MINUTES OF THE COURTHOUSE SECURITY MEETING OF NOVEMBER 4, 2014

Call to Order

The Courthouse Security Committee was called to order on November 4, 2014 at 9:10 am by Judge Storck.

Roll Call

Members in attendance were Judge Storck, Judge Sciascia, Lynn Hron, James Ketchem, Kurt Klomberg, Russ Kottke, Greg Vollan, Russ Freber, Mary Ann Miller, Steve Seim, Bernie Mueller, Shelby Brandsma, and Scott Smith.

Public Comment

There was no public comment.

Approval of Minutes

Motion to approve the minutes of May 2, 2014 by Ketchem, 2nd by Miller, Motion Carried.

Discussion of personal business in courtrooms

Hron explained Judge Bauer's concern that personal business, particularly judge's personal vacations, time off, etc. should not be discussed in the courtrooms. Klomberg believes the same concern could be stated for prosecutors. It was suggested that rather than saying someone is going to be on vacation, the term "the individual is not available at that time" be used. It was decided that this would be the subject of a future all courthouse meeting so that all employees could be included.

Process for reporting and responding to security risks/threats

Ketchem explains recent contact with an individual with a possible security risk. Brandsma offers more details on the situation that occurred with the customer in the Family Court Office. Discussion was held on how information would be gathered and monitored on people that could pose a security risk. A form was distributed and discussed for reporting security threats. Much discussion was held regarding who would have access to the information and where the information would be maintained. There was concern over how this information would be used and possibly held against a person. Mueller suggests this be a topic of an all courthouse meeting.

SWAT training at the courthouse

Detective Mike Reissmann addresses the committee to explain that the Sheriff's Dept would like to hold SWAT training in the Justice Facility in the late afternoon and evening some time in

December. If anyone would like to participate or observe, they should contact Det Reissmann. The training is only for law enforcement but another session could be scheduled in the future during business hours with interactive training with staff. Brandsma offers she was recently in a middle school when they had an emergency and was impressed at how the school handled it and that we should be similarly prepared. Reissmann states this would need to be done in steps beginning with a mock lock down and move up to a scenario that staff is not aware of. There is no opposition by any committee member to have the Sheriff's Dept use the building.

East Side Exit DPS

There is a need for another quote for the east side exit DPS since it has been more than 60 days since the last one. Motion to approve getting another quote by Ketchem, 2nd by Sciascia. Freber explains what the quote would include. The Motion is amended as follows: Motion to approve getting another quote and if the quote is less than $2,000.00 to go ahead with the installation, 2nd again by Sciascia, Motion Carried.

Modification of Customer Windows in the Clerk of Courts Office

Hron explained the recent modification of customer windows – a section was added to each window station making it more secure for the staff.

Courthouse Security Improvement Projects included with the Electronic Jail Upgrade

Jail improvement projects reviewed by Smith – they will keep the courts involved with future meetings. Potential items may include panic buttons, the camera system, courtroom and door locks, and video system. Sciascia expressed concern with access to the rear corridor of the building and that may be looked at with the improvements. Interested in being included in the upgrades/projects are: Ketchem, Sciascia, Klomberg, Freber, Mueller, Smith, Vollan, and Brandsma. Smith will be organizing a meeting and advise the interested individuals.

Non law enforcement radio protocol and What Individual would be in command during incidents

Both items will be referred to a committee consisting of: Ketchem, Sciascia, Klomberg, and Storck.

Report on Clerk of Courts Office door locks

Maintenance will look into this and report back to the committee.

Locking of the side door on the first floor of the Courthouse

Same item as East Side Exit DPS, no further discussion

Security projects for the Courthouse

The overall upgrade (Electronic Jail Upgrade) will include security projects for the Courthouse. Cameras in the building are discussed. Klomberg comments on the back parking lot and that it should be kept in mind with installation of future cameras.

New Business

Freber states a new air conditioning unit will be installed and will have a condenser outside under the over hang in the back of the building.

The Firearm Surrender Law went into effect November 1 and we have procedures in place to comply. Tuesday and Thursdays will be the primary dates for Injunction Hearings when there will be sufficient security available. Dave Beal has resigned as a court security officer and Larry Huettl will be retiring on January 1st, 2015. Other court security officers have medical issues and Ketchem is hoping to have some new staff soon. Michael Mosher has already been hired and will be starting on December 1st.

Next Meeting

The next Security Committee meeting is set for Friday, February 6th, 2015 at 9:00 am after the Law Enforcement Committee meeting in the DA Conference Room, Dodge County Justice Facility.

Judge John Storck

Lynn Hron, Secretary

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