

COURTHOUSE SECURITY & FACILITIES COMMITTEE AGENDA

Wednesday, Sept 2nd, 2026 at 8:30 a.m.

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

Please note new Zoom Information: <https://wicourts.zoom.us/j/86721526943>

Meeting ID: 867 2152 6943

Committee Members by SCR 68.05

*William V. Gruber
Circuit Court Judge*

*Steven Nass
County Board Chair*

*Michael Luckey
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*

*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 June 3, 2026 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. Security door in Courtroom – 30 second delay / updated/loud (Fox)
 - Tied to Central
 - Audio alarms on emergency egress doors
7. Incidents (Heine)
 - Security / Capitol Police Inspection
8. Policy for reporting incidents (Hamre / Heine / Kaplan)
 - Testing panic buttons (Heine)
9. Security Break-out Group Update (Hameau / Fox)
10. Business Continuity Plan / Review Courts Emergency Procedure (Hameau)
11. Critical Incident Mapping (Hameau)
12. Tentative future meeting dates / confirm format going forward:
 - December 2, 2026 - 8:30 a.m.
 - March 3, 2027 - 8:30 a.m.
 - June 2, 2027 – 8:30 a.m.
13. Future agenda items.
14. Adjourn.

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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.

COURTHOUSE SECURITY & FACILITIES COMMITTEE MINUTES

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

Wednesday, June 3, 2026 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
County Administrator*

*Cindy Hamre Incha
Clerk of Circuit Court*

*Jennifer Weber
Circuit Court Commissioner*

*Travis Maze
Sheriff*

*Monica Hall
District Attorney*

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*John Chavez
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V/W Coordinator*

*Tracy Hameau
Emergency Mgmt Director*

*John Fox
Director of Facilities
Management*

*Ryan Roecker
Comm & Mktg Coord.*

1. Call to order at 8:32 a.m. by Judge Brantmeier.
2. Roll call: Judge Bennett Brantmeier, County Administrator Michael Luckey, 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, Comm & Mktg Coordinator Ryan Roecker.

Other attendees: Captain Margo Gray, Corporation Counsel Danielle Thompson, District Court Administrator Mike Neimon

Absent: County Board Chair Steven Nass; Clerk of Courts Cindy Hamre Incha
3. Certification of compliance with the open meetings law verified by Corporation Counsel Michael Luckey.
4. Review and approve minutes from March 4, 2026 meeting: motion by Monica Hall, second by Tracy Hameau. Motion carried.
5. Public comment: None.
6. Security Door in Courtrooms-The doors have been installed. John Fox is working with company to have new parts delivered to increase volume of alarm. Currently Sgt. Heine and John Fox are notified when alarm is activated. Committee discusses and approves to include Central at the Jail for activation in addition to Sgt. Heine and John Fox. The instructions for the door and warnings are posted. This issue will be carried over to next meeting for update on parts replacement for volume.
7. Incidents: Capt. Gray does not report any incidents. A security assessment by Capitol Police will be scheduled when all cameras have been installed. John Fox has 3 bids for the cameras and he is working through the bids. This item Additional security cameras and security assessment will remain on the agenda for next meeting. The privacy film on the glass has been completed. This item can be removed from agenda.
8. Policy for reporting incidents: If a Deputy is summoned to the courtroom by anyone (panic button activation or call), a policy will be developed as to who

completes the incident report. There will be different reporters based upon location in the courtroom. Clerk or Commissioner (if no clerk) will complete report for an incident within the courtroom. Sheriff's Office will complete report outside of courtroom. Sgt. Heine will work with Deputies, Clerk of Courts and Commissioners for the reporting requirement. This item will be carried over to next meeting.

Sgt. Heine completed all testing of panic buttons. All are operational. Sgt. Heine will be coordinating a refresher for employees in button use.

9. Safety Committee Update: Tracy Hameau and Michael Luckey indicate a meeting will be scheduled in the near future. This is a multi-department ad-hoc safety committee created approximately one year ago to address larger scale safety issues county-wide.
10. Fire Drill: County Point Person has been designated. John Fox is the site lead. This item can be removed from agenda as completed.
11. Business continuity plan/Courts Emergency Procedure: The Business Continuity Plan continues to be in development. The Emergency Procedures manual has been completed, awaiting final approval from Corp. Counsel and will then go to print. For the next agenda, the Emergency Procedures Manual shall be a separate agenda item to confirm distribution.
12. Annual Safety Training: Tracy Hameau will coordinate with Public Health for CPR/AED/Stop the Bleed refresher training. This item can be removed from the agenda.
13. Review Responsibilities for Security and Facilities Committee: A copy of SCR 68.05 was attached the agenda. All members are encouraged to review. Discussion as to who are members of the committee. Capt. Gray and Sgt. Heine are not members, they are the Sheriff's designees. Commissioner Weber motions to formally include Emergency Management Director as a Member. DA Hall seconds, motion carried. Upon suggestion from DCA Neimon, Commissioner Weber will draft for Presiding Judge signature an Order for Chief Judge to sign designating the Committee Members. This item does not need to be carried over to next meeting.
14. Review Committee Responsibilities-Joined with agenda item #13 above. No carry over to next meeting.
15. Summary of Security & Emergency Management Training and annual drills. This was discussed in #12 above. No carry over to next meeting.
16. Tentative future meeting dates:

- September 2, 2026 at 8:30 a.m.-in person (Zoom also to be available), noting Judge Gruber is not available and Michael Luckey will chair this meeting.
- December 2, 2026 at 8:30 a.m.-in person (Zoom also to be available)
- March 3, 2027 at 8:30 a.m.-in person (Zoom also to be available)

17. New Chair- Effective July 1, 2026, Judge William Gruber is the new chair of the committee
18. Future Agenda Items-Tracy Hameau and Sheriff Maze-Critical Incident Mapping.
19. Motion to adjourn made by Commissioner Weber, second by John Fox. Motion carried. Meeting adjourned at 9:17 a.m.