

SECURITY AND FACILITIES COMMITTEE
February 1, 2011

The Security and Facilities Committee was called to order by Chair Mark Putzke on Tuesday, February 01, 2011 at 3:12 PM in the County Boardroom, Green Lake County, 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	Susan Krueger
	Scott Weir	Winn Collins	Lynn Dutcher

Absent: Laurel Munger, Ron Ledford, Nate Olson, Judge McMonigal and Henry Conti
Also Present: Tony Daley

AGENDA

Motion/second (Priske/Podoll) to approve the agenda. Motion carried.

MINUTES

Motion/second(Priske/Dutcher) to approve the minutes of November 2, 2010. Motion carried.

PUBLIC COMMENT None

APPEARANCES None

STATUS OF GOVERNMENT CENTER, ADMINISTRATIVE OFFICES ADDITION AND HILL STREET COURTHOUSE

A. County Clerk Bostelmann – The move-in is scheduled for April 8th. April 19th will be the first County Board meeting in the new building which will also be Government Day. The City/County Ad hoc Committee is pursuing a grant to determine the best use of the downtown building site.

B. Putzke – Concerns with the CTH A Addition

1. Concern of security because of the new section’s open concept with no glass at the counters and no locked doors beyond the office entry door. Bostelmann explained that because of the nature of the business department heads did not want the glass at the counters and locked inner doors.

2. The beacon and intercom system was not in the new addition plans. This has been addressed and will be included in the design.

3. The operation of the cameras in the new addition will also be reviewed.

C. Judge McMonigal – Priority issues remaining in punch list – No report

D. Members: None

DISCUSSION OF SECURITY ISSUES

A. Putzke – Reporting process for issues occurring inside and/or around the center. Reports are to

be given to the Sheriff's office/security officers/Deputy Gerth.

B. Bostelmann/Weir – Fire Alarms and Storm Shelters: Bostelmann recently received 8 ½ X 11 electronic floor plans from Potter Lawson and will have the fire routes and tornado exit routes maps completed within a few weeks.

C. Members: Collins discussed the locked door at the bottom of the stairs in the basement of the DA/HHS wing. He also explained there is a door in the DA area and no one in his office has a key for the door. Weir explained that only 3 maintenance staff employees have the key and the door is always left unlocked. Collins stated the door could be locked inadvertently and the DA office staff could not exit the employee exit area.

Motion/second(Collins/Dutcher) that the lock on the internal door of the DA office area be removed. Motion carried.

Motion/second(Collins/Priske) to give DA/HHS employees access to the door at the bottom of the stairs in the DA/HHS wing of the building. Motion carried.

DISCUSSION OF FACILITY ISSUES

A. Putzke – Alert Beacon System / Operational: Putzke sent out information to all employees on the beacon and how it will work.

B. Podoll – Duress Alarms / delayed due to Communication Center.

C. Putzke – Card Pass/security screening and the GLC Bar: Putzke attended the Green Lake county/Ripon Bar Association meeting and discussed the County security. Local Attorneys will not be given a pass to the building and will have to go through security.

D. Weir – Snow/Ice removal around the complex and Hill Street: Putzke met with Weir regarding ice and snow removal. Maintenance will be looking at snow fences next year and a schedule to keep the complex open for emergency vehicles. It was also discussed that Community Service Workers from the jail have been doing the snow shoveling. Krueger stated that the handicapped parking stalls should be shoveled out.

REPORT ON SECUTIRY INCIDENTS

A. On County Premises:

1. Gerth – Orange Alert/volatile divorce 11/18/10: Law Enforcement personnel will substantiate all threats that are received. The threat on 11/18/10 was not substantiated.

B. Off County Premises

1. Members – None

ISSUES FROM PAST MEETINGS

A. Putzke/Bostelmann – County Emergency Procedures and Operation Manual (Pending)

FUTURE AGENDA ITEMS

Use of front door scanner for employees after hours
Limited Term employees use of card scanner

ADJOURNMENT

Motion/second(Priske/Dutcher) to adjourn at 4:07 PM. Motion carried.

Next meeting dates: May 3, 2011
August 2, 2011
November 1, 2011

Submitted by,

Marge Bostelmann
County Clerk