



**PUBLIC SAFETY & JUSTICE COMMITTEE
MONDAY – SEPTEMBER 8, 2014 - 4:00 P.M.
CONFERENCE ROOM N-1/N-2 - FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes – August 18, 2014
4. Citizen Participation, Communications, Announcements, Information
5. Consent Calendar
 - A. Transfers and Appropriations
 - B. Bills
 - C. Encumbrances
 - D. Pre-Approved Encumbrance Amendment
 - 1) Sheriff's Office (2)
6. Resolutions
 - A. Authorization of a Replacement Siren Purchase within the Rock County Outdoor Warning System – Siren #19
 - B. Accepting Hazardous Materials Emergency Preparedness (HMEP) Sub-Grant and Amending the Sheriff's Budget
 - C. Approving the Medical Examiner System Transition Plan
7. Committee Requests and Motions
 - A. Schedule Tours
 - 2) Rock Valley Community Programs – October 6, 2014
 - B. Future Meetings
8. Adjournment

PURCHASE ORDER NUMBER P1400314 PEID 052519

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE August 28, 2014

DEPARTMENT Sheriff's Office

COMMITTEE Public Safety and Justice

VENDOR NAME JP Morgan Chase Bank NA

ACCOUNT NUMBER 21-2140-2013-64200

FUNDS DESCRIPTION Training Expense - HIDTA

AMOUNT OF INCREASE \$ 185

INCREASE FROM \$ 0 TO \$ 185

ACCOUNT BALANCE AVAILABLE \$ 2445.00 CM 08/28/2014

REASON FOR AMENDMENT Credit card to be used for online class registration.

The training class will be paid for by the HIDTA grant.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
(If over \$10,000) Chair _____ Date _____

COUNTY BOARD _____
(If over \$10,000) Resolution # _____ Adoption Date _____

PURCHASE ORDER NUMBER P1400314 PEID 052519

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE August 28, 2014

DEPARTMENT Sheriff's Office

COMMITTEE Public Safety and Justice

VENDOR NAME JP Morgan Chase Bank NA

ACCOUNT NUMBER 21-2100-0000-64200

FUNDS DESCRIPTION Training Expense - LES

AMOUNT OF INCREASE \$ 1,300

INCREASE FROM \$ 10,000 TO \$ 11,300

ACCOUNT BALANCE AVAILABLE \$ 7078.62 CM 08/28/2014

REASON FOR AMENDMENT Certain vendors have requested payment for
training classes to be made via credit card.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
(If over \$10,000) Chair _____ Date _____

COUNTY BOARD _____
(If over \$10,000) Resolution # _____ Adoption Date _____

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY



Sergeant Shena Kohler
DRAFTED BY

Public Safety & Justice
Committee
SUBMITTED BY

August 27th, 2014
DATE DRAFTED

AUTHORIZATION OF A REPLACEMENT SIREN PURCHASE WITHIN THE ROCK COUNTY
OUTDOOR WARNING SYSTEM – SIREN # 19

1 WHEREAS, the Rock County Sheriff's Office – Emergency Management Bureau is responsible for the
2 management of the Rock County Outdoor Warning System; and,
3

4 WHEREAS, the County of Rock is fiscally responsible for the repair and replacement of sirens within
5 the Rock County Outdoor Warning System; and,
6

7 WHEREAS, the Rock County 2014 budget provides \$10,400 for maintenance and repair of the 40
8 outdoor sirens; and,
9

10 WHEREAS, the outdoor warning siren #19, located at 31 South Madison Street, Evansville is beyond
11 repair and limited in tone range due to inability to properly rotate ; and,
12

13 WHEREAS, Rock County Purchasing Department did advertise and solicit bids for the replacement of
14 Siren # 19 (summary attached); and,
15

16 WHEREAS, the bids received were reviewed by Rock County Emergency Management and the Rock
17 County Purchasing Manager with the recommendation that a contract be awarded to the lowest, most
18 responsive and responsible bidder, Federal Signal.
19

20 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
21 assembled this _____ day of _____, 2014 approves and authorizes the replacement of siren
22 # 19, located at 31 South Madison Street, Evansville; and,
23

24 BE IT FURTHER RESOLVED, that a purchase order be issued to Federal Signal of University Park,
25 Illinois, in the amount of \$7,824.28; and,
26

27 BE IT FURTHER RESOLVED, that the Sheriff's budget be amended as follows:
28

29 Account/Description	Budget	Increase (Decrease)	Amended Budget
	As of 01/01/14		
32 <u>Source of Funds</u>			
33 21-2500-0000-46400	\$0	\$7,825	\$ 7,825
34 Funds Forwarded			
35 From Prior Year			
36			
37 <u>Use of Funds</u>			
38 21-2500-0000-67161	\$0	\$7,825	\$ 7,825
39 Capital Assets \$5,000/more			

AUTHORIZATION OF A REPLACEMENT SIREN PURCHASE WITHIN THE ROCK COUNTY
OUTDOOR WARNING SYSTEM – SIREN # 19

Page 2

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Mary Beaver, Chair

Henry Brill

Terry Fell

Brian Knudson

Larry Wiedenfeld

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney, Chair

FISCAL NOTE:

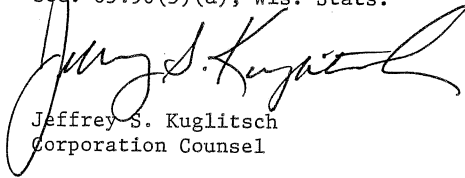
This resolution amends the Emergency Management budget and authorizes a transfer in from excess sales tax proceeds to replace an outdoor warning siren. The balance of excess sales tax revenue the County collected over and above prior year budgets is \$1,062,100 at 9/1/14.



Sherry Oja
Finance Director

LEGAL NOTE:

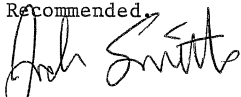
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. As an amendment to the adopted County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended,



Josh Smith
County Administrator

**AUTHORIZATION OF A REPLACEMENT SIREN PURCHASE WITHIN THE ROCK COUNTY
OUTDOOR WARNING SYSTEM – SIREN # 19**

EXECUTIVE SUMMARY

The Rock County Sheriff's Office – Emergency Management Bureau is responsible for managing the Rock County Outdoor Warning System. There are 40 outdoor warning sirens strategically located throughout Rock County to provide emergency notification to citizens that are outdoors during hazardous weather conditions that indicate the potential threat of tornados.

The 2014 budget provides for siren maintenance and repairs in the amount of \$ 10,400.00. The sirens require preventative maintenance annually, which accounts for a portion of this budget line item and is a contracted service by Bandt Communications through 2016.

Bandt Communications has spent a significant amount of time attempting to repair Siren # 19, which is located at 31 South Madison Street in Evansville. It has been recommended by Bandt Communications that Siren # 19 be replaced in 2014. Reports indicate the siren is functioning and produces an alert at full sound but is unable to rotate as it is supposed to, which limits the tone coverage in emergencies. Siren # 19 is an FS Model Thunderbolt, and appears to be the oldest siren in Rock County at approximately 40 years.

The replacement siren, following Rock County Bid # 2014-50, will cost \$7,824.28. Federal Signal of University Park, Illinois, would receive the bid, as the lowest, responsible bidder, and Evansville Power and Light has agreed to assist with removal and setup at no charge. The purchase of the replacement siren will be funded by sales tax revenue.



QUOTE SUMMARY

PROJECT NUMBER 2014-50
PROJECT NAME ROTATING WARNING SIREN
BID DUE DATE AUGUST 7, 2014 - 12:00 NOON (LOCAL TIME)
DEPARTMENT EMERGENCY MANAGEMENT - SIREN #19

	FEDERAL SIGNAL UNIVERSITY PARK, IL	AMERICAN SIGNAL MILWAUKEE, WI
MODEL NUMBER	#2001-130	TEMPEST T-128
SIREN	\$ 6,113.57	\$ 6,000.00
AC MOTOR CONTROL	\$ 1,410.71	\$ 1,850.00
POLE MOUNT	INCLUDED	\$ 350.00
SHIPPING CHARGE	\$ 300.00	\$ 275.00
TOTAL COST	\$ 7,824.28	\$ 8,475.00

Invitation to Bid was advertised in the Janesville Gazette and on the Internet.

PREPARED BY: ALAN DRANSFIELD, SENIOR BUYER

DEPARTMENT HEAD RECOMMENDATION: Federal Signal

SIGNATURE Sheriff Robert Spodis DATE 08-12-14

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY



Sergeant Shena Kohler
DRAFTED BY

Public Safety & Justice
Committee
SUBMITTED BY

August 29th, 2014
DATE DRAFTED

Accepting Hazardous Materials Emergency Preparedness (HMEP) Sub-Grant and Amending the Sheriff's Budget

1 WHEREAS, the Rock County Sheriff's Office – Emergency Management Bureau has been awarded a
2 \$7,999 grant from Wisconsin Emergency Management; and,
3

4 WHEREAS, the HMEP sub-grant is a grant program administered by the State of Wisconsin
5 Department of Military Affairs through funding provided by the United States Department of
6 Transportation; and,
7

8 WHEREAS, the purpose of the grant program is to improve the development and implementation of the
9 Community Right-to-Know Act (EPCRA) and enhance training and planning efforts for hazardous
10 material responses.
11

12 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
13 assembled this _____ day of _____, 2014 approves and authorizes the acceptance of
14 \$7,999 of HMEP grant funds and authorizes the Sheriff to sign the award documents; and,
15

16 BE IT FURTHER RESOLVED, that the Sheriff's 2014 budget be amended as follows:
17

Account/Description	Budget As of 08/01/14	Increase (Decrease)	Amended Budget
Source of Funds			
21-2534-2014-42200	\$11,400	\$7,999	\$ 19,399
State Aid			
Use of Funds			
21-2534-2014-64200	\$11,400	\$7,999	\$ 19,399
Training Expense			

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Mary Beaver, Chair

Finance Committee Endorsement
Reviewed and approved on a vote of

Henry Brill

Terry Fell

Mary Mawhinney, Chair

Brian Knudson

Larry Wiedenfeld

FISCAL NOTE:

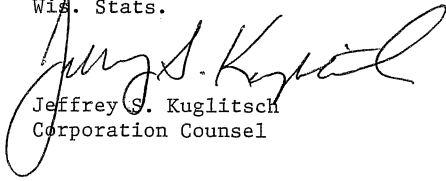
This resolution authorizes the acceptance and expenditure of \$7,999 in State Aid for the Hazardous Materials Emergency Preparedness program. No County matching funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

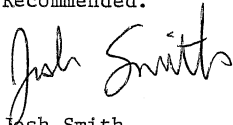
The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2014 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Accepting Hazardous Materials Emergency Preparedness (HMEP) Sub-Grant and Amending the Sheriff's Budget

EXECUTIVE SUMMARY

The Rock County Sheriff's Office has been awarded a \$7,999 grant from the Hazardous Materials Emergency Preparedness (HMEP) Grant, a program administered by the Wisconsin Department of Military Affairs – Division of Emergency Management through funding provided by the United States Department of Transportation. The purpose of the program is to improve the development and implementation of the Community Right-to-Know Act (EPCRA) and enhance planning efforts for hazardous material responses.

The HMEP Program provides funding resources to local Emergency Management agencies to provide hazmat training and planning support that will improve hazardous material awareness and response.

The grant funds will be used to purchase a workshop, contracted and instructed by Safe Transportation Training, of Carmel Indiana. The Tank Truck Emergency Response Workshop will be a 16-hour training that provides training on cargo tanks, hazmat concerns, and damage assessments. The workshop will be offered at no cost to the agencies or participants and is open to all first responders. The Janesville Fire Department will provide the workshop site.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Public Safety & Justice
INITIATED BY

Randy Terronez
DRAFTED BY

Public Safety & Justice Committee
SUBMITTED BY



September 4, 2014
DATE DRAFTED

APPROVING THE MEDICAL EXAMINER SYSTEM TRANSITION PLAN

1 **WHEREAS**, the Rock County Board of Supervisors approved Resolution #11-1B-270 in January 2011
2 that abolished the Office of Coroner position and established a Medical Examiner system effective
3 January 5, 2015 (conclusion of the Coroner's term); and
4

5 **WHEREAS**, the positions of Chief Deputy Coroner and Deputy Coroner will be abolished effective at
6 11:59 p.m. January 4, 2015; and,
7

8 **WHEREAS**, the Public Safety & Justice Committee reviewed two options related to establishing a
9 Medical Examiner Department: a standalone single county option and a proposal from Dane County;
10 and,
11

12 **WHEREAS**, the two options were presented to representatives from the law enforcement/fire-EMS
13 community and funeral home representatives; and,
14

15 **WHEREAS**, the Dane County proposal is the most advantageous to the County based upon a higher
16 standard of professional expertise and the positive working relationships experienced by Rock County
17 stakeholders.
18

19 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
20 assembled this _____ day of _____, 2014 accepts the Dane County option and approves the
21 intergovernmental agreement that delineates the roles and responsibilities of each county as per the
22 proposal supplied by Dane County.
23

24 **BE IT FURTHER RESOLVED**, that the following items be approved:
25

26 A. Establish the following Medical Examiner Department staff positions effective January 5, 2015
27 at 12:00 a.m.:

<u>Position</u>	<u>Pay Grade</u>	<u>Full Time Time Equivalent</u>
Lead Medicolegal Investigator	Unilat. (23C)	1.00
Medicolegal Investigators	Unilat. (19C)	2.00
<u>ME Clerical Worker</u>	<u>Part-time</u>	<u>.40</u>
Total		3.40

34 B. Establish a pool of part-time Unilateral Medicolegal Investigators at pay grade 19C effective
35 January 5, 2015 at 12:00 a.m.

Respectfully Submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Mary Beaver, Chair

Terry Fell

Henry Brill, Vice Chair

Larry Wiedenfeld

Brian Knudson

APPROVING THE MEDICAL EXAMINER SYSTEM TRANSITION PLAN

Page 2

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

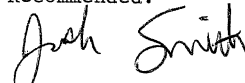
Louis Peer

Alan Sweeney

Terry Thomas

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

FISCAL NOTE:

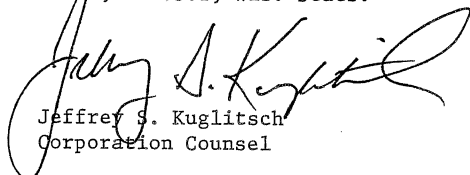
This resolution establishes the structure of the Medical Examiner system for fiscal year 2015. Funding for the contract with Dane County and for the newly established Medical Examiner Department staff positions will need to be included in the 2015 budget.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01, 59.22(2), 59.51, 66.0301, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

Executive Summary

Approving the Medical Examiner System Transition

The Rock County Board of Supervisors approved the conversion of the Coroner's Office to a Medical Examiner in January 2011 (refer to Resolution #11-1B-270). One of the major reasons for this decision was to operate in a more efficient, professional manner that would ensure the highest quality of services to the residents of Rock County. The effective date of the change is January 5, 2015, the end of the (now vacant) coroner's term of office.

The Public Safety & Justice Committee reviewed a staff report on the transition to the Medical Examiner system that summarized two options:

- 1.) A standalone single county option with a non-physician Medical Examiner and
- 2.) A proposal from Dane County for providing program management and forensic pathology oversight and services to Rock County.

Both options would be a departure from the current operations along the following areas:

- A. Emphasis on case consistency such that the staff person that initially responds to the scene is the same individual that follows the case through closure. This concept results in a staffing model change from per diem deputies to an established full-time and part-time complement of staff.
- B. Increase in the number of autopsies conducted. In Dane County's review of Rock County's activity, Rock County tends to have a lower level of autopsies conducted as compared to Dane's experience. Rock County conducts autopsies on 11% of the caseload while Dane County conducts autopsies on 21% of the caseload. The difference can be attributed to Dane County having a forensic pathologist reviewing all cases and making a professional judgment on the need for an autopsy. For comparison purposes, the single county standalone option and Dane County proposal are based upon 85 autopsies. The 2014 budget contained funds for approximately 60 autopsies.
- C. All autopsies would be conducted by the Dane County forensic pathologist. Currently, a pathologist based out of Mercy Hospital is used for more routine cases.

Under either of the two options under consideration, Rock County will retain local control of the new Medical Examiner Department. All personnel decisions will be made by Rock County. The physical location of the Medical Examiner Department will be at the Health Care Center.

Both options were presented to representatives from the law enforcement/fire-EMS community and the funeral home industry. Both groups supported the Dane County option.

The Public Safety & Justice Committee selected the Dane County Proposal based upon a higher standard of professional expertise and the positive working relationships experienced by Rock County stakeholders.

An intergovernmental agreement between Rock and Dane County has been developed that delineates the roles and responsibilities of each county as per the proposal supplied by Dane County and is the agreement referenced in the resolution.

Rock County will take the following human resource actions to implement the Medical Examiner system.

1. Abolish the positions of Deputy Coroner Unilateral (7A) \$32,764-\$39,906 and Chief Deputy Coroner Unilateral (14C) \$41,729-\$50,800 effective at 11:59 p.m. on January 4, 2015.
2. Establish the following Medical Examiner Department staff positions effective at 12:00 a.m. on January 5, 2015:

<u>Position</u>	<u>Pay Grade</u>	<u>Full Time Equivalent</u>
Lead Medicolegal Investigator	Unilat. (23C) \$56,903-\$69,153	1.00
Medicolegal Investigators	Unilat. (19C) \$49,613-\$60,209	2.00
<u>ME Clerical Worker</u>	<u>Part-time \$9.18/hour</u>	<u>.40</u>
	Total	3.40

3. Establish a pool of part-time unilateral Medicolegal Investigators at pay grade 19C effective at 12:00 a.m. on January 5, 2015.

Funds have been budgeted in the 2014 budget to accommodate training and any other related costs during the transition period.

INTERGOVERNMENTAL AGREEMENT BETWEEN DANE COUNTY AND ROCK COUNTY FOR MEDICAL EXAMINER SERVICES

This Intergovernmental Agreement (“Agreement”) is entered into by and between Dane County, whose address is c/o Medical Examiner’s Office, Public Safety Building, Room 2144, 115 W. Doty Street, Madison Wisconsin, and Rock County, whose address is 51 South Main Street, Janesville, Wisconsin, both quasi-municipal corporations in the State of Wisconsin.

RECITALS:

WHEREAS, Rock County will be transitioning from a Coroner’s Department to a Medical Examiner’s Department beginning on January 5, 2015; and

WHEREAS, Rock County currently receives autopsy services from the Dane County Medical Examiner’s office and is interested in appointing Dane County’s Chief Medical Examiner and Deputy Medical Examiner to provide Medical Examiner services in Rock County ; and

WHEREAS, Rock County would also like to enlist the services of Dane County’s Director of Operations for its Medical Examiner’s Department to provide administrative services to Rock County; and

WHEREAS, Dane County is interested in providing these services to Rock County as part of a cooperative agreement.

WHEREAS, it would be beneficial for both parties to share resources and expertise to perform the statutory duties of a Medical Examiner; and

WHEREAS, Dane County and Rock County desire to enter into an agreement whereby the Dane County Medical Examiner’s Office will provide Medical Examiner services, autopsy medicine, oversight and administrative services for and on behalf of the Rock County Medical Examiner’s Department; and

WHEREAS, the parties are authorized to enter into this Agreement pursuant to section 66.0301, Wisconsin Statutes

NOW THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, Dane County and Rock County do agree as follows:

1. DEFINITIONS.

- a. “Autopsy-related Services” shall mean the autopsy, digital photos and digital x-rays, where appropriate, for adults and children. It shall also include round-trip transportation from Rock County to Dane County and expert testimony in cases involving criminal prosecution. The cost of x-rays performed outside of the Medical Examiner’s Department shall not be included in the services covered pursuant to this Agreement.
- b. “Mass Fatality Event” shall mean more than five deaths resulting from a single event.

- c. "Medical Examiner's Department" shall mean the Rock County Medical Examiner's Department unless otherwise specified.
2. **TERM.** The term of this Agreement shall be from January 5, 2015 or as soon thereafter as approved by both parties' Boards of Supervisors and executed by both parties and shall continue through December 31, 2016. This Agreement may be extended for an additional period by mutual agreement of the parties.

The parties shall meet by July 31, 2015 to review service levels and autopsy volumes. Additionally, the parties shall meet by June 20, 2016 to discuss an extension to this Agreement.

3. **SCHEDULE AND SCOPE OF WORK.** During the term of this Agreement, the Chief Medical Examiner and the Deputy Medical Examiner of Dane County shall act as the Chief Medical Examiner and the Deputy Medical Examiner for Rock County. The Dane County Director of Operations, under the direction of the Dane County Medical Examiner, shall act as the Director of Operations for Rock County and shall provide oversight and administrative services as further described herein. The Dane County Director of Operations, Chief Medical Examiner or designee shall be available at all times (24 hours per day, 7 days per week) to provide direction to Rock County investigative staff. Additionally, for the first 26 weeks of this Agreement, the Director of Operations or designee will be on site at the Medical Examiner's Department an average of 20 hours per week. Thereafter, the Director of Operations or designee shall be on site an average of 12 hours per week.
4. **ADMINISTRATIVE SERVICES.** The Dane County Director of Operations shall provide administrative and consultation services which shall include:
 - a. To manage and directly supervise the investigatory and administrative staff of the Medical Examiner's Department. All disciplinary or corrective actions concerning employees of the Rock County Medical Examiner's Department shall be the responsibility of Rock County, after consultation with and recommendations from the Dane County Chief Medical Examiner and/or the Director of Operations. Dane County shall bring any employee performance issues to the attention of the Rock County Administrator or designee determined by Rock County
 - b. To manage the Medical Examiner's Department budget and make recommendations regarding budget appropriations;
 - c. To engage Rock County Information Technology, Administrative and Finance staff regarding records management and support to Medical Examiner's Department staff; To work with the Rock County District Attorney and law enforcement officials in developing clear investigatory protocol and identification of best practices for use of Dane County expertise;
 - d. To work with Rock County criminal justice, public health and funeral home partners to build and strengthen professional relationships;
 - e. To implement policies and procedures for the Medical Examiner's Department;

- f. To participate in the hiring process for Rock County administrative and investigative staff in the Medical Examiner's Department and to make recommendations as to hiring decisions;
- g. Beginning on or about November 1, 2014, to provide initial training in Dane County for new MLI staff. Rock County shall be responsible for all costs associated with training which include, but are not limited to, salaries, benefits and transportation costs for its employees.
- h. To review and make recommendations for staffing levels of the Medical Examiner's Department to establish adequate coverage;
- i. To facilitate training in death investigations and recommend outside training for investigative staff;
- j. To work with Rock County to address any current or future issues regarding the operation of the Medical Examiner's Department;
- k. To work closely with Rock County and the appropriate oversight committees to perform the functions required pursuant to this Agreement.

5. CASE REVIEW AND AUTOPSY SERVICES:

- a. Dane County's Chief Medical Examiner and Deputy Medical Examiner shall perform the statutory functions of Medical Examiner in Rock County;
- b. During death scene response or other death investigations, the Director of Operations for Dane County will work with Rock County staff to establish case review protocols, and to facilitate communication with the Dane County Medical Examiner to allow for case triage. The Chief Medical Examiner from Dane County will work with medicolegal death investigators to determine whether an autopsy or additional forensic examination should take place. Consideration will be given to the needs of other criminal justice partners, and the statutory authority of the District Attorney to independently order an autopsy will be recognized and followed.
- c. Dane County shall provide a forensic pathologist response to homicide cases or other cases where a complicated scene examination is appropriate. The need for this response shall be determined by the Medical Examiner in consultation with those at the scene;
- d. Dane County shall provide autopsy-related services pursuant to this Agreement. Toxicology panels, all histology, infant x-rays and subsequent interpretation, and any other specialized testing shall be billed directly to Rock County and are not included in this agreement.

6. GENERAL SERVICES.

- a. Specific scheduling of the tasks and responsibilities identified herein shall be established by mutual agreement of the parties.
- b. Each party shall commence, carry on and complete its obligations under this Agreement with all deliberate speed and in a sound, economical and efficient manner, in accordance with this Agreement and all applicable laws. In receiving services under this Agreement, each party agrees to cooperate with the various departments, agencies, employees and officers of the other.

- c. Each party agrees to secure at the party's own expense all personnel necessary to carry out the party's obligations under this Agreement. Such personnel shall not be deemed to be employees of the other party nor shall they or any of them have or be deemed to have any direct contractual relationship with the other party.
7. **RECORDS.** Records for Rock County autopsy cases performed by the Medical Examiner pursuant to this Agreement shall be Rock County's records and Rock County shall be the custodian of these records for purposes of public records requests. Records shall be sent to Rock County as soon as possible while a case is pending. Requests for records of Rock County cases received by the Dane County Medical Examiner's Office shall be transmitted to Rock County as soon as possible after receipt. Rock County shall be responsible for managing and responding to all public records requests and shall defend, hold harmless and indemnify Dane County, its officers, agents, boards, commissions, representatives and employees from any and all losses, claims, liabilities, suits, or actions of whatsoever nature resulting from or arising out of public records requests involving Rock County cases.
8. **HIPAA.** Each party agrees that it will abide by all State of Wisconsin and federal laws governing the unauthorized disclosure of personal health information and will defend, indemnify and hold the other party harmless for damages and costs of any kind resulting from the unauthorized disclosure of such information by its employees or officers as may be determined by a competent trier of fact.
9. **DEPARTMENT EXPENSES.** All costs associated with the Medical Examiner's Department not specifically included in this Agreement, including, but not limited to, purchase and maintenance of equipment and vehicles, office and medical-related supplies and utilities, shall be the responsibility of Rock County.
10. **PAYMENT.** Rock County agrees to make such payments for services rendered under this Agreement as and in the manner specified herein and in the attached **Schedule A**, which is fully incorporated herein by reference. At the end of 2015, the parties shall review the number of autopsies completed pursuant to this Agreement. No reconciliation shall occur if the autopsy number is between 75-95. If the autopsy number is less than 75, Dane County shall reimburse Rock County for the number of autopsies which represents the difference between the number of autopsies done and 75. If the autopsy number exceeds 95, each additional autopsy shall be billed to Rock County. All adjustments shall be at the **Schedule A** autopsy rate.

The parties recognize and agree that, should the number of autopsies be outside of the range of 75-95 in 2015, the parties will renegotiate a potential adjustment in costs for 2016.

All costs associated with a Mass Fatality Event shall be the responsibility of Rock County. Autopsy services shall be billed as specified in **Schedule A**.

Both parties to this Agreement understand that the Agreement is subject to annual

funding continuation by their mutual county boards, and in the event that subsequent year funding for either the Dane County Medical Examiner or Rock County's payment for cases performed by the Dane County Medical Examiner is withdrawn by a county board, this agreement may be terminated.

11. DISPUTE RESOLUTION.

The parties shall attempt to resolve any dispute arising out of or relating to this contract through negotiations between senior executives of the parties, who have authority to settle the same. In the case of medically-related matters, if the parties are unable to reach consensus, the decision of the Dane County Medical Examiner shall prevail.

- 12. TERMINATION.** If, through any cause, a party shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if a party shall violate any of the covenants or stipulations of this Agreement, the other party shall thereupon have the right to terminate this Agreement by giving thirty (30) days written notice to the violating party of such termination and specifying the effective date thereof. Either party may terminate this Agreement for any reason upon six months' written notice to the other party.

Except as provided in this paragraph and paragraph 9 herein, there shall be no other termination of this Agreement, during its term, without the prior written consent of both parties.

- 13. ASSIGNMENT/TRANSFER:** No party shall assign or transfer any interest or obligation in this Agreement, without the prior written consent of the other party unless otherwise provided herein, provided that claims for money due or to become due Dane County under this Agreement may be assigned to a bank, trust company or other financial institution without such approval if and only if the instrument of assignment contains a provision substantially to the effect that it is agreed that the right of the assignee in and to any moneys due or to become due to Dane County shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Agreement.

- 14. DELIVERY OF NOTICE.** Notices, bills, invoices and reports required by this Agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set forth above. It shall be the duty of a party changing its address to notify the other party in writing within a reasonable time.

- 15. INDEMNIFICATION.** Each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, boards, commissions, agencies, officers, and representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions including providing its own defense. In situations including joint liability, each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, agents,

boards, commissions, agencies, officers and representatives. It is not the intent of the parties to impose liability beyond that imposed by state statutes

16. **NO WAIVER BY PAYMENT OR ACCEPTANCE.** In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by the non-breaching party of any breach of the covenants of this Agreement or a waiver of any default of the breaching party and the making of any such payment or acceptance of any such service or product by the non-breaching party while any such default or breach shall exist shall in no way impair or prejudice the right of the non-breaching party with respect to recovery of damages or other remedy as a result of such breach or default.

17. **NON-DISCRIMINATION.** During the term of this Agreement, both parties agree not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s). Both parties agree to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases, and exceptions shall be permitted only to the extent allowable in state or federal law. In all solicitations for employment placed on a party's behalf during the term of this Agreement, the party shall include a statement to the effect that the party is an "Equal Opportunity Employer."

18. **CIVIL RIGHTS COMPLIANCE.** Rock County's Civil Rights Compliance Plan shall govern Rock County's activities.

19. **CONTROLLING LAW AND VENUE.** It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall be in the Dane County Circuit Court.

20. **LIMITATION OF AGREEMENT.** This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.

21. **ENTIRE AGREEMENT.** The entire agreement of the parties is contained herein and in the attached **Schedule A**. This Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof.
22. **AMENDMENT.** The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.
23. **COUNTERPARTS.** The parties may evidence their agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.
24. **SEVERABILITY.** The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions herein, and this Agreement shall be construed, in all respects, as though all such invalid or unenforceable provisions were omitted.
25. **COMPLIANCE.** Each party warrants for itself that it has complied with all applicable statutes, rules, orders, ordinances, requirements and regulations to execute this Agreement and that the person executing this Agreement on its behalf is authorized to do so.

Signatures appear on next page.

IN WITNESS WHEREOF, Dane County and Rock County, by their respective authorized agents, have caused this Agreement and its Schedules to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.

FOR ROCK COUNTY:

Date Signed: _____

J. RUSSELL PODZILNI, Rock County Board Chair

Date Signed: _____

LORI STOTTLER, Rock County Clerk

* * *

FOR DANE COUNTY:

Date Signed: _____

JOSEPH PARISI, County Executive

Date Signed: _____

SCOTT MCDONNEL, County Clerk

ROCK COUNTY SCHEDULE A

	2015	2016
<p>Office administration and oversight Primarily Dane County Director of Operations January - June 2015 ~20hrs/WK July - December ~ 12hrs/WK</p>	\$48,262.88	\$41,982.71
<p>Forensic Case Review - Every Case - Every Time Each case reviewed by Forensic Pathologist Estimated 500 cases / Year</p>	\$15,612.00	\$18,117.50
<p>Management - Pathologists Estimated at 2 hours / WK</p>	\$12,989.60	\$15,073.50
<p>Autopsy Medicine Estimated 85 autopsy cases for 2015</p>	\$84,000.00	\$86,520.00
<p>Transportation Costs Based on the assumed 85 Autopsies 170 R / T between Dane Morgue and Rock Cooler</p>	\$19,000.00	\$19,570.00
Total	\$179,864.48	\$181,263.71
<p>Transportation costs from the Rock County Morgue/Cooler to the Dane County facility, and from the Dane County Morgue to the Rock County ME Cooler. (2 round trips) All toxicology testing costs, histology testing cost and any other specialized testing would be run through the Rock County Medical Examiner's Office and would be the responsibility of Rock County. The estimated number of cases, 85 would not include a mass fatality event. This number would be re-visited each year for appropriateness.</p>		
Mass Fatality Autopsy Fee (includes transportation) Price Ea.	2015 \$1,215.00	2016 \$1,250.00

Pursuant to the IGA Section 10 PAYMENT: Autopsy costs to be used when calculating reimbursement to Rock County or additional charges to Rock County for Autopsy Medicine shall be the same fee as outlined above for Mass Fatality Autopsies.

ROCK COUNTY, WISCONSIN



County Administrator's Office
51 South Main Street
Janesville, Wisconsin 53545
Phone: 608/757-5510
Web Site: www.co.rock.wi.us

DATE: August 29, 2014
TO: Rock County Board of Supervisors
FROM: Randy Terronez, Assistant to the County Administrator
SUBJ: Follow Up on Medical Examiner Transition

At its meeting on August 18, 2014, the Public Safety & Justice Committee was presented with options regarding the transition from a Coroner to a Medical Examiner system. Since that time, a number of questions have arisen about the transition process. The following is intended to provide a status update and provide additional information to all County Board Supervisors.

History

Rock County has been working on the transition from an elected Coroner system to an appointed Medical Examiner system since the Rock County Board of Supervisors passed a resolution in January 2011. This resolution followed a non-binding referendum in 2010 that showed significant support for the change. The 2011 County Board action was made with the knowledge that the earliest the change could be made would be January 2015, the end of the Coroner's term of office.

A study was undertaken in 2013 that described other counties that transitioned from the elected Coroner system to an appointed Medical Examiner system. The report was presented to the October 21, 2013 Public Safety & Justice Committee by Nick Osborne, Assistant to the County Administrator and the following are minutes:

Review of Medical Examiner Report. Mr. Osborne explained that due to Rock County transitioning in 2015 from a Coroner position to a Medical Examiner (ME) he and Mr. Terronez were directed to survey ME counties. Fourteen counties (south of Marathon County) were identified and surveyed regarding caseload, staffing, 2013 financial data, and autopsy services. Rock County law enforcement, fire and EMS agencies were also contacted to get their input on the pending ME transition. Mr. Osborne and Mr. Terronez also looked into the temporary body storage issue, and additional uses of a county morgue for tissue donation and autopsies. Pending the recruitment of a medical examiner who would need to provide input into the issue of temporary body storage, the old Rock Haven facility cooler has been made available to the Coroner's Office for overflow body storage. Mr. Osborne thanked Ms. Keach and her staff for their input.

Mr. Osborne said, as noted in the report, counties with similar death investigation caseload volume generally employ less staff than Rock County as measured by FTEs, the rate for autopsies is consistent throughout the state at nearly \$1,500 per autopsy, and the surveyed counties employ a variety of options to address short term body storage issues. Ms. Keach added that there is no standardization in coroner/ME offices and they are usually understaffed statewide.

Mr. Knutson let the Committee know he has been contacted by Dane County to discuss some options of partnering with them. Ms. Keach said there is a lot of merit going with Dane County and also a lot of merit to keep it local.

Chair Collins thanked Mr. Osborne and Mr. Terronez and said this is a very good report.

A copy of this report is attached. (See Attachment #1.)

Action by the Public Safety & Justice Committee

The budget development for transitioning to an appointed Medical Examiner began in earnest this summer and a report was presented to the August 18, 2013 Public Safety & Justice Committee. The report noted three differences from the current operations that an appointed Medical Examiner system would involve:

1. Case consistency resulting in a change of staffing that depends less upon per diem deputies and more on an established full and part time staff complement.
2. Increase in the number of autopsies based upon analysis from Dane County's Medical Examiner.
3. Directing all autopsies to be conducted by Dane County.

Additionally, the report summarized and contrasted a single county standalone option headed by a non-physician Chief Medical Examiner with a proposal for management and forensic pathology services to be purchased through an intergovernmental agreement with Dane County. Attachment #2 is a copy of the report presented to the August 18, 2013 Public Safety and Justice Committee.

As noted in this report, meetings were held with law enforcement/EMS-fire representatives and the funeral home industry. Feedback from these groups indicated support for the proposal for purchasing management services through Dane County. The Public Safety & Justice Committee chose the Dane County proposal for management and forensic pathology services through an intergovernmental agreement and requested staff to prepare a resolution for the Committee's review at their next Committee meeting.

Upcoming Dates – Timeline

The next Public Safety and Justice Committee is scheduled for 4:00 p.m., Monday, September 8 in Conference Room N-1, 5th Floor, Courthouse. The Committee will review and/or approve a resolution selecting the Dane County management services proposal and establishing the positions in the Rock County Medical Examiner Department.

Subject to the Public Safety and Justice Committee's approval of the resolution, the County Board Staff Committee would be meeting 4:00 p.m., Tuesday, September 9 (Conference Room N-1, 5th Floor, Courthouse) to review and approve the county positions. The County Board of Supervisors at the September 11 meeting would review and/or approve the resolution.

Additional Information-Clarification

As a result of discussion at the August 18, 2013 Public Safety & Justice Committee and subsequent feedback, the following areas respond to questions raised at various meetings.

Local Control and Contracting for Management Services

A change from an elected Coroner to an appointed Medical Examiner allows for more accountability by way of the Rock County Board of Supervisors, the Public Safety and Justice Committee as the governing committee and oversight by the County Administrator. The Dane County option could more aptly be described as an appointed Medical Examiner system with management and forensic pathology services purchased through an intergovernmental agreement with Dane County. The establishment of a Rock County Medical Examiner Department will be evident in a variety of areas: Rock County positions in accordance with the Rock County Personnel policies, a physical office at the Rock County Health Care Center (existing location) and Rock County Medical Examiner Department policies and procedures.

While most Rock County programs are provided by Rock County staff who report to a Rock County management structure, there are many other variations of service delivery systems utilized by Rock County. Examples include:

1. The Developmental Disabilities Board contracts out many services to outside agencies.
2. The Economic Support Division of the Human Services Department provides services on a regional multi-county basis.
3. The Housing Division of the Planning and Development Department contracts with a non-profit agency for a portion of the housing services while the regional Southern Wisconsin Housing Consortium delivers Community Development Block Grant housing services.
4. The Rock County Communications Center is a county department but its policies are set by the 911 Communications Commission.

Contracting with Dane County for management and forensic pathology services would utilize Dane County's expertise while working within a Rock County Medical Examiner Department reporting that is accountable to the County Administrator.

Impact on and Communications with Coroner's Office

During the process of transitioning to a Medical Examiner system, several meetings have been held with the Chief Deputy Coroner. Additionally, representatives of the County Administrator's Office and Human Resources reviewed the report and Committee direction with the Coroner's staff during the Coroner's monthly staff/training session of August 23. (Note – a follow up briefing was given to Coroner's staff on Tuesday, August 26.)

County Administration staff will be attending the Coroner's monthly staff meeting on September 20 to continue to keep the Coroner's staff informed of the transition process.

As the transition involves the abolishment of the current Coroner positions and the establishment of new Medical Examiner Department positions, the County's Personnel Ordinance (Section 18.613) call for a formal notice of layoff be given to existing staff of a minimum 30-days in advance. The County would plan to give the notice after the September 11 County Board meeting. Note that the existing Coroner personnel will continue to be employed under the current Coroner Office structure until January 5, 2015.

All current staff are invited to apply for the new positions subject to normal personnel hiring practices.

In order for Dane County to provide training for the selected Medical Examiner Department staff, the training will start on or about November 1 such that on January 6, 2015 the Rock County Medical Examiner Department will be functional.

Consequently, there will be an overlap of Coroner staff responding to calls while the new Medical Examiner Department staff (who may be the same individuals) are being trained.

Computer Software

Prior to 2004, the Coroner's Office recordkeeping was entirely paper-based. From 2004 to 2010, the Coroner's Office utilized an earlier version of the software presently used by Dane County. In 2011, the Coroner's Office purchased a coroner/medical examiner based software called Forensic Filer. The Coroner's Office could not justify moving the pre-2011 cases onto the Forensic Filer, so the office has to access two separate systems. Additional discussion with Dane County and Rock County's IT Department will be needed on this issue.

Community Programs

As you may be aware, the Rock County Coroner's Office houses the following community-oriented programs: suicide prevention in conjunction with several other area service organizations, Remember Me (provides stuffed animals to children of families) and the UW

Whitewater project that is attempting to determine the identity of an unclaimed body. These programs are at no or very limited budgetary impact.

The County will be continuing the community programs and the Lead Investigator job description will include coordination of these programs as needed.

Staffing Update – Per Diem Deputies

As noted earlier, the proposal makes a significant shift in the staffing model and de-emphasizes the use of per diem deputies. It needs to be noted that a 24 hour/7-day/week operation will be dependent upon “pool staff” that would fill in for illness, extended time off due to illness, vacation, etc. The pay of the pool staff would be based upon an hourly rate, instead of the current use of per diem deputies being paid a per case basis.

Modifications have been made to the proposed staffing model that increase the complement of part-time staff to accommodate vacation/holiday/sick time that results in an increase from 0.60 to 0.85 full time equivalent. Additionally, the staff hours will be based on a 24 hour shift schedule (16 hours paid and 8 hours unpaid).

Case Consistency

Currently the term "case consistency" in the Coroner's Office is used to mean that the person responding to a call is the same person that closes a case. In the context of the Medical Examiner Department, "case consistency" is intended to mean that the person responding to a call will be the public point of contact for that case until and after it is closed.

Summary

In summary, the information contained in this update provides the reader with a better foundation of the elements involved in the Medical Examiner Department transition.

Medical Examiner Report

September 30, 2013

Prepared by Nick Osborne,
Assistant to the County Administrator

Introduction

In January 2015 Rock County will transition from an elected Coroner position to an appointed Medical Examiner (ME). Article VI, Section Four of the Wisconsin Constitution established an elected coroner in each county and empowers the County Board to replace that office with a medical examiner system if it so desires. Both structures are held to the same standards for death investigations outlined in Wisconsin Statute 979. The main difference between a coroner system and a medical examiner is that a coroner is an elected official and a medical examiner is an appointed position that reports to the County Administrator. In January 2011, Rock County chose to change to a Medical Examiner system effective January 2015.

Report Scope and Sources

In light of the pending transition to the medical examiner structure, the County Administrator requested a report of other Wisconsin county medical examiner offices, particularly the staffing and budgetary components. Medical Examiner counties geographically south of Marathon County were contacted. Excluded from this report were medical examiner counties that use a staff forensic pathologist to perform autopsies.

Attachment #1 is a map of Wisconsin counties showing counties with the coroner or medical examiner structure.

Fourteen counties were identified as meeting the above criteria: Adams, Brown, Calumet, Columbia, Door, Dodge, Dunn, Eau Claire, Kenosha, La Crosse, Monroe, Racine, St. Croix, and Washington. The population of these counties ranged from 27,785 (Door) to 248,007 (Brown).

Local law enforcement, fire, and emergency medical services agencies were also requested to provide input.

Coroner Jenifer Keach issued a 2012 Annual Report that was presented to the Public Safety and Justice Committee on August 5, 2013 and has useful information that was used for this report, including their accreditation by the International Association of Coroners and Medical Examiners, Safety Series/Community Outreach – Suicide Prevention programming, etc.

The report also incorporates discussions with Rock County Coroner Jenifer Keach and/or staff including an interview on June 20, 2013.

Prior reports on the coroner-medical examiner topic including several from spring of 2005 were reviewed. While these prior reports focused primarily on the coroner – medical examiner options available to the county, they were useful in providing background – historical context.

Survey of Counties with Medical Examiner

The following data was collected from surveying counties: caseload, staffing, budget, morgue services and autopsy services. As in any survey, efforts are made to determine consistency of terminology. For the most part, the data collected for this area was fairly consistent. Yet it would be unwise to assume that each county's terminology is exactly the same.

Attachment #2 is a table that identifies the surveyed counties and various workload indicators and the following summarizes the data:

A. Caseload

(Note - Coroner Jenifer Keach cautions that there is not total uniformity in how death investigation statistics are maintained.)

The data covered in this section covers 2012, representing the most recent calendar year. Data was collected on the following workload indicators: deaths investigated, autopsies and cremation permits.

Rock County workload was:

- 783 deaths investigated,
- 48 autopsies, and
- 668 cremation permits.

The following counties were more similar to Rock County:

Deaths investigated: Columbia (510), Dodge (675) Eau Claire (759) and Kenosha (905).

Autopsies: Racine (55), Eau Claire (59), Washington (91) and Dodge (100).

Cremation Permits: Washington (454) Eau Claire (576), Kenosha (663) and Racine (747).

Eau Claire County appears to be the most similar to Rock County for all three workload indicators.

B. Staffing

Rock County is presently staffed:

Full Time:

1.0 Coroner
1.0 Chief Deputy
1.0 Deputy Coroner

Part-time:

0.40 FTE deputy coroner
0.40 FTE deputy coroner

Total FTE: 3.8

Additionally, 6-8 individuals compose a pool of trained deputy coroners who are paid on a per diem basis. Per Diem payments amounted to \$14,134 in 2012. The Rock County Coroner's Office utilizes per diem deputies for providing relief for regular staff such as weekends/holidays/illnesses and to respond to a mass fatality/disaster incident.

Of the surveyed counties, staffing for medical examiner office varies from all full-time staff to all contract staff.

Seven of the surveyed counties utilize a full time medical examiner to manage their office, while three use a combination of part time, per diem, and on call employees.

With regard to total full time equivalent (FTE) positions, the four most comparable counties by death investigation call volume are Eau Claire, Kenosha, Racine, and Washington County. Eau Claire County has the most similar call volume numbers, but a direct staff number comparison is difficult. As mentioned above, Eau Claire County contracts with a private firm to operate its office. One FTE for a medical examiner is dictated by the contract, but the exact staffing of the rest of the office is left to the private company. Kenosha, Racine, and Washington County each have higher death investigation call volume than Rock County, but with the exception of Kenosha County, staffing levels are lower than Rock County. Racine employs 2.08 FTEs, Washington has 3.15 FTEs, and Kenosha uses 6.15 FTEs.

Three counties have unique practices. Eau Claire contracts with a private company for all medical examiner services. Door County contracts with neighboring Brown County for ME services in the amount of \$58,000. The remaining \$45,000 of Door County's annual budget of \$103,000 is used for related medical examiner activities such as per diem staff costs. Washington County budgets 2,400 hours on a yearly basis to employ deputy medical examiners and does not use per diem deputies.

C. 2013 Financial Data

Data covered in this section covers the 2013 budget.

Rock County's 2013 Coroner budget is as follows:

Revenue	\$97,225
Expenditures	\$427,344
County Share	\$330,119 (representing 77% of expenditures)

Counties with similar revenue: Columbia (\$140,000), Dodge (\$124,950), Eau Claire (\$107,200), La Crosse (\$116,540), Racine (\$96,565) and Washington (\$88,150).

Counties with similar expenditures: Dodge (\$356,113), Washington (\$373,815) and Kenosha (\$622,860).

Rock County's share (subsidy) as a percent of the expenditures amounts to 77%. Other counties with similar percentages: Kenosha (63%), Racine (63%), Dodge (65%), St. Croix (68%) and Washington (76%).

La Crosse and Columbia have significantly less county share, 28% and 30% respectively. Columbia County, which has county-owned morgue facilities has agreements with private companies to use their county morgue facilities to perform tissue donation procedures. La Crosse County also utilizes the county-owned morgue facility for tissue donation procedures. The 2013 budget includes approximately \$7,500. The main reasons for La Crosse County low county share is a combination of high revenue (i.e., death certificate signing fees which Rock County does not assess) and low expenditures.

Attempts were unsuccessful in obtaining a more detailed revenue breakdown of the La Crosse and Columbia County Medical Examiner Offices.

Private tissue donation companies require counties to provide clean facilities to prevent any tissue damage.

D. Autopsy Services

Rock County utilizes the Dane County Medical Examiner's forensic pathologist as the primary provider of autopsy services. The UW/Veterans Administration Hospital and the Milwaukee County Medical Examiner's Office forensic pathologists are utilized to a lesser extent. For routine autopsies, the Coroner's Office utilizes the pathologist at Mercy Hospital.

48 autopsies were performed in 2012 per the 2012 Coroner's Annual Report. A forensic autopsy costs \$1,450 at the Dane County's Medical Examiner. The cost for a routine autopsy is \$1,200 at Mercy Hospital (\$1,100 for the autopsy and a \$100 supply charge). An analysis of the Coroner's 2012 financial transactions shows that approximately 6 of 10 autopsies were conducted by the Dane County's Medical Examiner's forensic pathologist and 4 of 10 autopsies were conducted by the Mercy Hospital pathologist.

Most of the surveyed counties regardless of size contract out autopsies, as the field is very specialized and having a staff position requires a large volume of autopsies to be cost effective.

Each of the surveyed counties contracts with a private forensic pathologist directly or through another county to perform autopsies. Hospital based forensic pathologists are another common autopsy provider. Each county consistently pays approximately \$1,500 per autopsy. There is not a wide variation in the price for this service.

E. Morgue Services

Rock County utilizes Mercy Hospital (maximum of four slots) as the primary location for short-term body storage. Beloit Memorial Hospital (maximum of 2 slots) is used to a lesser extent. (Note - this area is a concern of Rock County Coroner Jennifer Keach insofar as it relates to a possible shortage of short-term body storage).

Other counties utilize a variety of venues for temporary body storage. Some counties store bodies in county facilities (La Crosse, Brown, and Columbia), some rent space at local hospitals (Kenosha, Eau Claire and Washington), some contract with nursing homes for space (Racine, Monroe, Dodge, and St. Croix) and Door contracts with another county.

Rock County Law Enforcement, Fire, and EMS Survey

Local law enforcement, fire, and EMS agencies were contacted to get their input on the pending medical examiner transition.

Several agencies remarked that they had a good working relationship with the Coroner's Office and hoped that this would not change with the new system. Many noted that they would like to see the new ME improve response time to scenes. Finally, some agencies stated that they hoped Rock County would provide a competitive salary and sufficient training to ensure the new Medical Examiner is retained for a long period of time.

Temporary Body Storage Issue

In 2013, Coroner Keach made presentations to the Public Safety and Justice and General Services Committees on the need for temporary body storage and requested funding for a study of converting county space for this purpose.

During a meeting with Coroner Keach on June 20, 2013, the issue of short-term body storage was discussed. The Coroner's Office uses the four slots at the morgue facility at Mercy Hospital. According to Ms. Keach, one to two times per month the coolers at Mercy Hospital are full and cannot accommodate any more bodies. In these instances, Rock County Coroner Department staff must immediately travel to Dane County to store the body. The Rock County Communications Center and Mercy Hospital were contacted to attempt to document how often this occurs. The Communication Center reported that they do not track this and Mercy staff are not aware of this concern. (Note - Ms. Keach states that Mercy staff may not be present or aware of the times when this occurs.)

Absent more specific documentation on the need, the problem appears to occasionally occur. The cost to transport a body to Dane County's facility for temporary storage is estimated as follows:

	@ 1/mo.	@ 2/mo.
Staff Time (@ Dep. Coroner PR 7, Step 3 Wage + FICA + pension = \$19.58/hr.)		
Staff Transport Time/case (2.5 hrs/ rd. trip X 2 trips = 5 hours/case)	\$97.90	\$97.90
Vehicle Cost/case (@ \$0.43/mile X 82 miles rd. trip X 2 trips)	\$72.00	\$72.00
Total Cost/case	\$169.90	\$169.90
# of cases	12	24
Total Costs	\$2,038.80	\$4,077.60

Based upon costs outlined above, the annual expenses of not having temporary body storage costs the County approximately \$2,039 to \$4,078.

There are two county owned sites that could be utilized for temporary body storage: ground floor of the Health Care Center and the old Rock Haven building.

The opening of the new Rock Haven facility has created vacant space in both the basement of the Health Care Center (HCC) and in the old Rock Haven building. Rock Haven kitchen staff had formerly used the kitchen, freezers, and coolers in the HCC to prepare meals for Rock Haven residents. This space was vacated when the new Rock Haven facility opened in May 2013.

The HCC option provides three coolers and one freezer along with open space in the basement. The Rock County Coroner's Office submitted a \$65,900 Capital Improvement Plan project request to renovate HCC space for temporary body storage as well as other uses described later in this report.

The second site is the old Rock Haven facility. Temporary body storage is now available in an existing cooler located in the lower level of the facility and the room is accessible through a vehicle bay door. It should be noted that this room is identified in the County's Emergency Operations Plan as a site for mass fatality/disaster incident temporary body storage.

Using the old Rock Haven option would allow the County to have a discussion about what it sees as the future vision for the Medical Examiner's Office and what resulting impact to its operating budget would most acceptable. This option could also allow the new Medical Examiner to contribute their expertise to this discussion.

Additional Uses of a County Morgue Facility

As noted in Ms. Keach's Capital Improvement Plan project, the use of a county morgue would allow for additional uses: autopsies and tissue donation. From the survey of other counties, La Crosse and Columbia make use of their county morgues for tissue donation activities. Ms. Keach estimates that 1-2% of decedents handled by the Coroner's Office would participate in tissue donation.

Research conducted by former Rock Haven facility manager Brent Sutherland indicates that building codes only apply when autopsies are performed on site. For tissue donation activity, the tissue donation company may require a higher level of environmental consideration. If either of these activities were deemed appropriate, Rock County would need to hire an engineering firm to identify the regulatory and building code issues.

As mentioned earlier, it may be advisable to have input on this issue from whoever is hired as the new medical examiner.

Conclusion

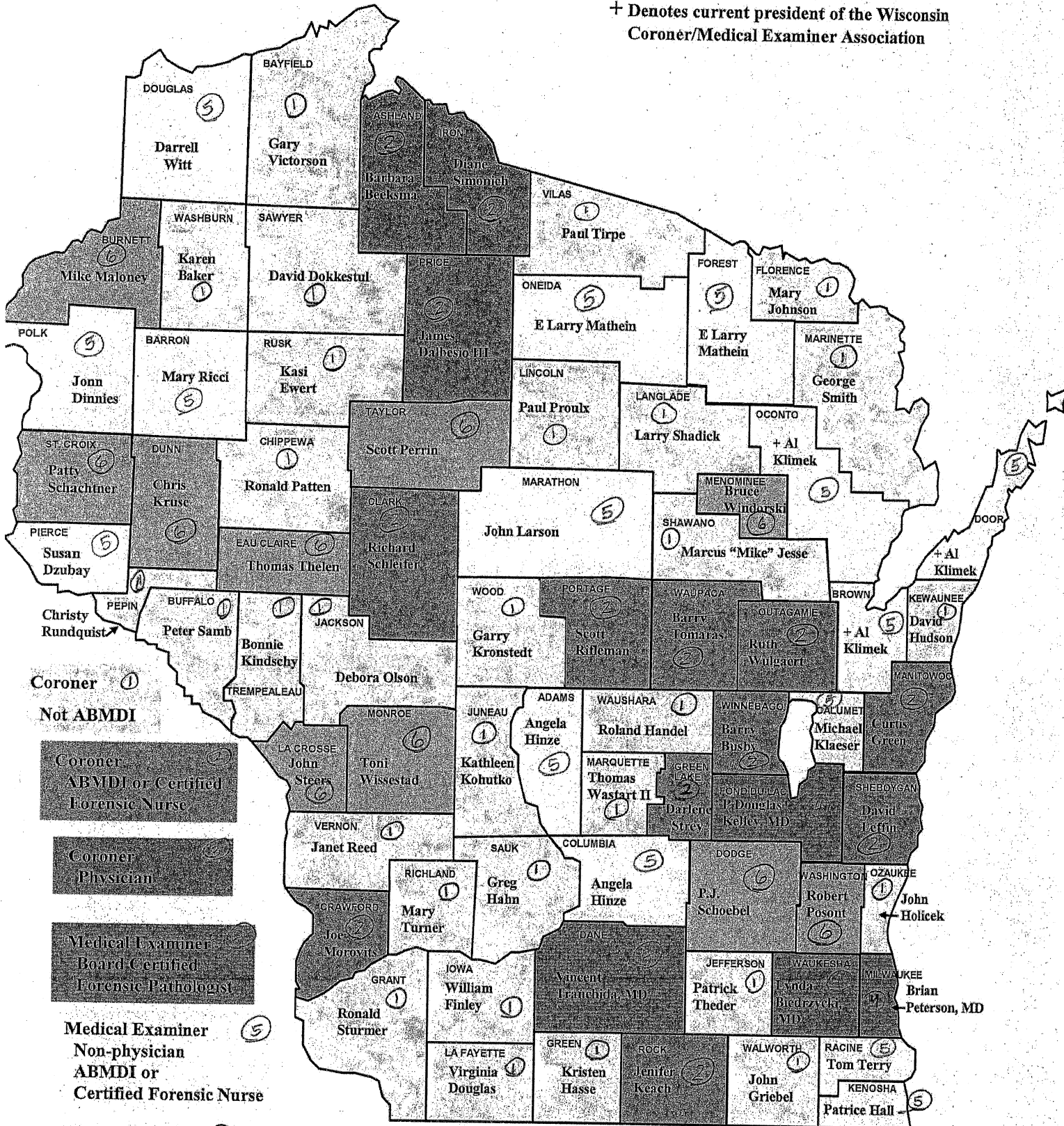
This report examines a number of issues that can affect a Medical Examiner's Office. As noted above, counties with a similar death investigation caseload volume (with the exception of Kenosha), generally employ less staff than Rock County as measured by FTEs, the rate for autopsies is consistent throughout the state at nearly \$1,500 per autopsy, and the surveyed counties employ a variety of options to address short-term body storage issues.

DEPARTMENT OF HEALTH SERVICES
 Division of Public Health
 State Vital Records Office

Wisconsin Coroners and Medical Examiners

July, 2012

+ Denotes current president of the Wisconsin
 Coroner/Medical Examiner Association



ABMDI = Certified by
 the American Board of
 Medicolegal Death
 Investigators

MEDICAL EXAMINER STUDY - CASELOAD/BUDGET

	Pop.	Caseload Deaths Investig'd	Autopsies	Cremation Permits	Revenue	Expenses	Co. Share	%
Rock	160,331	783	56	668	\$97,225	\$427,344	\$330,119	77%
Adams	20,875	200	NA	NA	NA	NA	NA	NA
Brown	248,007	NA	NA	NA	NA	NA	NA	NA
Calumet	48,971	150	NA	NA	\$7,600	\$62,340	\$54,740	88%
Columbia	56,833	510	NA	NA	\$140,000	\$200,000	\$60,000	30%
Door	27,785	NA	NA	NA		\$103,000	NA	NA
Dodge	88,759	675	100	315	\$124,950	\$356,113	\$231,163	65%
Dunn	43,857	300	24	110	\$18,000	\$110,979	\$92,979	84%
Eau Claire	98,736	759	59	576	\$107,200	\$175,810	\$68,610	39%
Kenosha	166,426	905	119	663	\$231,200	\$622,860	\$391,660	63%
La Crosse	114,638	359	26	NA	\$116,540	\$158,942	\$42,402	27%
Monroe	44,673	337	20	224	\$25,000	\$121,176	\$96,176	79%
Racine	195,408	1153	55	747	\$96,565	\$262,642	\$166,077	63%
St. Croix	84,385	100	25	225	\$44,000	\$137,714	\$93,714	68%
Washington	131,887	909	91	454	\$88,150	\$373,815	\$285,665	76%

Note 1: Deaths investigated, autopsies and cremation permits based upon 2012 data.

Note 2: Revenue, Expenses and County Share based upon 2013 data.

MEDICAL EXAMINER STUDY - STAFFING

	Medical Examiner	Other Full Time Staff	Other Part Time Staff	Per Diem Staff	Total FTE	Other
Rock						
Adams	Part time	None	Deputies			
Brown	Full time	Office Manager	Deputies			
Calumet	Part time	None	Deputies			
Columbia	Full time	Chief Deputy	Deputies			
Door						Contracts with Brown Co., budgets \$45,000 for per diem when Brown unavailable.
Dodge	Full time			5 slots		
Dunn	Part time (On call)		Chief Deputy (On call) 2 Deputies			Stipend for ME @\$600/mo. & Chief Dep. \$300/mo.; PT Deputies pd. \$45/hr.
Eau Claire	Contract (FT)		Dep.s (Contract)			
Kenosha	Full time	Chief Dep., 2 Deputies	3.15 FTE Deputies	3 slots	6.15	

MEDICAL EXAMINER STUDY - STAFFING

	Medical Examiner	Other Full Time Staff	Other Part Time Staff	Per Diem Staff	Total FTE	Other
La Crosse	Full time		0.36 FTE Chief Deputy,	3 slots	1.66	Estimated per diem staff = @ 0.3 FTE
Monroe	Part time (On call)		Chief Deputy (On call),	Yes		
Racine	Full time		Chief Deputy + 5 Deps = 1.08 FTE		1.08	
St. Croix	Part time 0.50 FTE			4 slots		\$2/hr. on-call, \$100/1st 2 hrs. at scene, \$45/hr. thereafter, \$10/hr - phone report
Washington	Full time	Chief Dep., 2 Deputies	8 Deputies (2,400 budget hrs.)		3.15	

MEDICAL EXAMINER STUDY - MORGUE/AUTOPSY/OTHER

	Morgue Location	Autopsies Perf'd By	Other
Rock	Mercy Hosp.	Dane Co. ME	
Adams	Funeral Home	UW Madison	
Brown	Hosp. (Contract)	Priv. Forens. Path.	
Calumet	Funeral Home	Contract w/Fond Du Lac	
Columbia	County		Contract with tissue collection firm
Door	Contract w/Brown	Contract w/Brown	
Dodge	3 body cooler	Contract w/Fond Du Lac	1/3rd of autopsies are State prison.
Dunn		Ramsey Co. MN,	
Eau Claire	Hosp. (Contract)	Hospital	

MEDICAL EXAMINER STUDY - MORGUE/AUTOPSY/OTHER

	Morgue Location	Autopsies Perf'd By	Other
Kenosha	Hosp. (Contract)	Milwaukee Co. ME	Lease 974 sq. ft. for morgue & staff office space @ \$6,800/mo., 2 body freezer & 10 body cooler
La Crosse	County	Dane Co. ME	Contract with tissue collection firm, \$7,500 is budgeted in 2013 for tissue donation revenue
Monroe	Funeral Home	Dane Co. ME	Space allocated in new county facility in 2014
Racine	Funeral Home	Milwaukee Co. ME	
St. Croix	Funeral Home	Hennepin Co.MN ME	
Washington	County	Waukesha Co. ME	Possible tissue collection in future, existing morgue 238 sq. ft. cooler suite at hospital.

MEDICAL EXAMINER TRANSITION

Prepared by Randy Terronez, Assistant to the County Administrator

Background

In January 2015, Rock County will transition from the Coroner system to a Medical Examiner system.

The following summarizes a single county (or standalone) system and a proposal from Dane County. Under both options, the following areas represent the biggest differences from current operations:

- A. Emphasis on case consistency such that the staff person that initially responds to the scene is the same individual that follows the case through closure. This concept results in a staffing model change from per diem deputies to an established full-time and part-time complement of staff.
- B. Increase in the number of autopsies conducted. In Dane County's review of Rock County's activity, Rock County tends to have a lower level of autopsies conducted as compared to Dane's experience. Rock County conducts autopsies on 11% of the caseload while Dane County conducts autopsies on 21% of the caseload. The difference can be attributed to Dane County having a forensic pathologist reviewing all cases and making a professional judgment on the need for an autopsy. For comparison purposes, the single county standalone option and Dane County proposal are based upon 85 autopsies. The 2014 budget contained funds for approximately 60 autopsies.
- C. All autopsies would be conducted by the Dane County forensic pathologist. Currently, a pathologist based out of Mercy Hospital is used for more routine cases.

Both options will have one-time startup costs and are further described in each proposal.

Single County Medical Examiner (Standalone)

A single county standalone medical examiner department headed by a non-physician medical examiner is common among comparable counties which do not have a high level of autopsies. Larger counties maintain an in-house forensic pathologist.

The standalone proposal calls for the following staffing levels:

<u>Position</u>	<u>Pay Grade</u>	<u>Full Time Equivalent</u>
1. Chief Medical Examiner (non-physician)	Unilat. (27C)	1.00
2. Chief Deputy Medical Examiner	Unilat. (23C)	1.00
3. Deputy Medical Examiner	Unilat. (19C)	1.00
4. <u>Part time Deputy Medical Examiners (@ 7)</u>	<u>Unilat. (19C)</u>	<u>3.20</u>
	Total	6.20

One-time costs in the amount of \$18,100 include: body carts for the temporary morgue located at the old Rock Haven facility, computer equipment and assorted miscellaneous items.

The annualized costs for the single county standalone option, excluding one-time startup costs, is \$573,676.

Dane County Proposal

The Dane County Medical Examiner's Office contacted Rock County several months ago on the concept of providing management and forensic pathology oversight and services for Rock County's operation. The proposal would have the Dane County Medical Examiner, a forensic pathologist/physician, and the Dane County Deputy Medical Examiner provide operational oversight of the Rock County staff. Both positions would be contracted with Dane County through an intergovernmental agreement.

Rock County staffing under the Dane County option would consist of:

<u>Position</u>	<u>Pay Grade</u>	<u>Full Time Equivalent</u>
1. Lead Medicolegal Investigator	Unilat. (23C)	1.00
2. Medicolegal Investigators	Unilat. (19C)	2.00
3. Part time Medicolegal Investigators (@ 2)	(Unilat. (19C))	.60
4. <u>Clerical Worker</u>	<u>Seasonal</u>	<u>.40</u>
	Total	4.00

The Dane County proposal would provide an on-scene forensic pathologist for high-level cases such as a homicide or suspicious infant death. Rock County's field investigators would be under the operational direction of the Dane County Medical Examiner and Deputy Medical Examiner per established protocols.

One-time/startup costs in the amount of \$30,164 include: additional management and professional oversight during the 1st six months of the year, body carts for the temporary morgue located at the old Rock Haven facility, computer equipment and assorted miscellaneous items.

The annualized costs for the Dane County option, excluding one-time startup costs is \$597,789.

Comparison of the 2014 Coroner Budget to the Single County Standalone Option

The following compares the major expense categories in the 2014 budget with the standalone option excluding one-time startup costs:

	2014		
CATEGORY	BUDGET	STANDALONE	\$ DIFF
Personnel	\$282,227	\$354,342	\$72,115
Professional Services	\$137,866	\$171,366	\$33,500
Other/Capital	\$37,968	\$47,968	\$10,000
Total	\$458,061	\$573,676	\$115,615

The above shows that costs for the single county standalone model would be approximately \$116,000 more than the 2014 budget, due to a change in the staffing model and an increased number of autopsies.

Comparison of the Single County Standalone Option to the Dane County Proposal

The following compares the major expense categories of the standalone option with the Dane County option excluding one-time startup costs:

CATEGORY	STANDALONE	DANE CO.	\$ DIFF
Personnel	\$354,342	\$327,055	-\$27,287
Professional Services	\$171,366	\$232,666	\$61,300
Other/Capital	\$47,968	\$38,068	-\$9,900
Total	\$573,676	\$597,789	\$24,113

The above shows that costs for the Dane County option would be approximately \$24,000 more than the single county standalone option due to contracting with Dane County for management and forensic pathologist oversight services.

Stakeholder Presentations

Meetings were held with law enforcement/Emergency Medical Services/Fire Departments and funeral home representatives to provide an overview of the County's options and gather feedback.

Summary/Next Steps

Subject to review and discussion of the information contained in this paper, it is hoped that:

1. The Public Safety & Justice Committee can provide direction to staff on which option to move forward with,
2. Staff would prepare a resolution for the next Committee meeting (tentatively the late afternoon of September 11, prior to the 6:00 p.m. County Board meeting) to present to the County Board for action.

In the event the County Board approves the resolution, the staff recruitment process can begin such that a 60-day transition period can begin on or about November 1. Please note that the 2014 Coroner budget included funds for a 60 day transition.

Attachment

1. Dane County Proposal titled Background and Discussion Document with cost components.

Rock County Medical Examiner
Background and Discussion Document

The Dane County Medical Examiner's Office has been provided and reviewed many documents relating to a possible partnership between the two counties at the Medical Examiner level. The documents included:

- A report done by Mr. Terronez during Rock County's research into the change from Coroner to Medical Examiner. This document is titled *Medical Examiner Report* and is dated 09-30-13;
- A copy of the *2012 Annual Report from the Office of the Rock County Coroner* which was authored by Jenifer Keach, former Coroner, and Louis Smit, the Chief Deputy Coroner of Rock County;
- A budget/financial document from Mr. Terronez which represented the *Budget to Actual figures for the years 2010 thru 2013*;
- Excerpts from *Mercy Hospital Invoices*;
- A copy of the *Rock County Coroner's Criteria for Cases Reportable to the Coroner's Office*;
- A copy of an email from Lou Smit to Mr. Terronez outlining *Employee Scheduling Practices*.

Using the information provided we have been able to study historical caseload data in an effort to predict the commitment required by Dane County if both Rock and Dane Counties entered into a MOU for Medical Examiner Services.

Case Load Summary:

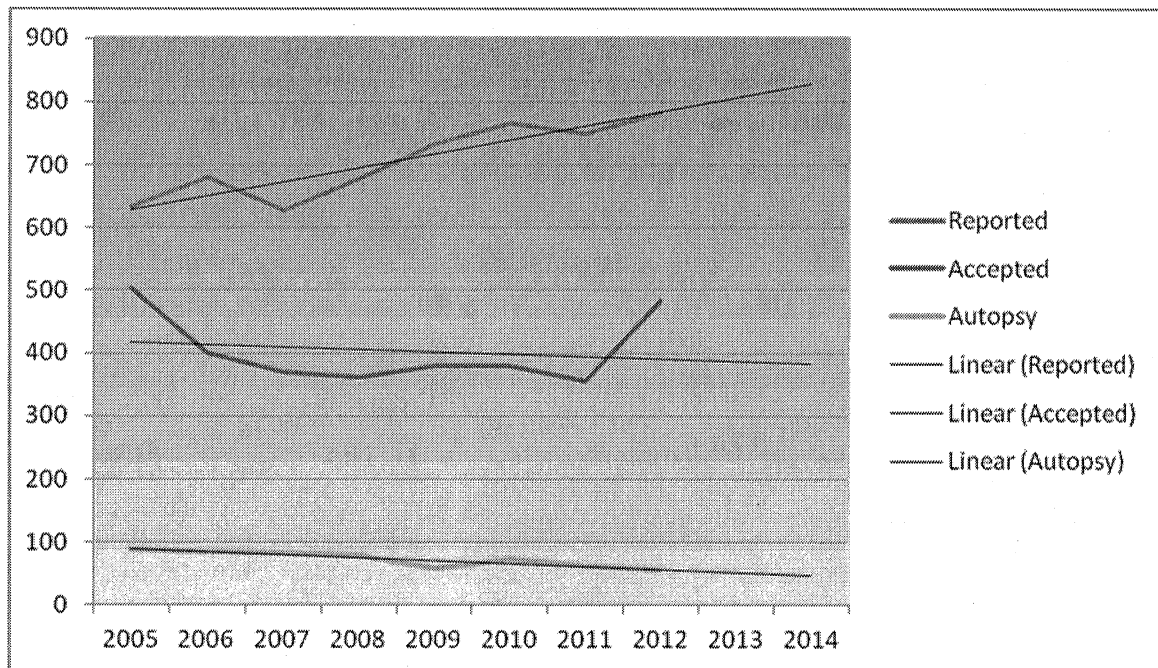
There is an inherent difficulty in accurately determining caseloads between Counties. Each County Coroner or Medical Examiner may have different criteria for accepting jurisdiction. Wisconsin statutes allow the individual Coroner or Medical Examiner to set policy in each County about what is reportable. There are also different types of cases that an individual Coroner or Medical Examiner will be involved with that don't represent death investigations. These types of cases can include things like referral cases to another County, death notifications for outside Counties, and OPO referrals to name a few.

The table below outlines the information provided by Rock County regarding Reportable Deaths, those deaths where the office accepted jurisdiction, and cases autopsied for the years 2005 to 2012. The table demonstrates that the County has seen roughly a 19% increase in the reportable death caseload over the 8 year period, and only a 3.7% increase in cases where jurisdiction has been accepted. While caseload has increased, surprisingly, autopsy numbers have decreased by more than 30% from 2005 to 2012. In 2012 Rock County had autopsies completed on just over 11% of their cases. By comparison, Dane County autopsy rates in 2012 were roughly 21 percent of all cases, excluding cremations and outside county autopsy services.

The table below summarizes the information from the Rock County report for the years 2005 to 2012. There was no data available for 2013 at the time of our meetings.

**Rock County Caseload Information
2005 - 2012**

YEAR	Reportable Deaths	Accepted Jurisdiction	% Investigated Fully	Total Autopsies	% Autopsied
2005	634	504	79.50%	89	17.66%
2006	680	401	59.00%	85	21.20%
2007	628	369	58.60%	82	22.22%
2008	679	362	53.30%	78	21.55%
2009	733	379	51.70%	58	15.30%
2010	767	380	49.50%	72	18.95%
2011	750	355	47.30%	62	17.46%
2012	783	484	61.80%	56	11.57%



There are 3 general informational areas that should be discussed during the consideration of the regional relationship. Those three major areas are **Management and Oversight** of the actual day to day operations of the office; **Individual Case Review** (every case, every time); and **Autopsy Medicine**. Certainly there will be several topics within these three categories that will require detailed discussions and or negotiation.

OFFICE MANAGEMENT AND OVERSIGHT: In the ideal model, Dr. Tranchida would act as the Chief Medical Examiner, and the Dane County Deputy as the Deputy Medical Examiner for Rock County. For the purposes of this discussion document, the term 'Dane County' refers to Dr. Tranchida or his designee. The Dane County Director of Operations would, under the direction of Dr. Tranchida have the ability to guide staff, work to implement policies and procedures, and to mandate the performance of the investigative and support staff. Dr. Tranchida or his designee would make decisions regarding scene investigations completed by Medicolegal Death Investigators in the Medical Examiner's Office, as well as any additional forensic investigation required or recommended for cases in Rock County. These decisions will be based on accepted best practices in the area of forensic death investigation.

This oversight would include building or strengthening relationships with all Rock County Criminal Justice, Public Health, and Funeral Home Partners. The relationship between the Medical Examiner's Office and these partners is of the utmost importance to Dane County and is paramount to the success of the Medical Examiner's Office in Rock County. The cooperation, mutual respect and information exchange between the criminal justice partners is paramount to the successful cause and manner of death investigation, and criminal prosecution in those cases where a criminal act is contributory. It is also important in monitoring trends in public health, and providing respectful and compassionate service to the decedents and their surviving families.

Dane County would work closely with Rock County Administration and the appropriate oversight committees to address any existing or new concerns regarding the function of the Rock County ME's office. Dane County would work to manage the office budget, make budgetary requests in the format prescribed by Rock County and keep the County leaders informed as to the operation and needs of the office. Dane County would work with Rock County Administration to facilitate billing for services and accounts payable as required to operate the Rock County Medical Examiner's Office.

Dane County would help to facilitate training in death investigation, and recommend outside training for investigative staff of the Rock County Medical Examiner's Office. Dane County would work cooperatively with Rock County to determine appropriate staffing levels. In this model, all investigative and support staff in the Rock County Medical Examiner's office would be Rock County Employees.

In addition to the estimates provided in the proposed fee document, Dane County will be available 24/7 to provide guidance and management to the Medical Examiner staff.

INDIVIDUAL CASE REVIEW

Dane County forensic pathologists will provide timely review of each case at or shortly after the origination of the case. This review will continue throughout the course of the individual investigation. Initially, Rock County Investigators will clear each case telephonically, prior to leaving the death scene or releasing the decedent. This format of case review will become less restrictive after each investigator accomplishes an acceptable level of proficiency, to be evaluated by the Chief Medical Examiner or the Deputy Medical Examiner. Once that proficiency is achieved, the process of clearing the most benign cases will be accomplished with timely triage notes to the pathologists and the Director of Operations as soon after the call as is possible.

This triaging policy allows the pathologists the opportunity to review each case in a timely manner and to make a determination if the investigator has made appropriate decision regarding the release of the decedent, required additional follow up, or forensic examination. This triage policy occurs 24 hours a day, 7 days a week.

Dane County would also provide a forensic pathologist response to homicide cases or other cases where a complicated scene examination is appropriate. The need for this response would be determined by the Medical Examiner in consultation with those at the scene.

One of the forensic pathologists would make the final decision regarding the need for additional forensic examination on each case. This decision would be made considering input from other criminal justice partners to be sure that each agencies' needs are met.

Based on past practices, it is likely that Rock County would see an increase in cases that would be autopsied. Best practices in forensic medicine, examination standards, and the disclosed caseload would suggest that Rock County autopsy rates are significantly lower than would be expected. I would estimate that autopsy numbers would be in the area of 85 to 95 autopsy cases per year.

AUTOPSY MEDICINE

Currently, Rock County contracts with Dane County for a portion of their autopsy cases. The Dane County fee of \$1450.00 includes the autopsy, copies of digital photos taken at the autopsy, digital copies of x-rays, the Comprehensive Forensic Toxicology Panel at AIT Labs, and a standard amount of histology for each case. Any specialized testing in the area of toxicology is charged to Rock County over and above the Comprehensive Panel. Similarly, unique histology or specialized histology staining is billed to Rock County over and above the standard autopsy fee. The standard fee also includes x-rays taken of adults and children, but not infants. The Rock County District Attorney currently pays

for expert testimony in criminal cases where one of the pathologists is subpoenaed to testify in criminal matters.

Included in the attached Dane County proposal is sum that represents 85 autopsies. Dane County would include autopsy services, x-ray services done at Dane County (excluding infant cases), expert testimony and transportation services for the decedent from the Rock County Morgue/cooler to the Dane County Morgue for autopsy or forensic examination (1 Round Trip). If an additional trip (delivery back to the Rock County morgue/cooler) is desired, we would have to look at the additional cost associated with that trip.

Dane County would honor the agreement should there be a need for additional autopsies over and above the 85. This would however not include the autopsy costs associated with a mass fatality event.

In this proposal Rock County would be responsible for the fees associated with toxicology testing and histology services. As indicated above, infant death cases require specialized x-ray and interpretation by pediatric radiologists. These costs would be run through the Rock County Office. Rock County would also be responsible for costs associated with any other specialized testing required for Cause and Manner determination.

All autopsies for the Rock County Medical Examiner's Office would be performed by Board Certified Forensic Pathologists employed by Dane County. The decision regarding the need for an autopsy will be made by Dr. Tranchida or his designee, giving consideration to governing statutes which also allow for the District Attorney to order an autopsy as well. The needs of all involved criminal justice partners would be considered when making the decision regarding forensic examination in any case.

Dane County would provide morgue facilities to facilitate Forensic examinations as needed as well as bone and tissue donation in cases where these procedures are pursued. Dane County would provide transportation from the Rock County Morgue to the Dane County facility for bone and tissue donation cases as well.

As indicated above, there are many topics that will need to be discussed beyond those included here.