

COURTHOUSE SECURITY & FACILITIES COMMITTEE AGENDA

Wednesday, September 3, 2025 at 9:00 a.m.

**In Person Location: Jefferson County Courthouse
311 S. Center Avenue, 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 June 4, 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. Emergency Exits (John Fox / Tracy Hameau)
 - 6-16-25 Tornado warning
 - Alarms
 - Cell / office phone / email notice.
7. Active threat training (Sheriff Maze)
 - Trauma training (stop the bleed) Thursday, Sept. 11 & 18, 2025
 - Active Threat Training Wed., Nov. 19, 2025 1/2 day - Courthouse closed
 - Incl. Dept. Review
8. Security Training / Courthouse Security
 - Incidents/reporting (Sgt. Heine)
 - Scanning entering Courthouse (Judge Brantmeier)
9. Business continuity plan (Tracy Hameau)
10. County Emergency Procedure Flip Chart (Tracy Hameau)
11. Courthouse Security manual (Sgt. Heine)
12. Safety Committee Update (Tracy Hameau)
13. Judicial Security Profile (Staci Hoffman)
14. Tentative future meeting dates/confirm format going forward:
 - December 4, 2025 - 8:30 a.m. ZOOM
 - March 4, 2026 - 8:30 a.m. ZOOM
 - June 3, 2026 - 8:30 a.m. ZOOM
15. Future agenda items (Judicial Security Profile)
16. Adjourn.

Join Teams Meeting now: Meeting ID: 217 663 053 703 4 Passcode: i2Ui2Xi9

A quorum of any Jefferson County 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.