

## **MINUTES OF THE COURTHOUSE SECURITY MEETING OF AUGUST 3, 2018**

### **Call to Order**

The Courthouse Security Committee was called to order on August 3, 2018, at 9:17 a.m. by Judge Sciascia.

### **Roll Call**

Members in attendance: Judge Sciascia, Dale Schmidt, James Ketchem, Amy Nehls, Russ Kottke, MaryAnn Miller, Shelby Brandsma, Russ Freber, John Nehls, Kellen O'Brien, and Rick Storz

Other Attendees: Eugene Wurtz, Michelle Kenning, and Lynn Steger

### **Public Comment**

There was no public comment.

### **Approval of Minutes**

Motion by Kottke to approve the Minutes of the May 4, 2018, meeting; 2<sup>nd</sup> by Miller. Motion Carried.

### **Review fire alarm incident from July 27, 2018**

Judge Sciascia reiterates that all employees need to go with their Department in the event of a fire/emergency; Department Heads need to know who is at work and everyone needs to be on the same page as to the assembly point. This needs to be repeated for new employees. Michelle Kenning states that she believes the Courthouse did a fabulous job; the bailiffs got everyone out in record time; everything was locked up and for the most part everyone was at the Sheriff's Department in three minutes. The issue setting off the fire alarm was a sensor. Nehls indicates that the plan was written so that everyone would go to the Sheriff's Dept. for accountability. This is part of the Safety Flip Chart. Brandsma states that a drill is in the works and the Training Committee will be reaching out to Department Heads before the drill.

### **Review after-action report from the Active Shooter exercise in January**

Judge Sciascia indicates that he sent out pages 25 - 28 from the report. He notes that the fob access issue has been resolved; the issue of location at the Security Desk is taken care of; room numbers listed is done; PA system status – will need to check with IT; there is a question about All-Call stickers – Kenning advises that she replaced the stickers on all of the phones she had access to and gave the DA's office and Child Support Office their stickers. A periodic test of the All-Call needs to be scheduled. Fire and tornado alarms are Master Control's job. Ketchem and IT are working to get a county-wide system for tornado warnings. Nehls states that unless someone has pertinent information, do not call with a cell phone. Judge indicates he is saving the Br. 5 video as a resource.

### **Communication to the Security Desk from the Courtrooms**

Judge Sciascia would like to further explore communication from the Security Desk to the Courtrooms. Schmidt states that an icon on a computer should be used to send to dispatch. Kenning states that the hurdle is the issue of State computers vs. County computers. Schmidt questions if there is a duress alarm on the computers; this will be brought up to Josh in IT. Kenning states that CCAP is good about web based applications. Freber states that in the past there was a button on the phones, but it is no longer there; Brandsma states that Family Court Counseling needs something as well because now they do not have a subtle way to contact security when they are with individuals.

### **Training Committee Report**

Shelby Brandsma notes that the fire alarm issue was already discussed. She informs that at the January training date there will be building tours for Department Heads because so many people are not aware of all of the various rooms in their buildings. They will also have de-escalation training. They have talked about getting First Aid Kits. Brandsma discusses first aid training and indicates she thinks that it may be cost prohibitive. Nehls describes the difference between CPR training and blood born pathogen training; she notes that there is a new push for "stop the bleed" training. It is unknown what funding is available. Nehls believes they could do "stop the bleed" training for first responders because she has trainers. Ketchem indicates that Chris Churchill is a good source for instructors for CPR training.

### **Other Committee Reports**

Policy and Procedure Subcommittee will report at the next meeting.

### **Review of Incident Reports**

Judge Sciascia notes that staff should be aware that they can do an incident report for a variety of events.

### **Report of Clerk regarding scheduling of preliminary hearings**

Kenning reports that the preliminary hearing issue was an easy fix. The felony clerk now monitors the scheduling and sets the inmate prelims at 9:30 a.m. when there is less traffic and there is less likely to be an incident. Judge notes that this eliminates congestion.

### **Report on changing icon at Security Desk**

The Icon has been changed.

### **Attendance at Courthouse Security Conference, March 5, 6 & 7**

Judge Pfitzinger will be attending this conference; Judge Sciascia will go if Judge Pfitzinger cannot go. Judge Sciascia would like to finalize the roster for training; he does not want to have to assign people to go.

**Calendar and any updates**

Training dates are set and Security Conference dates are set.

**New business**

None

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

Brandsma will work to finalize training. Judge Sciascia will talk to Josh/IT about periodic testing of the All-Call system.

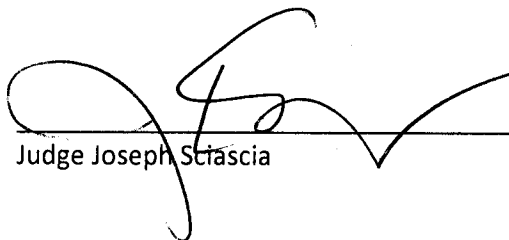
**Date, time and location of next meeting**

The next meeting of the Courthouse Security Committee will take place following the Judicial and Public Protection Committee meeting on October 5, 2018, at 9:15 a.m. in Room 3038C of the Dodge County Justice Facility, 210 West Center Street, Juneau, Wisconsin.

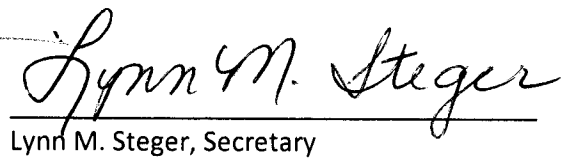
Rick Storzer indicated that the Bailiffs will have a meeting to discuss fire drills.

Motion by Schmidt to adjourn; 2<sup>nd</sup> by Miller. Motion Carried.

Meeting adjourned at 9:50 a.m.



Judge Joseph Sciascia



Lynn M. Steger, Secretary

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