

COURTHOUSE SECURITY & FACILITIES COMMITTEE MINUTES

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

Wednesday, December 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 8:32 a.m. by Judge Brantmeier.
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, Victim/Witness Coordinator Lillian Kaplan.

Other attendees: Captain Margo Gray, Sergeant Eric Heine, Chief Don Hunter Corporation Counsel Danielle Thompson.

Absent: Bar Representative John Chavez, Clerk of Court Hamre Incha, Emergency Management Director Tracy Hameau, Director of Facilities Management Ryan Hayes.
3. Certification of compliance with the open meetings law verified by Administrator Wehmeier.
4. Review and approve minutes from September 4, 2024 meeting: motion by Monica Hall, second by Travis Maze. Motion carried.
5. Public comment: None.
6. New Members/Changes: Attorney Rumpf indicates she will maintain her position on this committee until the new hire occurs.
7. Fire exits/Door Access for courtrooms: Ben Wehmeier reports a meeting will be scheduled with the architectural firm and will continue to keep this committee updated.
8. Communications: None
9. Building Project Updates:
 - a. Project completion dates: Occupancy was on 12/03/24 for the second floor courts area. Next step is installation of technology in the courtrooms. Continue to look at mid-January for completion.
 - b. Construction/Renovation Project: The Veteran's Office is moving back into the courthouse today. The parking lot will be reopening in its entirety next week.

c. Future projects: The jail ventilation project is ongoing.

10. Construction impact on security: Duress alarms for judicial suites have arrived, awaiting programming from MIS and will be delivered to the areas.
11. Active shooter training-This agenda item should be renamed to Active Threat Training. Training will occur in 2025. The Sheriff's Department is training in February. Sheriff Maze intends to have mini-sessions through the year on the new model training. Intend to hold a full scale exercise in October/November 2025.
12. Trauma training/costs: This committee is continuing to explore options and costs. Once it is determined for training to occur, discussion will take place as to centralized location for kits.
13. Business Continuity Plan: Administrator Wehmeier reports Emergency Management Director Hameau is working on developing an updated synchronized plan.
14. Tentative future meeting dates:
 - March 5, 2025 at 8:30 a.m. -in person (Zoom also to be available)
 - June 4, 2025 at 8:30 a.m.-in person (Zoom also to be available)
 - September 3, 2025 at 8:30 a.m.-in person (Zoom also to be available)
 - December 4, 2025 at 8:30 a.m.-in person (Zoom also to be available)
15. Future agenda items: Emergency evacuation updated plans
16. Motion to adjourn by Commissioner Weber; second by Administrator Wehmeier; all in favor. Motion carried unanimously. Adjourned at 8:56 a.m.