

## SECURITY AND FACILITIES COMMITTEE

August 2, 2011

The Security and Facilities Committee was called to order by Chair Mark Putzke on Tuesday, August 2, 2011 at 3:00 PM in the Committee Room #1106, Green Lake County Government Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present:	Mark Putzke	LeRoy Dissing	Sheriff Podoll
	Dan Priske	Marge Bostelmann	Judge Slate
	Lynn Dutcher	Sue Krueger	Laurel Munger
	Joel Gerth		

Absent: Ron Ledford, Nate Olson, Scott Weir and Henry Conti.

### Agenda

*Motion/Second(Priske/Munger)* to approve the agenda. Motion carried.

### Minutes (May 3<sup>rd</sup>, 2011)

*Motion/Second(Munger/Dutcher)* to approve the minutes as presented. Motion carried.

Public Comments – None

Appearances – None

### Status of Government Center and Hill Street Courthouse

County Clerk Bostelmann – CTH A: Bostelmann explained that all cameras are installed in the new addition and that the monitors are at the security station.

County Clerk Bostelmann – Hill Street: Bostelmann reported on the proposal from the Center of Arts & Innovation and that the Gold street property has been put up for sale. The tornado siren will eventually need to be moved off the old Courthouse.

Members

Putzke - Cell phone coverage in both phases: Putzke explained that the county is looking at additional boosters for cell coverage in both phases of the new facility.

### Discussion of Security Issues

Putzke – Animals in Government Center: Putzke explained how a person walked in the building with a dog and stated it was a service dog. He eventually found out it was not a service dog, just a pet. Discussion was held on identifying a service dog.

### Discussion of Facility Issues

Sheriff Podoll - Duress Alarms status and implementation via Communications Center: Putzke reported this is still being worked on.

Maint. Super. Weir – Main lobby elevator access for lower level: Putzke explained the elevator now has a key for access to the lower level. Discussion on how someone in a wheel chair will be able to be taken to the lower level in times of emergency.

Putzke – Public request for stop signs from Govt. Center: Putzke has had a request for a stop sign at the end of the county driveway entering County Road A. The signs are not enforceable and are not required. Discussion held. **Motion/Second(Slate/Munger)** to ask Putzke to further investigate the matter. Motion carried.

Putzke - Recent Beacon Alerts and Alarms: Putzke explained that several bad weather alerts have gone out. The system can be scripted for specific alarms which will be easier to give directions. Discussion was held on timeliness of weather reports. Putzke explained that the reports are sent out as soon as they are received.

### **Report of Security Incidents**

On County Premises

Security - Open door to Generator 05/25/11: This has been addressed and corrected.

Security - Contractor ladder left lying next to Corrections POD: This has also been addressed and corrected.

GLSO case of citizen threats to injure in South parking lot: A threat was made to a citizen in the parking lot. A deputy took the complaint.

Members: Sue Krueger explained that after hours she and Tami Eisenga were returning to the Justice Center when a couple tried to enter the door behind them. They closed the door so that they could not enter. Discussion was held on the importance to be aware not to let anyone in the building after hours and that if an employee is seeing a client after hours they need to be escorted out of the building. It would be very easy for someone leaving an appointment to let an unauthorized person in the building.

### **Issues from Past Meetings**

Putzke/Bostelmann – County Emergency Procedures Manual – status: Putzke reported that this in near completion. The floor plans with exit maps will be posted soon.

Mandatory exit upon fire alarm activation: Discussion was held on some employees not evacuating when the fire alarm has gone off. Employees who do not evacuate should be disciplined.

Members: Key access for part-time employees was discussed. Key access is determined by department heads.

**Future Agenda Items:** Appointment of members will be made by Judge Slate for next meeting.

### **Future of Securities and Facilities Committee Leadership and Members –**

Putzke / Transition Plan – met with Judge Elect: Leadership will move to Judge Slate at the next meeting.

Election of Committee Officers – tabled in May, void for now

### **Adjournment**

**Motion/Second(Slate/Priske)** to adjourn. Motion carried.

Future Meeting dates: November 1, 2011  
\*\*\* project future dates