

COURTHOUSE SECURITY & FACILITIES COMMITTEE MINUTES

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

Wednesday, September 4, 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*

*Travis Maze
Sheriff*

*Monica Hall
District Attorney*

*Amber Rumpf
Public Defender*

*John Chavez
Rep. of local bar association*

*Lillian Kaplan
V/W Coordinator*

*Tracy Hameau
Emergency Mgmt Director*

*Ryan Hayes
Director of Facilities
Management*

1. Call to order at 8:39 a.m. by Commissioner Weber.
2. Roll call: Judge Bennett J. Brantmeier, County Administrator Benjamin Wehmeier, Commissioner Jennifer Weber, Sheriff Travis Maze, District Attorney Monica Hall, Public Defender Manager Amber Rumpf, Bar Representative John Chavez, Victim/Witness Coordinator Lillian Kaplan, Emergency Management Director Tracy Hameau, Director of Facilities Management Ryan Hayes.

Other attendees: Captain Matt Kanters, Captain Margo Gray, Corporation Counsel Danielle Thompson; District Court Administrator Michael Neimon, HR Director Terri Palm

Absent: None.
3. Certification of compliance with the open meetings law verified by Administrator Wehmeier.
4. Review and approve minutes from June 5, 2024 meeting: motion by Monica Hall, second by Ben Wehmeier. Motion carried.
5. Public comment: None.
6. New Members/Welcome: New members are Sheriff Travis Maze, Victim/Witness Coordinator Lillian Kaplan, Emergency Management Director Tracy Hameau.
7. Fire exits/Door Access for courtrooms: Ben Wehmeier and Ryan Hayes are working through the construction project to secure the door in the ceremonial courtroom and the options available. Further information will be provided at the next meeting as to the options available to maintain a secure courtroom and also maintain compliance with fire codes.
8. Communications: None
9. Building Project Updates:
 - a. Project completion dates: Occupancy was granted in the law enforcement center last week. It is expected relocation to the law

enforcement center will be in approximately 1 month and jail completion in approximately 6 weeks. The second floor courtrooms expected completed is late November/early December. The area previously known as “pink island” is nearing completion.

- b. Construction/Renovation Project: There was a switch in the office space on the second floor to accommodate an office for the Sheriff’s Department to be able to have a booking room.
 - c. Future projects: During the renovation project at the jail there was a plumbing issue discovered. An additional project to being added to addressed these issues.
10. Fire Evacuation: Terri Palm explained the last fire evacuation plan for the county is approximately 10 years old. With the renovation project, the evacuation routes will change. The County is hiring a Risk Management Safety Officer. The County intends to develop a new county-wide evacuation plan with the Risk Management Safety Officer, including training and drills, response, evacuation path, security involvement, lock down non-evacuation routes, meeting locations, communications, accommodations for persons with disabilities.
 11. Construction impact on security: Captain Kanters reports there have been no major events. In the near future, the construction area in the parking lot will be consolidated.
 12. Recent threats: Captain Kanters reports there have been no recent threats toward courts or personnel on a local or state level. The Sheriff’s Dept. is using the written forms and reporting to District Court any incidents. Administrator Wehmeier discussed the 1st Amendment Auditors and Corp. Counsel is providing training to staff in all county building. Additional signage will be posted for private areas.
 13. Trauma training/costs: Clerk Hamre Incha explained the Stop the Bleed training and the cost for certification. She intends to offer the training to the Clerk of Courts staff to be completed by end of year. She also intends to purchase kits for the Clerk of Courts area and the courtrooms/hearing rooms. Each Department is encouraged to look at the cost for training in new areas. EM Director Hameau will also look into training options available. Corp. Counsel Thompson indicates formal certification is not necessary for all staff.
 14. Business Continuity Plan: The committee reviewed the history of the old plan and the need for a new plan. The Risk Management Safety Officer, when hired, will work with EM Director in developing an updated plan.
 15. Tentative future meeting dates:
 - December 4, 2024 at 8:30 a.m. –in person (Zoom also to be available)
 - March 5, 2025 at 8:30 a.m.-in person (Zoom also to be available)

16. Future agenda items: None presented.
17. Motion to adjourn by Judge Brantmeier; all in favor. Motion carried unanimously. Adjourned at 9:30 a.m.