

COURTHOUSE SECURITY & FACILITIES COMMITTEE AGENDA

Wednesday, June 3, 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 March 4, 2026 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 – 30 second delay / posted? (John Fox)
 - Tied to Central (any updates ?)
 - Audio alarms on emergency egress doors
7. Incidents (Sgt. Heine)
 - Film on glass
 - Security / Capitol Police Inspection
8. Policy for reporting incidents (Cindy Hamre / Sgt Heine)
 - Testing panic buttons (Sgt Heine)
9. Security Break-out. Group Update (Tracy & John)
10. Fire Drills (John Fox & Tracy Hameau)
 - County Point Person(s)
11. Business Continuity Plan/Courts Emergency Procedure (Tracy Hameau)
 - Review/vote
12. Annual Safety Training (Tracy Hameau)
13. Review Responsibilities for Safety & Facilities Committee (SCR68.05(4) - Attached)
14. Review Committee Responsibilities
15. Discussion: Summary of Security & Emergency Management training & annual drills. (Who conducted, participated and topics covered.) (Tracy Hameau)
16. Tentative future meeting dates / confirm format going forward. The next meeting will need to be held 9-9-26, due to Judge Gruber taking over this committee on July 1, 2026 & being unavailable on September 2, 2026.
 - September 9, 2026 - 8:30 a.m. ZOOM (Judge Gruber not available 9-2-26)
 - December 2, 2026 - 8:30 a.m. ZOOM
 - March 3, 2027 - 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.