

MINUTES OF THE COURTHOUSE SECURITY MEETING OF FEBRUARY 3, 2017

Call to Order

The Courthouse Security Committee was called to order on February 3, 2017 at 9:24 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, Kurt Klomberg, Bernie Mueller, Shelby Brandsma, Peggy Novak, Russ Freber, John Nehls, Brad Jansen, and Jaclyn Shelton.

Public Comment

There was no public comment.

Approval of Minutes

Motion by Mielke to approve the minutes of the October 7, 2016 meeting, 2nd by Klomberg, Motion Carried.

Hiring bailiffs with prior law enforcement experience

Judge Bauer discusses the preference by our judges to hire bailiffs with prior law enforcement experience and the difference between a jury bailiff and regular bailiff.

Locking the Jury Assembly Room door

Weddings are currently held in the Jury Assembly Room with a potential security issue because of the employee restroom hallway adjacent to the room. Adding a card reader to the door between the room and hallway were discussed. Judge Sciascia suggested that weddings be moved to the Branch 5 courtroom. Maintenance will look into adding a card reader to the door and making it part of the security electronic upgrade project. Court Security will make sure that the public doors remain locked to the room. This issue will be added to the next meeting for review.

Handicapped Entrances to courtrooms

Freber advises that the courtrooms are compliant with ADA codes. Shelton adds that it is difficult to get wheelchairs in the courtrooms. Freber and the Capital Improvement Committee will look into whether all courtrooms are compliant with codes. This issue will be added to the next meeting for review.

Key fob access to hallway from Probate Office

Adding a buzzer to the back hallway door to the Probate Office was discussed. Sheriff Schmidt advises that Judge Bauer decided to deactivate the locking mechanism so no buzzer will be necessary.

Report on presentation by Amy Nehls and Mike Reissmann for courthouse staff

Mueller reports on the training held in January for staff of the building. There will be a table top meeting for all department heads scheduled for the Active Shooter Drill to be held in January of 2018.

Participation in the Security Conference in March

Judge Sciascia, Bernie Mueller, Shelby Brandsma, and Michelle Kenning will be attending the Security Conference in March. A grant will be covering the registration fee. Judge Sciascia will encourage the other judges to attend and would like to require others from the security committee to attend. Seim offers that he will attend next year.

Security electronic upgrade report

Freber reports on the current status of the upgrade – They have moved from the Justice Facility to the jail and are waiting for the programmer so the Justice Facility work can be finalized. Front doors of the Facility will have strikes on for security. Fire and duress alarms are discussed. Judge Sciascia states that the workers have not interfered with court business at all during the construction. The alarm issue will be added to the next meeting for review.

COOP Drill and Management Table Top discussion

Judge Sciascia reports on visiting the Beaver Dam Municipal Court. He would like to do some court hearings there to see how the process will work in the event of an emergency. He has contacted CCAP but they are unable to assist at this time because all resources are being spent on eFiling, they suggest a 2 year time frame before they can assist. Mielke offers that we should not wait the 2 years and do a limited test scenario. Sheriff Schmidt suggests doing a table top here before doing an actual exercise in either Beaver Dam or Green Lake. Amy Nehls will be setting a management table top meeting so we can do a possible exercise in October.

Things to do before the next Security Committee meeting

Check on the All Call System. Security of the Jury Assembly Room to be reviewed. Handicapped entrances to courtrooms.

New Business

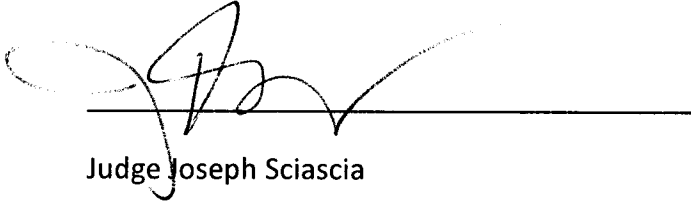
Ketchem advises that a new x-ray machine has been ordered for court security. Judge Sciascia offers that bailiffs, interpreters, and the Bar Association should be included in any future security training. A discussion was held regarding the staff of the building being trained on how to assist the public in an emergency.

Date, time, and location of next meeting

The next meeting of the Courthouse Security Committee will take place following the Law Enforcement Committee meeting on May 5, 2017 at 9:15 am in Room 3038C of the Dodge County Justice Facility, 210 W. Center Street, Juneau, Wisconsin.

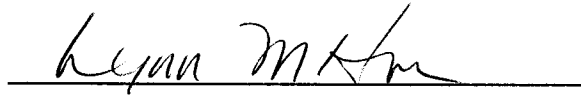
Motion by Ketchem to adjourn, 2nd by Mielke, Motion Carried.

Meeting adjourned at 10:26 am.



Handwritten signature of Judge Joseph Sciascia, consisting of a stylized 'J' and 'S' followed by a horizontal line.

Judge Joseph Sciascia



Handwritten signature of Lynn Hron, appearing to read 'Lynn M Hron', followed by a horizontal line.

Lynn Hron, Secretary

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