

**VERNON COUNTY SECURITY & FACILITIES COMMITTEE**  
**MEETING MINUTES**  
**County Board Room – Courthouse Annex**  
**December 4, 2014**

**Members in attendance:**

**Michael J. Rosborough, Circuit Court Judge**  
**John Spears, Sheriff**  
**Kathy Buros, Clerk of Court**  
**Greg Lunde, Corporation Counsel**  
**Ron Emerson, Captain – Sheriff's Department**  
**Chad Buros, Emergency Management Director**  
**Jerry Frank, Court Security Officer**  
**Ron Hoff, County Clerk**  
**Lisa Hynek, FCC**  
**Kristi Peterson, Judicial Assistant**

- **Call to Order & Affirmation of Proper Notice of Public Hearing:** The meeting was called to order by Judge Rosborough at 10:32 a.m. Proper notice of public hearing affirmed.
- **Approval of Minutes:** A motion was made by Kathy Buros to approve the minutes of the August 7, 2014, meeting. Seconded by Jerry Frank. Motion carried.
- **Updates:**
  - Emergency Management – Jerry Frank reported that initial training of the Emergency and Security Action plan is complete. The follow-up training sessions will be done with those selected for additional training by the end of April. He still has not gotten a complete list from the department heads as to who has been designated for area monitor training. His plan is to go forward and set dates for the training and advise them when they are scheduled.
  - Cameras – Chad Buros and Jerry Frank met with Chief Jefson and Asst. Chief Simonson of the Viroqua Police Department and showed them the current camera system. The IT staff has been working on fine tuning the camera system and making changes to make it more user friendly in a crisis situation. Chad previously provided the committee with a proposal of \$12,000 for new cameras, upgrades and software. He believes the committee should ask for \$15,000 do to the unpredictability of labor costs. They will take their request to the next Building & Grounds Committee meeting. Jerry shared 4 situations in recent months where the cameras were needed to go back and observe activity but was he was unable to view the activity off our current systems. The committee discussed having someone to monitor the camera feeds. Sheriff's Spears said

the Sheriff's Department does monitor the cameras and gave an example of a situation where his dispatcher saw a person in the building on a weekend that she did not recognize and dispatched a city officer to check it out.

- Trainings/Drills – Jerry Frank reported that there were some issues with the weather drill, meaning it did not happen. The plan is to hold an indoor drill in the winter months. Personal threat drills were done by walk through with each department and involved members of the Vernon County Combined Tactical Unit. This training was very well received. Some issues with the phone system were discovered and IT is working with VernonTel to fix those issues. He hopes that the remaining drills will be done on an interim basis throughout the upcoming year.
- Locks – The committee discussed changing the lock code and Jerry Frank will check with the maintenance department to see when they are available to do this. The issue of the East door not being locked or the door not latching in cold weather was discussed. He will also speak with maintenance about this.
- Court Services Report – The court security officer provided 18 escorts from August - November. He performed 6 escorts of subjects causing a disturbance or in custody and 7 electronic searches of persons before entering the courtroom. He responded to two disturbances in the courthouse which were resolved prior to him arriving.

- **Other/New Business:**

-The treasurer's office had opaque windows installed so that no one can see directly into the office from the hallway. The District Attorney's office is having safety glass installed in the waiting room area. The custodial staff has been working with security on some of the security issues and other improvements and should be commended for their work. It is still recommended that all offices that have exterior doors with windows get blinds or shades for safety purposes.

- **Next Meeting.** April 9, 2015 at 10:30 A.M.
- **Adjournment.** Meeting was adjourned by Judge Rosborough at 11:31 A.M.