COURTHOUSE SECURITY & FACILITIES COMMITTEE AGENDA

Wednesday, December 2nd, 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

William V. Gruber
Circuit Court Judge

Steven Nass
County Board Chair

Michael Luckey
County Administrator

Cindy Hamre Incha
Clerk of Circuit Court

Jennifer Weber
Circuit Court Commissioner

Travis Maze
Sheriff

Monica Hall
District Attorney

Cassi Nelson
Public Defender

John Chavez
Rep. of local bar association

Lillian Kaplan
V/W Coordinator

John Fox
Director of Facilities Management

Ryan Roecker
Comm & Mktg Coord.

{vacant}
Emergency Mgmt. Director

1. Call to order.
2. Roll call.
3. Certification of compliance with the open meetings law.
4. Review and approve minutes from September 2, 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. Incidents (Heine)
    - Security / Resolution Protocol
7. Policy for reporting incidents (Hamre / Heine / Kaplan)
8. Security Break-out Group update (Fox)
    - Employee Training / Testing update (Luckey)
    - Mass Notification System update (Neuhauser)
9. Flip Charts (Luckey/Fox)
10. Tentative future meeting dates / confirm format going forward:
    - March 3, 2027 - 8:30 a.m.
    - June 2, 2027 – 8:30 a.m.
    - September 1, 2027 – 8:30 a.m.
11. Future agenda items.
12. Adjourn.

Zoom Information: https://wicourts.zoom.us/j/86721526943
Meeting ID: 867 2152 6943

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.