

## **COURTHOUSE SECURITY & FACILITIES COMMITTEE MINUTES**

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

**Wednesday, June 4, 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 8:36 a.m. by Judge Brantmeier.
2. Roll call: Judge Bennett J. Brantmeier, Commissioner Jennifer Weber, Sheriff Travis Maze, District Attorney Monica Hall, Public Defender Manager Cassi Nelson, Bar Representative John Chavez, V/W Coordinator Lillian Kaplan, 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  
  
Absent: County Board Chair Steven Nass, Clerk of Court Cindy Hamre Incha, County Administrator Michael Luckey.
3. Certification of compliance with the open meetings law verified by Corporation Counsel Danielle Thompson.
4. Review and approve minutes from March 5, 2025 meeting: motion by Tracy Hameau, second by Monica Hall. Motion carried.
5. Public comment: None.
6. Variance for Courtroom Fire Exits: John Fox reports the variance has been approved, the request for bids is out. Project should be complete by next meeting.
7. Communications: None
8. Fire/Emergency Management/Evacuation Maps: The maps for administration and courthouse have been drafted. Emergency Management and JESO is working on draft for jail. The drafts should be completed and ready for review at the next meeting.
9. Active threat training: The first portion of training is complete. 150-175 employees attended. The second portion of training is scheduled for 9/11 and 9/18 both morning (9-11am) and afternoon (1-3pm). This is the trauma response training. Sgt Heine and Ms. Hameau are in discussion of how many kits will be needed (estimate about 75). They are reviewing costs for the kits. The courthouse-wide drill is scheduled for 11/19/25. The committee discusses

closure of the courthouse building to the public for that morning. Attorney Thompson will speak with Administrator Luckey regarding a resolution to close the courthouse to the public for the morning of 11/19/25.

10. Security Training/Courthouse Security: Sgt. Heine reports since the last meeting there were 2 reports. Both are logged with JESO and the state. The committee discusses Sgt. Heine make reports for instances where a deputy is requested in the courtroom.

The committee further discusses random screening of employees upon entry into the courthouse. Judge Brantmeier motions for a minimum of 1 day per month, every person entering the courthouse is to be screened, including employees and bar members. Sheriff Maze seconds. Motion carries unanimously.

11. Construction Completion: John Fox reports the construction in the jail is complete. There is a punch list and the finance committee will be meeting next week to discuss.
12. Business Continuity Plan: Emergency Management Director Hameau is working on developing an updated synchronized plan. This project continues to be in progress.
13. County Emergency Procedure: This was discussed with #12 above and continues to be a project in progress.
14. Courthouse Security manual: Sgt Heine located an old draft and is working on updating. Sgt. Heine will have the manual ready for committee review before the next meeting.
15. Tentative future meeting dates:  
September 3, 2025 at **9:00 a.m.**-in person (Zoom also to be available)  
December 4, 2025 at 8:30 a.m.-in person (Zoom also to be available)
16. Future agenda items: Judicial Security Profile and Individual Dept. Active Threat Procedure Review.
17. Motion to adjourn by Commissioner Weber; second by John Fox, all in favor. Motion carried unanimously. Adjourned at 9:11 a.m.