

COURTHOUSE SECURITY & FACILITIES COMMITTEE MINUTES

Jefferson County Courthouse
311 S. Center Avenue
Jefferson, WI 53549

Wednesday, June 5, 2024 at 8:30 a.m.

Meeting held in C1021 and by Zoom

***Committee Members
by SCR 68.05***

*Bennett J. Brantmeier,
Circuit Court Judge*

*Steven Nass
County Board Chair*

*Benjamin Wehmeier
County Administrator*

*Cindy Hamre Incha
Clerk of Circuit Court*

*Jennifer Weber
Circuit Court Commissioner*

*Paul Milbrath
Sheriff*

*Monica Hall
District Attorney*

*Amber Rumpf
Public Defender*

*John Chavez
Rep. of local bar association*

*Laurie Anderson
V/W Coordinator*

*Donna Haugom
Emergency Mgmt Director*

*Ryan Hayes
Director of Facilities
Management*

1. Call to order at 8:32 a.m. by Judge Brantmeier.
2. Roll call: Judge Bennett J. Brantmeier, County Administrator Benjamin Wehmeier, Commissioner Jennifer Weber, Sheriff's Department Chief Hunter, District Attorney Monica Hall, Public Defender Manager Amber Rumpf, Bar Representative John Chavez, Emergency Management Director Donna Haugom, Director of Facilities Management Ryan Hayes.

Other attendees: Sgt. Matt Kanters, Chief Don Hunter, Corporation Counsel Danielle Thompson; District Court Administrator Michael Neimon

Absent: Sheriff Paul Milbrath; Clerk Cindy Hamre Incha; V/W Coordinator-position vacant due to Ms. Anderson's retirement.
3. Certification of compliance with the open meetings law verified by Administrator Wehmeier.
4. Review and approve minutes from March 6, 2024 meeting: motion by Jennifer Weber, second by Donna Haugom. Motion carried.
5. Public comment: None.
6. Communications: None
7. Building Project Updates: Administrator Wehmeier indicates the next transition will occur at the end of June/beginning of July for 1st floor courtrooms. The temporary wall/door on the first floor will be removed next week in anticipation of C1164 courtroom move. It is expected 1st floor courtrooms will be fully operational by 07/15. Law Enforcement Center expects to move into new area around Labor Day. Full projection completed is expected by end of November 2024.
8. Safety Planning During Construction/Tornado Drill: Continued development with HR and to-be-hired Safety Risk Manager. Members of local bar association have been delivered to HR for inclusion in the courthouse emergency notifications.
9. Fire Evacuation: Judge Brantmeier met with HR-there is a fire evacuation plan in place that is currently impacted by the construction. This issue will be

tabled until next meeting when Terri Palm can be present. Plan for a fire evacuation drill to occur after next phasing at end of June/beginning of July.

10. Construction impact on security: New panic/duress alarms are in place in new areas. Ryan Hayes and Sgt. Kanters will be conducting office to office training on new system. Old devices are still operational for those offices currently in transition.
11. Trauma kits/May training date: At the last meeting, Clerk Hamre Incha indicated a May training date. No further information has been provided by Clerk Hamre Incha since the last meeting. Judge Brantmeier will discuss with Clerk Hamre Incha. This issue is tabled to next meeting.
12. Narcan Update: New Narcan has been distributed throughout the courthouse. Narcan training will occur on June 25, 2024 at 10:30 a.m.-12:00 p.m. by Addiction Resource Council.
13. Business continuity plan-Donna Haugom is retiring in September. She has a good start on the continuity plan, but upon consultation with other counties, it is recommended to have outside consultant involvement. Mike Neimon indicates for CCAP side, they would be involved in this planning, but the first information needed is where would operations occur. Need short-medium-long term planning. DA's Protect system managers to also be consulted.
14. Safety Training in Appleton: Deputy Hein and Sgt. Kanters attended. Information and further development of security was coordinated with Ryan Hayes to implement new security measures. Post-construction it is recommended a US Marshal conduct a site assessment. Jefferson County continues to move in more secure environment. Sgt. Kanters encourages everyone on committee to attend.

We are currently using the standardized form for reporting of threats. Judge Brantmeier is on a subcommittee for Security Training for the Supreme Court. They are developing policies for security and Administrator Wehmeier reports the new legislation will impact County systems that they are working through prior to the effective date.

Critical Incident Training-Sgt. Kanters is working with Dep. Dandoy. Training is in process for a full scale exercise.

15. Tentative future meeting dates:
September 4, 2024 at 8:30 a.m.-in person (Zoom also to be available)
December 4, 2024 at 8:30 a.m. -in person (Zoom also to be available)
16. Future agenda items: None presented.

17. Motion to adjourn by Commissioner Weber; second by Danielle Thompson; all in favor. Motion carried unanimously. Adjourned at 9:09 a.m.