

MINUTES OF THE COURTHOUSE SECURITY MEETING OF OCTOBER 7, 2016

Call to Order

The Courthouse Security Committee was called to order on October 7, 2016 at 9:15 am by Judge Sciascia.

Roll Call

Members in attendance were: Judge Sciascia, Steve Seim, Sheriff Dale Schmidt, Scott Smith, James Ketchem, James Mielke, Russ Kottke, Mary Ann Miller, Lynn Hron, Shelby Brandsma, Peggy Novak, Russ Freber, John Nehls, Greg Vollan.

Public Comment

There was no public comment.

Approval of Minutes

Motion by Mielke to approve the minutes of the July 1, 2016 meeting, 2nd by Miller, Motion Carried.

Report from Policy Committee

Hron reports that the Policy Committee met in August. Ketchem and Amy Nehls have developed a new Emergency Flip Chart for the Justice Facility and will distribute it after the training in January. There will be several Flip Charts printed to be available in the building – Mielke will look into funds to pay for them. There will be a table top exercise with management staff after the training. It has been confirmed that Master Control at the jail is now responsible for tornado notification of the Justice Facility. The issue of how offices are dealing with notification to court security of a potential security issue was discussed – there is no written policy at this time but it needs to be explored. Members of the committee are attempting to get information from other sources on how notification is done elsewhere.

Security Training Dates and Schedule Quarterly Security Meetings

There will be training in January of 2017 by Amy Nehls of Emergency Management and Mike Reissmann from the Sheriff's Office. Nehls will review the new Emergency Flip Chart and Reissmann will discuss active shooter issues. In the summer of 2017 there will be a tabletop to discuss the 2018 Martin Luther King Jr Day active shooter training in the Justice Facility. Sheriff Schmidt does not want any public in the area of the training. Judge Sciascia offers that there could be an alternate site for the Clerk of Courts to conduct business.

Judge Sciascia reports on the tour of the BD Municipal Court recently done and wants to schedule a time to do actual hearings. Vollan suggests a Telephone Status Hearing. Judge Sciascia reviews the kind of emergency hearings that would need to take place in the event of an emergency. Sheriff Schmidt and

Ketchem discuss security and that the existing court security officers would go to the site if there was an emergency.

Quarterly Court Security Committee meetings are to be scheduled for February, May, August, and October after the Law Enforcement Committee meetings.

Security Upgrade Project Update

Nehls reports that Elmstar will be working in the Justice Facility and will need to do some drilling early in the morning. There will be a switchover at the jail but it will not affect the courthouse. Time frames for construction were discussed.

AED's in the Justice Facility

There is one AED in the Justice Facility. Sheriff Schmidt states that if the courts want any more they will have to fund them and the cost is \$1,300-\$1,800. Judge Sciascia believes the Justice Facility staff should have CPR/First Aid Training. Brandsma offers that the Training Committee will look into it.

Panic Buttons for Court Reporters and JA's

Discussion about additional panic buttons in the building and it was agreed that it would be a problem to do so.

Attorney General Opinion on the Open Meeting Law requirement for Court Security Meetings

The Attorney General has given the opinion that Court Security Meetings are not required to be open. At this time Dodge County Court Security Meetings will not be closed unless a sensitive topic comes up.

Review after action report from the fire at the Milwaukee Courthouse

Judge Sciascia discusses the Milwaukee Courthouse fire and issues that came out of it. He states they did not have enough contact information and that department heads should have their employee contact information. Mielke offers that Emergency Management has this information. Discussion was held about Judge Bauer organizing a master list for the Justice Facility.

Things to do before the next Security Committee meeting

Judge Bauer raises the issue of bailiff pay and will look to hire bailiffs with law enforcement experience. Security/Emergency Management training will take place in January with a follow up table top discussion by management.

New Business

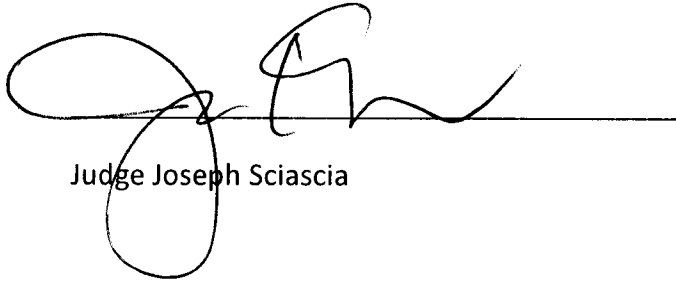
Membership of the committee was discussed. Judge Sciascia review the Supreme Court Rule and the committee is in compliance with the SCR.

Date, time, and location of next meeting

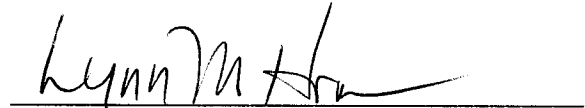
The next meeting of the Courthouse Security Committee will take place following the February Law Enforcement Committee meeting on February 3, 2016 at 9:15 am in Room 3038C of the Dodge County Justice Facility, 210 W. Center Street, Juneau, Wisconsin.

Motion by Sheriff Schmidt to adjourn, 2nd by Ketchem, Motion Carried.

Meeting adjourned at 10:08 am.

A handwritten signature in black ink, appearing to read "J. Sciascia", written over a horizontal line.

Judge Joseph Sciascia

A handwritten signature in black ink, appearing to read "Lynn Hron", written over a horizontal line.

Lynn Hron, Secretary

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.