The 2025 Specialty Tools with Pictures is in the process of being updated.</p> <p>3 – CMSD Meeting update regarding fleet from Tracy Ninedorf:          *A survey will be sent out to ensure all fleet are being used to determine if they should / could be reassigned. The survey will include questions regarding the details of the vehicles: are there cages, gun cages, etc.          *Due to the budget, DOA has directed car washes will not be covered for leased vehicles, and sites will be charged if they do get a car wash on a leased vehicle.          *There is a delay in the GM ordered vehicle deliveries.          *Inquiry regarding what vendor(s) are used to clean bodily fluids out of vehicles – Bonnie Hudziak-Oldenburg following with her counterparts to determine approved vendors.          *DCC has more cars than vans, and only one caged van. Jay Laufenberg is requesting that caged vans replace the cars, to allow Staff the ability to transport when needed.          *Vehicles are being rotated to ensure mileage is being accrued on them.</p>
4	Report Out: Training <i>Josh Kratochvil, Tom Campbell</i>	<p>1 – Government Shut Down: Classes are on hold due to FEMA being shut down; WEM will have classes available if needed. All needs, including FEMA ID number will have to wait until government operations start again.</p> <p>2 – Course Completion through DOC: *300: six *400: two *G191: two</p> <p>3 – The Fitchburg Fire Department is holding an ICS300 class coming up.</p> <p>4 – DOC Trainers are working on coordinating a 300 class for January / February; and the 2026 class offerings has been submitted to WEM, just waiting on processing.</p>

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5	Report Out: NIMS Coordinator <i>Jay Laufenberg on behalf of Jason Popp, April Albertson</i>	<p>1 – In person meetings, including the tabletop exercises and scenarios are well received.</p> <p>2 – Joint NIMS / IMT in person meetings are being scheduled for Spring and Fall.</p> <p>3 – Tom Campbell is the Lead for the IMT Committee, and Renee Henke is the new co-lead.</p> <p>*The 3<sup>rd</sup> in person joint NIMS / IMT coordinators meeting went well and has had great feedback. Multiple divisions were well represented with Staff attendance. The cross coordination is proving to be extremely beneficial. <i>Goal: To increase in person IMT meetings and cross divisional meetings</i> – it is really challenging to hold effective meetings virtually.</p>
6	Report Out: Science & Technology <i>Julia McLaughlin, Troy Gunther</i>	<p>1 – Responder: PERS has been working to close 89 files that have been open for several years. For 2025 only 7 files remain open.</p> <p>2 – Trialing new iPads / Surface Pros.</p> <p>3 – Drones: There are challenges throughout the country at correctional facilities with drones dropping contraband into facilities. Research is being done to determine negation.</p> <ul style="list-style-type: none"> <li>• DCI is creating <i>what to do</i> guidance when drones are seen.</li> <li>• Drones are also being added as an option to Incident Reports for data analysis.</li> </ul>
7	Report Out: EOP <i>April Albertson / Chris Susa</i>	<b><i>Foregone: Not Present</i></b>
8	Report Out: IMT <i>Tom Campbell</i>	Recruitment messages have been sent out within team, and then will be sent out DOC wide.
9	Report Out: PERS / EOC Utilization <i>Julia McLaughlin / Josh Kratochvil</i>	<p>1 – Active calls have increased, including the following:</p> <ul style="list-style-type: none"> <li>*10/14: WSPF had a power outage and ran critical for four hours.</li> <li>*10/16: Flambeau did not have water for five days.</li> <li>*Other reports include: OSCI: Scheduled ½ of the institution to run without power. DAAC: The generator started on fire during a full load test, and a new generator was installed the same day. Milwaukee did not report any flood damage during the abnormal rain days.</li> </ul>

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9	Report Out: PERS / EOC (ctd.) Utilization <i>Julia McLaughlin /</i> <i>Josh Kratochvil</i>	2 – The last three disturbance planning meetings will be held in the next two weeks. The 2026 schedule will be sent out in November, and confirmed in December. 3 – Would like to participate in the 2026 Patriot Act planning. 4 – The joint ERU has been approved, and likely to be held in 2026, or at latest 2027. 5 – Continuity Plan: Sustainable planner to risk connect – none at DAI (use EOP), DCC/DJC did not have an update. A mass training will be held for coordinators that enter. 6 – DCC Responder Site: One was opened up for the Halloween checks with Sex Offenders. It is not required, but a good practice. Possibly implement regionally using the ICS model. A report was sent to the Secretary’s Office for review.
10	Roundtable	None.
11	Meeting Adjourned	10:54 am
12	Next Meeting	Friday, January 23, 2026, 10 am – 2 pm via Microsoft Teams