

NIMS Steering Committee Agenda

Date: January 17, 2020 from 10:00 am – 2:00pm

Location: DOC Central Office – 3099 E. Washington Ave., Madison – room 1E-C

<p><u>Present in-person:</u></p> <ol style="list-style-type: none"> 1. Jay Laufenberg, DCC (Co-chair) 2. Dan Winkleski, DAI (Co-chair) 3. April Albertson, DAI 4. Tim Reneau-Major, DJC 5. David Melby, DAI 6. Brian O’Heron, DAI 	<p><u>Present by phone:</u> N/A</p> <hr/> <p><u>Absent:</u></p> <table border="0"> <tr> <td>1. Tommy Balistreri, DMS</td> <td>3. Brian Gustke, DAI</td> </tr> <tr> <td>2. Bonnie Oldenburg-Hudziak, DAI</td> <td>4. Chris Susa, DCC</td> </tr> <tr> <td></td> <td>5. Wayne Olson, DAI</td> </tr> </table>	1. Tommy Balistreri, DMS	3. Brian Gustke, DAI	2. Bonnie Oldenburg-Hudziak, DAI	4. Chris Susa, DCC		5. Wayne Olson, DAI
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AGENDA ITEMS	PRESENTER	DISCUSSION, DECISION AND/OR ASSIGNMENT
Introductions	Jay L., Dan W.	Welcome message and introductions of new members done
Review of Committee membership	Dan W.	<p><u>Status and adding membership-</u> Makda is reinforcing the message of importance of NIMS. It was discussed that DAI facilities are not necessarily meeting standards. DCC/DJC met standards. Committee records need to be updated and uploaded to SharePoint. The Committee is in need of more DJC, DAI, and DMS members. A CTC representative was determined to be an important addition. Emphasized the need for DAI Security Directors to be a part of Steering Committee. Larry Fuchs stated he would follow with the “who” for Security Directors involvement.</p> <p>The committee also discussed the possibility of traveling for meetings or capability of allowing phone conferences. If it’s decided to do phone conferences, there would need to be a room available with phone conference capability for the public.</p>
Review Committee Priorities	Dan W.	<p><u>Discuss and develop -</u> It was noted that SharePoint folder needs to be updated. Subcommittees and initiatives were updated. EOC is a large focus for this year’s initiatives. The hope is to have the DOC EOC to mirror the State EOC. In order to utilize the EOC, leaders will need the Executive training (G-402 course). Checklists will also need to be developed. NIMS Coordinators need that to complete IAP’s and update Disturbance plans.</p> <p><u>Vote #1:</u> Motion made by Dan Winkleski and seconded by David Melby on committee priorities – unanimous approval:</p> <p align="center"><u>2020 PRIORITIES of the NIMS Steering Committee</u></p> <ol style="list-style-type: none"> 1. Expand ICS competencies in ICP’s: identify and train subordinate units within the Planning and/or Logistics sections for ICP functions at facility/regional locations. 2. Cross-Divisional Use of EOC: Develop a Department-wide, inter-divisional protocol for the use of the EOC; and Maximize EOC utilization and training across Divisions. 3. Incident Management Team: Continue to train DOC IMT for operational deployment. 4. NIMS: Continue to promote and expand the initiatives of the NIMS Steering Committee throughout the DOC, and with other non-DOC, federal, state, and local agencies. 5. EOP: Approve and implement DAI EOP.

		<p>Vote 2: Motion made by Dan Winkleski and seconded by David Melby on subcommittee membership – unanimous approval for the following: Changes to subcommittee membership include: Brad Schlosstein as the Interoperable communication lead, DAI Security Chief as a member; April Albertson added to the Resource Management subcommittee as a member; Brian O’Heron assigned as the lead for the Science and Technology subcommittee; David Melby and Brian O’Heron will be members on the EOC Utilization subcommittee;</p> <p>Vote 3: Motion made by Dan Winkleski and seconded by April Albertson to establish an EOP subcommittee to handle updates – Unanimous approval. April Albertson was appointed to that subcommittee and DAI Security Chief will be added when appointed to the Committee and find a Security Director to add to the committee/subcommittee in the future.</p>
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Standing Work Group Reports

1. Inter-Operability	Brad S., David M.	<p>COMU/SIMCOM- Wisconsin Office of Emergency Communications COMU Position Recognition and Renewal Packet was discussed and handed out. The big change is those who have been recognized for several years before 2019 need to obtain recertification. Guidelines for certification were handed out and need to be submitted. It is requested that department supports staff to attend training in order to complete tasks.</p>
2. Resource Management	David M.	<p>WICAMS Discussion and Orientation - David Melby also went to WCI, used the salamanderlive app for command and control of staff at the incident. Brian is going to use salamanderlive with Security Directors at their next meeting. The goal is to pilot the use of it at a facility and a WCCS Security Director (Stevens) is interested in piloting it.</p> <p>DAI Resource list updates – Bonnie will be sending out the deadlines for resource inventory. Bonnie updates the master tracker list of DAI resources list from the sites that sent her information.</p>
3. Training	David M.	<p>ICS Instructor- Instructor applications were reviewed and members selected. L-449 is strongly suggested by WEM for Instructor certification and there is a course coming up where DOC has been approved seats. Instructors are submitting to a 3-year commitment. David Melby to notify Instructors that were chosen and that the L-449 course will be held on Feb 17-21. They need to register on WEM and TEEEX training portals. Team Lead will likely be needed for the Instructor cadre, for quality assurance purposes.</p> <p>Vote #4: Motion made by Dan Winkleski and seconded by David Melby to refer development of a plan for oversight of the instructor group to the NIMS Steering Committee’s Training Committee – Unanimous approval. Training committee lead noted they will report back in April’s meeting regarding how they will manage the team of instructors.</p> <p>NIMS Steering Committee ICS Training Recommendations sheet passed around, everyone to review and bring feedback to next meeting. FLO training scheduled for WCCS Admin Staff on 2/4/20 and Security Directors 2/6/20.</p> <p>The ICS Training Guide is from 2007, so it needs to be updated. David M. handed out an initial recommendation from the training subcommittee for discussion and feedback at next meeting.</p>

4. NIMS Coordinators	April A.	April Albertson reported that coordinators needs and assessment was updated for the year and everyone given a copy. Biggest need is including scenarios as part of the coordinators meetings and creating exercises as a group, guidelines, and tools for all coordinators to access, more hands-on learning; working together on creation of a TTX, PERS to complete workshop/TTX (disturbance plan). Met the top 4 needs assessment from last year's needs. Establish mentors to retain coordinators.
5. Science & Technology	Brian O., David M.	Brian O'Heron and David Melby are providing DOC Responder training, user and creator, continuing to ensure department is up to speed with DOC responder use. Committee discussed Microsoft teams and will explore the viability of incorporating that into the committee's business.
6. EOP Updates	April A.	No updates
7. DOC IMT	David M.	Governing board meeting following the Steering committee meeting today and they will be selecting new DOC IMT members from the applications received. The DOC IMT has a meeting coming up at DCI regarding forms, information sharing, and performance evaluation. Full Scale Exercise in Sept for DARES. Scope document distributed regarding FSE at RGCI in October 2020. The exercise is not specific to the needs of the institution. It is more focused on opening up the exercise to multiple counties, allows assisting agencies to test their capabilities.
8. PERS	David M.	COOP – Business Impact Analysis (BIA'S) are the focus for 2020. ED-73 to be revisited and possibly revised per Deputy Secretary. There is interest in documenting a way where DOC responder site use is required when administrative rules are suspended. Reviewed at steering committee and given to the EOP subcommittee for action since more conversation is needed at this time.
Roundtable (other items for discussion)		
1. 2020 CEP	Dan W.	Referenced the CEP – things are not getting done and followed up on. CEP is getting sent out on DAI side, DCC is already sent out. Not too many changes other than the section chief position being removed. A goal was established to mirror FEMA with regard to a Risk and Resilience assessment being done every 3 years.
Next Meetings:	Dan W.	Vote 5: Motion made by David Melby seconded by Dan Winkleski for the following dates and locations for the next years-worth of meetings – Unanimous approval <ol style="list-style-type: none"> 1. 4/24/20 from 10:00AM-2:00PM at RGCI 2. 7/24/20 from 10:00AM-2:00PM at NLCI 3. 10/23/20 from 10:00AM-2:00PM at DCC Region 7 1/22/21 from 10:00AM-2:00PM at DOC CO

