

# **Courtroom Security and Facilities Meeting Minutes**

August 2, 2024

## **1. Call to Order**

The meeting was called to order on August 2, 2024 at 9:54 am.

## **2. Roll Call**

Joseph Sciascia, Steven Seim, Cameron Clapper, Randy VandeZande, Jayme Klockow, Eric Krueger, Kelly Enright, Jim Barkei, Terra Mattheis, Jennifer Smith, John Nehls, Rick Storzer, Joe Meagher, Amanda Pulvermacher, Scott Smith, Jason Boeck

## **3. Approval of Minutes**

Motion by Jayme Klockow, Second by Randy VandeZande to approve the minutes from May 3, 2024 meeting as presented. No objections - Motion carried.

## **4. Emergency Plan review with Emergency Management**

Amanda Pulvermacher presents changes to emergency plan. Discussion regarding evacuation locations. There are four locations, they will be numbered, number one will be the primary evacuation location, remaining numbers are subsequent locations if primary is unavailable.

## **5. Training Committee Report**

Jen Smith reports. The committee is set to meet today and in October. Discussion regarding content of next courthouse training, will be red suit training and possible first aid training.

## **6. Courtroom anchors**

Eric Krueger reports on research into anchors, provides examples from Waukesha County – soft restraints that can be tethered to the desk. Cost for hardware approximately \$100 per courtroom, restraint are approximately \$200 per set. Only one or two sets needed. Physical Facilities would pay cost of hardware, Sheriff's Office cost of restraints. Motion to purchase restraints and install hardware in the courtrooms by Jayme Klockow, second by Randy VandeZande. Motion passes, no dissents.

## **7. Review Incident Reports - None**

## **8. Calendar and any updates**

- a. Committee meeting dates for 2024 –October 4
- b. All call practice – January 20, 2025
- c. Annual Employee Training – January 14, 2025 and January 28, 2025

**13. Things to do before next meeting**

Policies and Procedures report.  
Review Emergency Plan

**14. Next meeting date and time**

The next meeting of the Courtroom Security and Facilities Meeting will take place on October 4, 2024 at 9:30 am at the Dodge County Justice Facility, 3<sup>rd</sup> floor District Attorney Conference Room, 210 W. Center St. Juneau, Wisconsin.

**15. Meeting Adjourned at 10:37 a.m.**

Motion to adjourn by Eric Krueger, Second by John Nehls. Motion carried – no dissents.

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Hon. Joseph Sciascia

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Secretary

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