

COURTHOUSE SECURITY & FACILITIES COMMITTEE MINUTES

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

Wednesday, March 5, 2025 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*

*Michael Luckey
Interim 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*

*Tracy Hameau
Emergency Mgmt Director*

*John Fox
Director of Facilities
Management*

1. Call to order at 8:40 a.m. by Judge Brantmeier.
2. Roll call: Judge Bennett J. Brantmeier, County Administrator Michael Luckey, Commissioner Jennifer Weber, Sheriff Travis Maze, District Attorney Monica Hall, Public Defender Manager Cassi Nelson, Bar Representative John Chavez, Emergency Management Director Tracy Hameau, Director of Facilities Management John Fox.

Other attendees: Captain Margo Gray, Sergeant Eric Heine, Chief Don Hunter Corporation Counsel Danielle Thompson, District Court Administrator Mike Neimon

Absent: County Board Chair Steven Nass, Clerk of Court Cindy Hamre Incha, V/W Coordinator Lillian Kaplan.
3. Certification of compliance with the open meetings law verified by Administrator Luckey.
4. Review and approve minutes from December 4, 2024 meeting: motion by Monica Hall, second by Travis Maze. Motion carried.
5. Public comment: None.
6. New Members/Changes: Attorney Cassi Nelson and Director of Facilities Management John Fox.
7. Fire exits/Door Access for courtrooms: Michael Luckey reports the request for variance was submitted on 02/19/2025 to DSPPS to pursue delayed egress from the two southern courtrooms. A decision is expected in the near future. The two fire doors in the secure hallways have been secured and key card access is required.
8. Communications: None
9. Fire/Emergency Management Evacuation Plans: Traci Hameau, John Fox and Michael Luckey are working to develop new plans county wide. Traci will take the lead to coordinate subject to county administrator approval. The Risk Safety Position is open and it is anticipated it will be filled in the near future

and once filled, this person will also participate in the development of the new plans.

10. Active threat training/set dates: Sheriff Maze is arranging for two classroom settings. One for Avoid/Deny/Defend and the other for Stop the Bleed. He is scheduling training in two sessions with each session being offered on 2 days and for 1 ½-2 hours each session. The courthouse wide drill will occur on November 19, 2025.
11. Security with completion of construction: Sergeant Heine reports they are waiting on alarms for several exterior doors and camera installation on the north side of the building. There also needs to be additional lighting for certain exterior doors. The committee discussed parking and parking restrictions.
12. Construction Completion: Administrator Luckey reports this should be completed within the next few weeks for the jail ventilation project.
13. Trauma training, costs and training dates: Sheriff Maze and two other deputies are now trained for Stop the Bleed and dates will be set by the Sheriff in conjunction with #10 above. The Sheriff will work with Emergency Management on location for the kits.
14. Business Continuity Plan: Emergency Management Director Hameau is working on developing an updated synchronized plan. She spoke with John Fox and MIS regarding software development for continuity offsite.
15. County Emergency Procedure: Discussed with #9 above.
16. Judicial Security Profile: The committee will encourage the Judges and Commissioner(s) to complete the profile. Judge Brantmeier will work with the District Court Administrator and Register of Deeds regarding redaction of information on public records.
17. Tentative future meeting dates:
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)
18. Future agenda items: None
19. Motion to adjourn by Commissioner Weber; second by District Attorney Hall; all in favor. Motion carried unanimously. Adjourned at 9:36 a.m.