NIMS Steering Committee Meeting
Friday, April 25, 2025 * 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
☒ Joshua Kratochvil, DAI PERS CO
☒ Glenda Loomans, DCC Cashiers Unit
☐ 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
☒ Bonnie Hudziak-Oldenburg, DAI MSDF CMSD
☒ Jay Laufenberg, DCC R1 Assistant Regional Chief
☒ Julia McLaughlin, 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 DAI Warden - Christopher Stevens   **Time:** 1002

No.	Item	Comments/Action
1	Welcome *Chris Stevens*	General welcome, in addition to welcoming new members: DAI Security Director Jacob Cirian, DAI KMCI Administrative Captain Thomas Campbell, DAI PERS CO Joshua Kratochvil, DOC IMT Leader / DCC Cashiers Unit Glenda Loomans to the NIMS Steering Committee.

2	Work Group Assignments *Chris Stevens, Jacob Cirian, and others*	Reviewed work groups and their respective areas of oversight; filled vacancies: *Training: Joshua Kratochvil will fill the Lead role. *Science & Technology: Joshua Kratochvil will fill the Lead role, Julia McLaughlin will assist in onboarding. *IMT Governing Board: Joshua Nolte will fill the DAI vacancy seat. *EOC Utilization: Security Chief Jacob Cirian will fill the Lead role; and Joshua Kratochvil will fill DAI PERS CO vacancy.
3	Report Out: Inter-Operability *Troy Gunther / Jacob Cirian*	Technological Enhancements and Implementations reviewed: 1 - Guard One: Electronic round tracking equipment is being launched to track rounds in lieu of using pipes. The enhanced features include real time tracking, and the ability to access information from a cloud-based service. The equipment will be trialed at CCI, GBCI, WCI, WSPF, and TCI, with the goal of implementing at all state facilities within one year. 2 - Body cameras are being rolled out at WCI, for use by a few different Staff groups initially including, but not limited to, General Population Staff, Support Staff, Transportation Staff. Will then implement at CCI, GBCI, and WSPF. Policies, processes, and procedures are being created. Equipment is being researched. 3 – Individual PIOC tablets continue to be rolled out throughout the facilities, and will likely take the remainder of year to get implemented in all state facilities. 4 - WebX is being deployed to enhance the court appearance scheduling process. 5 – The Windows 11 upgrade is wrapping up. Staff are reminded to ensure each computer is logged into at least once per year to ensure updates are done on each computer, which will also ensure the computer remains active. 6 – 11 computer monitors for EOP at central office were upgraded to larger screen size.

4	Report Out: Resource Management *Bonnie Hudziak-Oldenburg*	1 - Directions on how to access the updated equipment list, which now includes the portable heaters, was sent out yesterday. Of the 10 heaters added, four went to FLCI, three to OSCI, and three to Stanley. After capital inventory has been updated at each facility by the end of the month, Ms. Hudziak-Oldenburg will reach out to facilities for updates. The vehicle list will soon be updated, including the procured vehicles. 2 - GBCI offered their ERU trailer to MSDF, and Ms. Hudziak-Oldenburg is waiting on the Security Director to decide if they want it. It will most likely be accepted as MSDF is beginning a parking structure hardening project soon.
5	Report Out: Training *Jason Popp, Tom Kratochvil*	1 - Overall class availability and priorities are on track, and the support to add additional classes has been phenomenal. Significant interest has been expressed for persons interested in attending fall classes. Additional 191, 300, and 400 level classes have been added, along with Train the Trainer Sessions. The sessions contain a good mix of community partners and DOC staff. A question regarding the 400 level class running before the 300 class came up, and it was noted this was intentional to allow those who need 400 are able to take it this year, and the 300s to focus on that level this year with the ability to take 400 next year. 2 – Aligning with the visibility goal, would like to get more non-uniform into the basic 100 course and the uniformed staff at least through the 200 course. 3 – Course enrollment will be stressed at next site meeting, encouraging tracking of each level to be implemented (100, 200, 300, 400, 191, etc.)
6	Report Out: NIMS Coordinator *Jason Popp*	1 – The essence of After Action Reports have been stressed to the NIMS Coordinators, especially ensuring the recommended actions are being addressed by the Appointing Authority within their respective facilities. 2 - A primary focus in 2025 is building and maintaining partnerships with community stakeholders, including: Emergency Management, Fire Departments, Medical Professionals, etc. This includes inviting them to collaborate on tabletop trainings, etc. as well as offering to assist them in their trainings / sessions.

| 6 (ctd.) | Report Out: NIMS Coordinator (ctd.)
Jason Popp | 3 – A joint IMT / NIMS Coordinator in person meeting has been scheduled at the Kolb Center October 17th. A save the date has been sent out.
4 – A DCC Microsoft Teams channel was created to share tabletop ideas, and it has been requested that all things presently housed in SharePoint regarding NIMS, IMT, EOP, etc., also be stored on this channel, to allow access to a greater number of DOC staff. The root appears to be the lack of access to the SharePoint site, no training available on how to use, and / or user knowledge with SharePoint. Some also perceive SharePoint difficult to navigate. Lengthy conversation held discussing several pros and cons, including the following:

Pros:
*Greater accessibility for all DOC Staff
*Staff prefer teams: Easier to use; greater familiarity with using it
*Easier to navigate / manage per Staff feedback
*Appears to be more real / live time

Cons:
*Confusion / Inefficiency: Having to save masters and updated items in multiple places – example, multiple things saved in DAI / Groups folders and SharePoint now, with a lot of confusion on which is the most up to date and time spent figuring out where masters are

Jason Popp will discuss the information with April Albertson next week to get thoughts, and report out to the NIMS Steering Committee. Primarily, if a transition to a Teams Channel is the direction to go, or if offering training on how to use SharePoint is the direction to go. Regardless, where master documents will be housed and who will be responsible for ensuring updates are made and updated |

6 (ctd.)	Report Out: NIMS Coordinator (ctd.) *Jason Popp*	documents are saved to all appropriate areas is essential with or without a transition as there is confusion. Security Chief Cirian offered to have a discussion with leadership regarding a singular site to store up to date info with all things. Assistant Regional Chief Laufenberg also shared he'd discuss at the upcoming Executive Management meeting.
7	Report Out: Science & Technology *Troy Gunther*	DCC Field Offices now have security cameras at entry ways, and Law Enforcement is requesting footage more frequently. Would like to allow greater staff to be able to access footage, possibly at each site, rather than just sending requests to BTM to fill. This would lead to 100 plus additional computer systems needed and installed if done at each site. May want to consider having one station regionally. General consensus is that it is easier for one site to access several camera systems versus multiple sites having singular camera access. Ultimate goal is to ensure timely fulfillment of requests to Law Enforcement Agencies. Troy Gunther will follow up with Troy Nye to determine how to proceed.
8	Report Out: EOP *April Albertson*	Not present – no updates
9	Report Out: IMT *Glenda Loomans /* *Tom Campbell*	1 – Checking in on scheduled trainings, disturbance planning's, expectations, etc. 2 – Recruiting for co-trainer position for IMT, and there is an open recruitment for new IMT members. There are approximately 35 members on average. 3 – The Disturbance Plans that have been executed have been quite impressive and are going really well. An IMT Leader is requested to be present at each event, showing institutions they are there as a resource for planning and evaluation. The Lead Evaluator is sent to the facility along with two additional evaluators, IMT Team Members, to includes team involvement and provide a united front.

10	Report Out: PERS / EOC Utilization *Julia McLaughlin /* *Tom Campbell*	1 – There have not been much EOC utilization. A field trip including the ICS Coordinators and IMTs to the State of WI EOC is in the works to learn their process / operations. 2 – PERS: Staff are appreciating the disturbance planning events. 3 – Manitowoc executed a cyber attack simulation that included two days of table tops, displaying roles, resource utilization, management of EOC. 4 – A Rave training is scheduled for June 10, 2025; info will be sent out by Julia.
11	Roundtable	None. Meeting Adjourned at 11:14 am
12	Next Meeting	Friday, July 25, 2025, 10 am – 2 pm via Microsoft Teams