

TRINITY EVANGELICAL LUTHERAN CHURCH

Security Team Meeting Minutes

DATE: March 13, 2024

TIME: 6:00 p.m. room 125

Team: Colin Martin, Matt Bingaman, Randy Moore, Chris Burnell, Seth Maurer, Ryan Schaefer, Richard Jacobs, Chad Skrocki, John Brady Sr.
Support -Steve Kauffman

- Next meeting scheduled for Tuesday April 23rd 6:00PM

- Update on where we are – Steve Kauffman
 - INA report/Property Committee assignments
 - 9 items on property committee investigatory list
 - 1 Item completed - 4.24 completed- exterior lighting improved.
 - Remaining 8 are still in the quote process – Steve to follow up on timeline to decide on quotes and move forward.

 - INA report Other items –
 - Did not discuss 43 remaining items

 - Budget-
 - Will be used for training/outside security/policy writing if needed

- Projects from the Safety team would come from special requests if the finances are approved.
- Ideal size of group
 - We have a good core group, but additional team members would be helpful for safety monitoring.
 - Recommendations will be helpful.
- Coverage needed per weekend-
 - Primarily Sundays 7:45am -12:15pm
 - 3 security persons ideally
 - 1 early service/with overlap
 - 1 later service/with overlap
 - 1 surveying the cameras
 - May add Saturday evening coverage once team is established and have excess coverage.
- Training on procedures/processes
 - This is the number one item on security team agenda
 - Number 2 will be training on security
 - Steve to send out what other churches are doing for policy
 - We will see if we can internally alter their information to fit Trinity.
 - INA can write policy for \$50 per hour. Expect 10-20 hours.
- Training - protection
 - Weapons training, if approved, will take place after policy is written and expectations are communicated.

- Timeline for security training
 - No timeline set yet.
- ESL program launch -Security present at the church during on April 3 & 5
 - Team has not been trained yet in any of the expectations of the church. (Dos and don'ts)
 - 1 security team member was present each day and served as a presence before class.
- Hired uniform officer was present for all Easter services.
- Other items discussed:
 - Possible cell phone communication for staff if there is an issue – Need to look into.
 - Intercom to communicate to the masses.
 - Ushers will need training as this will be a change in how we communicate and operate.
 - Print out and distribute layout/schematic of each floor so team can be familiar with the church.