

# COURTHOUSE SECURITY & FACILITIES COMMITTEE AGENDA

Wednesday, March 4, 2026 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

*Ryan Roecker*  
Comm & Mktg Coord.

1. Call to order.
2. Roll call.
3. Certification of compliance with the open meetings law.
4. Review and approve minutes from December 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. Ryan Roecker possible vote to add as a committee member.
7. Security Door in Courtroom – 30 second delay / posted? (John Fox)
  - Volume/malfunctions tied to Central ?
8. Emergency Exits update / Alarms on doors (Sgt. Heine)
  - Extra Cameras
  - PA System update / Central ?
9. Active Threat/Safety Drill – Future Efforts (Sheriff Maze)
  - Sheriff Dept. Written guidelines ?
10. Incidents (Sgt. Heine)
  - Film on glass
11. Security Threat & Incident Reporting (Mike Neiman)
12. Fire Drills (John Fox & Tracy Hameau)
  - Computerized notice to phone
  - Departmental Point Persons
13. Business continuity plan (Tracy Hameau)
14. County Emergency Procedure Flip Chart – Update (Tracy Hameau)
  - Security manual distributed to all Dept's & new hires?
  - Stop the bleed kits/red
15. Annual Safety Training (Tracy Hameau)
16. Tentative future meeting dates/confirm format going forward.
  - June 3, 2026 - 8:30 a.m. ZOOM
  - September 2, 2026 - 8:30 a.m. ZOOM
  - December 2, 2026 - 8:30 a.m. ZOOM
17. New Chair / July 1, 2026
18. Future agenda items
19. 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.