

COURTHOUSE SECURITY & FACILITIES COMMITTEE AGENDA

Wednesday, June 4, 2025 at 8:30 a.m.

**In Person Location: Jefferson County Courthouse
311 S. Center Ave., Room C1021 Jefferson WI 53549**

Committee Members by SCR 68.05

*Bennett J. Brantmeier
Circuit Court Judge*

*Steven Nass
County Board Chair*

*Michael Luckey
County Administrator*

*Jennifer Weber
Circuit Court Commissioner*

*Travis Maze
Sheriff*

*Margo Gray
Captain*

*Eric Heine
Sergeant*

*Monica Hall
District Attorney*

*Cassie Nelson
Public Defender*

*Cindy Hamre Incha
Clerk of Circuit Court*

*John Chavez
Rep. of local Bar
Association*

*Lillian Kaplan
V/W Coordinator*

*Tracy Hameau
Emergency Mgmt Director*

*John Fox
Director of Facilities Mgmt.*

*Danielle Thompson
Corporation Counsel*

1. Call to order.
2. Roll call.
3. Certification of compliance with the open meetings law.
4. Review and approve minutes from March 5, 2025 meeting.
5. Public comment. (Members of the public who wish to address the committee on specific agenda items must register their request at this time)
6. Variance for Courtroom Fire Exits (Luckey)
7. Communications
8. Fire/Emergency Management/Evacuation Maps (John Fox)
9. Active threat training (Sheriff Maze)
 - November 19, 2025
 - Trauma training (Date?)
10. Security Training / Courthouse Security
 - Incidents/reporting (Sgt. Heine)
 - Scanning entering Courthouse (Judge Brantmeier)
11. Construction Completion
 - Jail ventilation project (John Fox)
12. Business continuity plan (Tracy Hameau)
13. County Emergency Procedure Flip Chart (Tracy Hameau)
14. Courthouse Security manual (Mike Neimon)
15. Tentative future meeting dates/confirm format going forward:
 - September 3, 2025 – 8:30 a.m. ZOOM
 - December 4, 2025 – 8:30 a.m. ZOOM
16. Future agenda items (Judicial Security Profile)
17. Adjourn.

Join Zoom Meeting: <https://wicourts.zoom.us/j/88426724065> Meeting ID: 884 2672 4065 Questions regarding Zoom info contact: jean.gess@wicourts.gov A quorum of any Jefferson Co. Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting. Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.