

**MINUTES
COURT SECURITY AND FACILITIES COMMITTEE
JANUARY 21, 2020**

PRESENT: Judge Huber, Deborah Berndt, Dick Koeppen, Andrew Carlin, Diane Meulemans, Tim Wilz, Kate Drury, Eric Hendrickson, Ron Hansen, Deborah Berndt, Carl Artz, Fred Zaug, Amanda Welch, Judge Clussman, Chuck Price, Jesse Cuff, Duane Federwitz, Todd Rasmussen, and Thomas Schappa

- 1.) Judge Clussman called the meeting to order at 12:00 p.m.
- 2.) Motion by Fred Zaug to approve October 24, 2019 minutes; seconded by Duane Federwitz. All in favor.
- 3.) Review of security incidents.
 - a. No recent or local security threats were reported since the October 24, 2019 meeting.
 - b. Security is scheduled in a family matter scheduled in Br. 2 on February 6, 2020.
 - c. No state or national threats or incidents were reported since the October 24, 2019 meeting.
 - d. District Court Administrator Thomas Schappa will be providing the committee with Supreme Court Form 265 to report incidents and to define reportable incidents.
- 4.) Security incident/threat reporting backup in case someone is absent.
 - a. The following individuals shall be designated reporters of security incidents:
 - 1.) Lower Level: Ron Hansen (1st), Renae Conery (2nd)
 - 2.) First Floor: Jill Lodewegen (1st), Amanda Welch (2nd)
 - 3.) Second Floor: Chuck Price (1st), Shannon (2nd)
 - 4.) Third Floor: Deborah Berndt (1st) Jesse Cuff (2nd)
- 5.) Report from Rules and Policies Committee (Amanda Welch, Diane Meulemans and Ron Hansen)
 - a. There are County-wide policies in effect. Ideally, each floor should have policies developed to deal with incidents. These can be discussed after other floors participate in the lock-down drill which was done on the third floor.

- 6.) The implementation of a policy (if not already in effect) for the issuance, control, and collection of keys and electronic access devices for each court facility, governing access before, during an after business hours.
 - a. Human resources issues badges to control employee access after the employee's department head determines to which areas such employee should have access. Ron Hansen programs the badges and upon an employee's termination, his/her access is cancelled.
 - b. Judge Huber has asked Carl Artz to head a key committee to determine which employees have keys to which areas, the surrender of the keys upon an employee's termination, and the ease and ability to replicate keys.
- 7.) Status of formation of separate entrance committee.
 - a. Continued to April 21, 2020 meeting.
- 8.) Review of January 20, 2020, Third Floor Lockdown Drill
 - a. Several issues were observed that will need to be remedied:
 - 1.) The time to move people from the courtroom to a secured area took too long.
 - 2.) The "secure hallway" is not really secure; all branch offices have direct, unsecure access to the secure hallway; the doors on each end of the hallway have glass which could be used to access the hallway; and the Br. 1 and 2 Judges' chambers have direct, unsecure access to the hallway.
 - 3.) The file room behind the probate offices has multiple entrances to the room.
 - 4.) If an intruder gains access to a badge from an employee, the intruder could gain access to secured areas.
 - 5.) Security issues should be put in place in the jury assembly room since this room is used for court commissioner hearings such as small claims matters and family temporary order hearings.
 - 6.) Law enforcement does not have keys to the Br. 1 and 2 jury rooms. This issue needs immediate attention.
 - 7.) Law enforcement personal will have badges that grant access to all card readers.
- 9.) Other matters.
 - a. Judge Huber asked that a committee consisting of Tim Wilz, Carl Artz, and Amanda Welch research the costs of having manned security at the courthouse.

b. District Court Administrator Thomas Schappa gave a brief synopsis of the purpose of the committee pursuant to Supreme Court Rules. He will provide more details at the April 21, 2020 meeting.

10.) The next meeting of the Security and Facilities Committee is scheduled at noon on April 21, 2020, in the Branch 2 Jury Room.

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