

MINUTES OF THE COURTHOUSE SECURITY MEETING OF DECEMBER 1, 2017

Call to Order

The Courthouse Security Committee was called to order on December 1, 2017 at 9:15 am by Judge Sciascia.

Roll Call

Members in attendance were: Judge Sciascia, Steve Seim, Sheriff Dale Schmidt, James Ketchem, James Mielke, Russ Kottke, Mary Ann Miller, Lynn Hron, Bernie Mueller, Shelby Brandsma, Peggy Novak, Russ Freber, John Nehls, Jaclyn Shelton, and Rick Storzer.

Public Comment

There was no public comment.

Approval of Minutes

Motion by Miller to approve the minutes of the August 4, 2017 meeting, 2nd by Ketchem, Motion Carried.

Report on hearings recently held at the BD Municipal Court building

Judge Sciascia advised that he held some family court proceedings at the Beaver Dam Municipal Court – the courtroom was adequate and security operations workable. CCAP was not available and paper documents were used. Mueller offered that it worked well and her staff had enough space.

Discuss Active Shooter Functional exercise recently held

Judge Sciascia said the exercise was well organized but did not specifically address the courthouse. Brandsma offered that the training was great but thought that participants were going to learn specific information for the courthouse training coming up. Mielke advises that for the courthouse training employees should report by 7:45 and department heads need to know who is working that day.

Security Threat Incident Reports

Security Reports filed with the state were discussed. Klomberg advises that an employee from his office called the Sheriff's Office for assistance with an incident and others had also called for the same incident resulting in multiple requests. Reports from March, July, Aug, and Oct have been sent in to the state.

Memos for employees on training dates

Klomberg advises that when dates are set for an activity or training a memo needs to go out to all department heads and judicial assistants advising who is expected to attend the function. Judge Sciascia will prepare a notification.

How the courts should schedule on security training dates

There are to be 2 security training dates in January but judges all have hearings on the dates. Klomberg suggests a training date after the Security Conference in February. Ketchem has videos from FEMA and can provide them for staff to do online. The dates for this January will be canceled but everyone is to be alerted to those dates for 2019 - **the mornings of Jan 9, 2019 and Jan 17, 2019.**

Calendar and any updates to it

The January 10 and January 18 training dates are canceled as previously stated.

Things to do before the next meeting

Memo on future dates

The next meeting will have a report from each committee

New business

Discussion held as to who will be going to the Security Conference – Mary Ann Miller, Michelle Kenning, Steve Seim, Peggy Novak, and Judge DeVries are planning on attending.

Mueller inquires what employees should expect at the active shooter exercise in January with a follow up discussion on employee participation.

Date, time, and location of next meeting

The next meeting of the Courthouse Security Committee will take place following the Judicial and Public Protection Committee meeting on February 2, 2018 at 9:15 am in Room 3038C of the Dodge County Justice Facility, 210 W. Center Street, Juneau, Wisconsin.

Meeting adjourned at 9:55 am.

Judge Joseph Sciascia

Lynn Hron, Secretary

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