

## **MINUTES OF THE COURTROOM SECURITY AND FACILITIES MEETING OF AUGUST 2, 2019**

### **Call to Order**

The Courthouse Security and Facilities Committee was called to order on August 2, 2019 at 9:30 am by Judge Sciascia.

### **Roll Call**

Members in attendance were: Judge Sciascia, Steve Seim, Dale Schmidt, Amy Nehls, James Mielke, Russ Kottke, Lynn Hron, Kurt Klomberg, Bernie Mueller, Shelby Brandams, Peggy Novak, Russ Freber, Kate Findley, Rick Storzer.

Others in Attendance: Michael Neimon, DCA 3<sup>rd</sup> Judicial District who advises that the statewide Security Conference dates have not yet been set.

### **Public Comment (none)**

### **Approval of Minutes**

Motion by Klomberg to approve the minutes of the May 3, 2019 meeting, 2<sup>nd</sup> by Schmidt, Motion Carried.

### **FCC Report on the meeting/mediation room**

Brandama reports on the frequency of using the room behind Jury Assembly for mediations. Alternate solutions discussed for mediations. Brandama explains that some mediations go beyond normal business hours and it would be preferred to have a room within their current suite of offices to hold them in. Judge Sciascia will work with Brandama, Seim, and Freber to explore finding an appropriate meeting room. Freber offers that the Building Committee was not in favor of making major structural changes in the Family Court suite so another solution would be in order. Klomberg suggests that Brandama provide Court Security a copy of their mediation schedules.

### **Price of film for the front doors of the building**

Freber advises that there will be a film added to the front doors at the same time as the new frames are installed. The material has been ordered with the cost being \$2,770 for materials/labor.

### **Mandatory training for employees**

Discussion on taking the training issue to the HR Committee to have it made mandatory and what constitutes training and whether department heads should be having a discussion on what training their staff should have. Judge Sciascia stated that training is required by Supreme Court rule and should be mandatory for all courthouse employees. There was not a consensus that department heads decide what training employees should have or that they should have a discussion with the employees.

## **Training Committee Report**

Mueller explains De-Escalation Training and that Human Services has had this type of training. She is attempting to contact someone through Amy Nehls for training. The Security Flip Chart that was provided to courthouse staff was discussed and whether that should be gone over again. Neimon offers that it is beneficial for training materials to be provided prior to any type of training for staff to review them. Brandsma states the Committee should meet to determine specifics of what should be included in the January training of courthouse employees. Neimon will check for other providers that offer training. This will be put on the October agenda.

## **Key Update**

Beck has most of the key information for staff but this will be brought back in October.

## **Exterior perimeter check of the courthouse**

Beck does a daily perimeter check of the building.

## **Procedure for using the PA system to announce a false alarm**

Judge Sciascia discusses a recent fire alarm and whether there should be another announcement advising a false alarm. Schmidt will talk to Beck about having Master Control make such announcements. Brandsma offers that there is supposed to be a fire drill done every October. This will be put on the October agenda.

## **Review Incident Reports (none)**

**Calendar and any updates – the next meeting is October 4 at 9:30 am**

## **New Business – Demonstration of the new electronic restraint device**

Corporals Matt Marvin and Kevin Schultz from the Detention Facility demonstrated the new electronic restraint system to be worn when restraints cannot be visible.

## **Things to do before the next Security Committee meeting**

The Training Committee should meet to determine what training will be done in January.

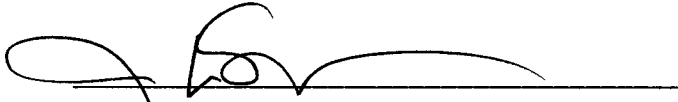
Beck will review any staff/keys that need to be identified.

The False Alarm announcement issue will be reviewed by Schmidt/Beck.

## **Determine next meeting date and time**


The next meeting of the Courtroom Security and Facilities Committee will take place following the Judicial and Public Protection Committee meeting on October 4, 2019 at 9:30 am in Room 3038C of the Dodge County Justice Facility, 210 W. Center Street, Juneau, Wisconsin.

Motion by Mielke to adjourn, 2<sup>nd</sup> by Schmidt. Meeting adjourned at 10:34 am



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Judge Joseph Sciascia



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Lynn Hron, Secretary

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