

COURTHOUSE SECURITY & FACILITIES COMMITTEE AGENDA

Wednesday, March 4, 2026 at 8:30 a.m.

In Person Location: Jefferson County Courthouse
311 S. Center Avenue, Room C1021, Jefferson, WI 53549

Committee Members by SCR 68.05

Bennett J. Brantmeier
Circuit Court Judge

Steven Nass
County Board Chair

Michael Luckey
County Administrator

Jennifer Weber
Circuit Court
Commissioner

Travis Maze
Sheriff

Margo Gray
Captain

Eric Heine
Sergeant

Monica Hall
District Attorney

Cassie Nelson
Public Defender

Cindy Hamre Incha
Clerk of Circuit Court

John Chavez
Rep. of local Bar
Association

Lillian Kaplan
V/W Coordinator

Tracy Hameau
Emergency Mgmt
Director

John Fox
Director of Facilities
Mgmt.

Danielle Thompson
Corporation Counsel

Ryan Roecker
Comm & Mktg Coord.

1. Call to order.
2. Roll call.
3. Certification of compliance with the open meetings law.
4. Review and approve minutes from December 3, 2025 meeting.
5. Public comment. (Members of the public who wish to address the committee on specific agenda items must register their request at this time)
6. Ryan Roecker possible vote to add as a committee member.
7. Security Door in Courtroom – 30 second delay / posted? (John Fox)
 - Volume/malfunctions tied to Central ?
8. Emergency Exits update / Alarms on doors (Sgt. Heine)
 - Extra Cameras
 - PA System update / Central ?
9. Active Threat/Safety Drill – Future Efforts (Sheriff Maze)
 - Sheriff Dept. Written guidelines ?
10. Incidents (Sgt. Heine)
 - Film on glass
11. Security Threat & Incident Reporting (Mike Neiman)
12. Fire Drills (John Fox & Tracy Hameau)
 - Computerized notice to phone
 - Departmental Point Persons
13. Business continuity plan (Tracy Hameau)
14. County Emergency Procedure Flip Chart – Update (Tracy Hameau)
 - Security manual distributed to all Dept's & new hires?
 - Stop the bleed kits/red
15. Annual Safety Training (Tracy Hameau)
16. Tentative future meeting dates/confirm format going forward.
 - June 3, 2026 - 8:30 a.m. ZOOM
 - September 2, 2026 - 8:30 a.m. ZOOM
 - December 2, 2026 - 8:30 a.m. ZOOM
17. New Chair / July 1, 2026
18. Future agenda items
19. Adjourn.

Join ZOOM Meeting now: <https://wicourts.zoom.us/j/88426724065> Meeting ID: 884 2672 4065 A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting. Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

Jefferson County staff participate in courthouse safety and trauma training

By: Stephen Kelley | Public Information Officer



The training culminated with a four-hour emergency simulation

It was anything but an ordinary workday at the courthouse as Jefferson County employees worked through staged emergency scenarios during the final session of a countywide safety and trauma training program. The November training required a temporary four-hour closure while staff practiced responding to simulated emergencies and provided aid to actors portraying injured individuals.

The Jefferson County Sheriff's Department led the instruction. Sheriff Travis Maze noted that staff participation throughout the sessions showed a strong commitment to public service and safety. The county reports that the training aligns with its strategic plan, which highlights workforce development and preparation for unexpected events.

Judge Bennett J. Brantmeier, who chairs the Courthouse Security and Facilities Committee, said the sessions gave staff an important opportunity to apply what they learned.

“I want to commend Sheriff Maze and his department for equipping County staff with the necessary training to help themselves and others during an emergency,” Judge Brantmeier said. “I’ve had only positive feedback about the emergency training from County employees, who showed significant professionalism and commitment to learning how to handle themselves during an emergency.”

County Administrator Michael Luckey said the initiative supports a safe and prepared workplace for employees and the public. He said the sessions help ensure staff are ready to respond effectively when emergencies arise.

The county plans to continue offering training opportunities that reinforce readiness, strengthen teamwork, and support effective emergency response within the courthouse.