

MINUTES OF THE COURTHOUSE SECURITY MEETING OF FEBRUARY 2, 2018

Call to Order

The Courthouse Security Committee was called to order on February 2, 2018 at 9:25 am by Judge Sciascia.

Roll Call

Members in attendance were: Judge Sciascia, Steve Seim, James Mielke, Russ Kottke, Mary Ann Miller, Lynn Hron, Bernie Mueller, Shelby Brandsma, John Nehls, Greg Vollan, and Rick Storzer.

Public Comment

There was no public comment.

Approval of Minutes

Motion by Kottke to approve the minutes of the December 1, 2017 meeting, 2nd by Seim, Motion Carried.

Fob access to security corridor for all courthouse employees

Judge Sciascia advised that people in the Branch 5 courtroom could not get out the back of the room during the Active Shooter Exercise in January and is requesting that anyone that works in the building have access to the back corridors from all courtrooms. All agree with the request and Judge will contact Ketchem to have the programming done.

Discussion held as to where people in courtrooms should exit the room in the event of an emergency, most will go to the closest door but Judge will encourage staff to use the door by the clerk's station.

Additional room keys for bailiffs

Judge Sciascia advised that bailiffs do not have keys to the judicial chambers. He will be checking with the other judges to see if they object. This group does not object. Nehls offers that there are master keys in the Dispatch Center to get anywhere in the building. Judge discusses the Active Shooter Exercise and how some people did not come out of hiding until someone with a key opened the door.

Review of Security Officer positions during trials

Discussion held regarding a recent incident in court where a witness and hostile defendant got close to one another and the security officer was in the back of the courtroom where they generally stand. Seim offers that in Branch 5 the officers sit closer to the front of the room. Vollan offers that the officers need to have their best vantage point and need to leave the courtrooms periodically.

Judge will advise the court security officers that he wants them in front of the bar. Further discussion held regarding the position of guards when inmates are brought in a courtroom and safety concerns with transporting them back and forth from the jail.

Signage in rear parking lot

Judge Sciascia offers that there have been customers park in the employee parking lot that have attempted to get in the courthouse through the back door. Suggestions were made regarding the wording of signs. Judge will contact the Highway Department to have 2 signs made for "Restricted Parking".

Training for staff on fire extinguishers/hydrants

Nehls offers that he is waiting for the Beaver Dam Fire Dept. to get back to them on training for staff. They are putting up signs to better identify where the extinguishers are in the building. Mueller will take note of this for the Training Committee.

All call procedures and 911 calling

Mielke advises that the recent training uncovered inadequate paging systems in most county buildings. The county has a free version of software that enables messages to go out to desk phones in the event of an emergency and there is a paid option that can be purchased for 500 licenses – messages could go to all phones and desktops. The system can use pre-recorded messages and can be linked to the National Weather Service. Committee members discussed the telephone options and what issues it may have, as in circumstances of phones being turned down low (courtrooms, meeting rooms). Judge Sciascia offers that Judge Pfitzinger has brought up the point that the current paging system requires several punch codes.

Discussion held regarding regular testing of the current system until something else is put in place. Hron will be testing the paging system.

Discussion on Active Shooter Exercise

All agreed the exercise was very good and helpful and identified issues that can be worked on. Mueller has asked Amy Nehls from Emergency Management if there could be another exercise but was advised that there was a grant to put the training on and there would not be another one available for a full scale exercise. Judge Sciascia suggests that we obtain a copy of the video taken the day of the exercise and use it for training – he will contact the Sheriff to see if one is available.

Discussion held regarding the hiding places people in the building used and how the officers had difficulty getting in some offices, the earlier discussion about available keys was reviewed.

Report from sub-committees

Mueller advises that the Training Committee is looking into the fire extinguisher training, basic first aid and available supplies in the building, and waiting for the after action report from the Active Shooter Exercise. Brandsma offers that the Beaver Dam Hospital does first aid training.

Calendar 2019 dates for employee training

Dates have been scheduled and put in all court calendars.

Things to do before the next meeting

The Capital Improvement Committee reports at the May meeting.

Discussion held as to first aid supplies and where they should be located.

New business

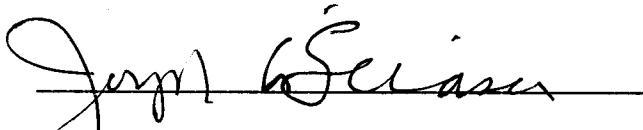
Brandsma would like the GAL's to have badges and key fobs for the Family Court Office so they can use a room in the suite, no objection by the committee. Judge Sciascia will contact Ketchem.

Nehls advises that a new metal detector has been installed at the court security station.

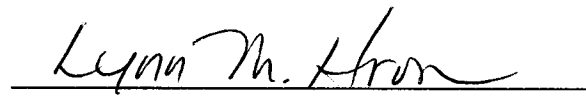
Date, time, and location of next meeting

The next meeting of the Courthouse Security Committee will take place following the Judicial and Public Protection Committee meeting on May 4, 2018 at 9:15 am in Room 3038C of the Dodge County Justice Facility, 210 W. Center Street, Juneau, Wisconsin.

Motion by Kottke to adjourn, 2nd by Vollan. Meeting adjourned at 10:16 am



Judge Joseph Sciascia



Lynn Hron, Secretary

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