

COURTHOUSE SECURITY & FACILITIES COMMITTEE AGENDA

Wednesday, December 3, 2025 at 8:30 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 September 3, 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. Security Door in Courtroom – 15 second delay (John Fox)
7. Emergency Exits update (John Fox/Tracy Hameau)
 - Cell / office phone / email notice
 - PA System guidelines
8. Active threat/safety drill (Sheriff Maze)
 - Debriefing
 - Trauma kit's location
 - Incl. Dept. Review
9. Security Training / Courthouse Security
 - Incidents/reporting (Sgt. Heine)
 - Scanning entering Courthouse (Judge Brantmeier)
10. Recap of Fire Drill (John Fox)
 - Computerized notice to phone
 - Point person for reporting
11. Business continuity plan (Tracy Hameau)
12. County Emergency Procedure Flip Chart – Update (Tracy Hameau)
13. Attached Courthouse Security manual (Sgt. Heine)
 - Review & vote
14. Safety Committee Update/Stop the Bleed Kits; placement (Tracy Hameau)
15. Tentative future meeting dates/confirm format going forward.
 - March 4, 2026 - 8:30 a.m. ZOOM
 - June 3, 2026 - 8:30 a.m. ZOOM
 - September 2, 2026 - 8:30 a.m. ZOOM
 - December 2, 2026 - 8:30 a.m. ZOOM
16. Future agenda items
17. Adjourn.

Join ZOOM Meeting now: <https://wicourts.zoom.us/j/88426724065> Meeting ID: 884 2672 4065 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.