

**WINNEBAGO COUNTY  
COURTHOUSE SECURITY COMMITTEE MEETING**

January 30, 2019 Minutes

Location: Room 500

**Committee Members Present:** Judge Karen Seifert, Clerk of Courts Melissa Pingel, Sheriff John Matz, Lieutenant Bill Anthes, Family Court Commissioner Lisa Krueger, Attorney Ed Jelinski, Attorney Rebecca Castonia, County Executive Mark Harris, District Court Administrator Jon Bellows, State Public Defender Linda Meier, and Emergency Management Director Linda Kollmann

**Committee Members Not Present:** District Attorney Christian Gossett, Victim Witness Coordinator Terri Vandellen, County Board Vice Chair Tom Egan, Facilities Director Mike Elder

1. **Minutes:** The committee members present approved the minutes from the last meeting.
2. **Access to the Courthouse-Bypassing Security:** This topic was removed from the agenda.
3. **Fire in the Courthouse Update:** There was a fire in September 2018 due to an issue with an elevator. The doors on the first floor did not open like we were told they would when the fire alarm was pulled. We were told the issue is now resolved at the Martin Luther King Jr. Day training.
4. **Body Cameras on Deputies in Courthouse:** The Sheriff's Office received a 10K grant that will be used for getting body cameras for the Courthouse Security Officers. Discussion regarding juvenile and other closed hearings. Lt. Anthes is checking with other Counties on how they are handling these types of hearings and will report back next meeting. Mark Harris asked about the cost of storage of the camera feed; Melissa Pingel noted that the footage can save the County from lawsuits when an incident is captured on camera.
5. **MLKJ Day:** Melissa Pingel reported that the training in the Courthouse on MLKJ Day went really well and the employees were very engaged in participating in the scenarios. Melissa Pingel also noted she did a survey of the employees after the training and she got overwhelming positive feedback; she hopes that the County Executive will allow us to continue this into the future.
6. **Rally Points:** The discussion of where staff should meet in case of emergency was raised on MLKJ Day. Melissa Pingel stated if the incident is a fire then everyone should know where to meet their department. However; if the conditions outside are not conducive to being outside ie. Frigid temps, then the Departments should have alternative

planning points. Also, if the situation is an active shooter obviously people are not going to group together in the parking lot. Two suggested places were the Salvation Army and OPD.

7. **Alert Sense:** The Alert Sense System had a trial run on MLKJ Day. Linda Kollmann explained several issues with the system since the trial run. The largest issue that it was discovered was there are only 23 lines coming into the Courthouse. There were also issues with phones that you could not leave messages on and also those who had long voicemail messages. Discussion of implementing the Alert Sense System using employee's cell phones. Melissa Pingel and Linda Kollmann will need to meet outside of this group to discuss the logistics of implementing something with all staff's cell phones.
8. **Security Issues:** There were no security issues since the last meeting.
9. **Security Manual:** The Security Manual has been updated; Lt. Anthes will send it to Melissa Pingel before distributing it to the entire committee.
10. **Security Conference:** The next Courthouse Security Conference is March 5-7, 2019 at the Red Lion in Appleton (Formerly the Radisson Paper Valley Hotel). Once scholarship information is available it will be sent to the committee members.
11. **State Update:** Jon Bellows informed the Committee that Sheboygan County now has their Security Center up and running. Their employees do not go through screening. Fond du Lac is next up for getting security.
12. **Courthouse U/A's:** Melissa Pingel asked the Sheriff's Office if one of the restrooms in the basement could be converted to a "family restroom." There are a lot of complaints due to the timing of the U/A's and jury and other users of room 60. Mike Elder was not at the meeting so this is something that would have to be discussed further when everyone is in the same room.
13. **Next Meeting April 10, 2019 at Noon –Courthouse Room 500**

Respectfully Submitted by Melissa Pingel, Clerk of Circuit Courts