

# **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.