

**Districts 5 and 24 Medical Examiner Advisory Committee
Meeting November 8, 2023**

- 1. Call to Order** – The Districts 5 and 24 Medical Examiner Advisory Committee meeting was called to order at 2:00 p.m. on Wednesday, November 8, 2023 at the Sumter County Service Center, 7375 Powell Road, Wildwood, FL.
- 2. Roll Call and Determination of a Quorum** – Roll call was taken and a quorum was met.

Members Present

Josh Blake, Lake County Board of County Commissioners
Jeff Bogue, Sumter County Board of County Commissioners
Jerry Campbell, Hernando County Board of County Commissioners
Holly Davis, Chair, Citrus County Board of County Commissioners
Michelle Stone, Marion County Board of County Commissioners (arrived at 2:04 p.m.)
Jay Zembower, Vice-Chair, Seminole County Board of County Commissioners

In Attendance

Rodney Mascho, Deputy Chief of EMS, Marion County Fire Rescue
Juan Atan, Deputy Chief of EMS, Marion County Fire Rescue
Barbara Wolf, M.D., Medical Examiner, Districts 5 & 24 Medical Examiner's Office
Lindsey Bayer, Director of Operations, Districts 5 & 24 Medical Examiner's Office
Jared Goodspeed, Director, Facilities Management, Marion County Board of County Commissioners
Amanda Tart, Assistant County Administrator, Marion County Board of County Commissioners
Matthew Cretul, Legislative Manager, Marion County Board of County Commissioners
Bill Gladson, State Attorney, Fifth Judicial Circuit, Office of the State Attorney
Paul Wildman, P.E., Guerra Development Corporation
Dana Olesky, Chief Assistant County Attorney, Marion County Board of County Commissioners
Meloney Koontz, Assistant County Manager, Seminole County Board of County Commissioners
Cassandra Li, Administrative and Financial Services Manager, Marion County Fire Rescue
Beth Jones, Budget and Administrative Coordinator, Marion County Fire Rescue
Jennifer Cole, Finance Director, Marion County Clerk of the Court
Susan Olsen, Director, Procurement Services, Marion County Board of County Commissioners
Jodi Shoemaker, Contract Analyst, Procurement Services, Marion County Board of County Commissioners
Pam Doherty, Administrative Staff Assistant, Marion County Fire Rescue

- 3. Proof of Publications** – Legal advertisements were published on October 29, 2023 in the Citrus County Chronicle Ad #50075759, Ocala Star Banner Ad #9402256, Orlando Sentinel Ad #7515095, Lake Sentinel Ad #7515246 and The Villages Daily Sun Ad #01153324 and on October 27, 2023 in Hernando Sun. Publications #C9E154AE-0012.

Motion: Commissioner Zembower made a motion to approve the proof of publications and Commissioner Blake seconded the motion. The motion carried unanimously 5-0.

- 4. Review and Approval of August 21, 2023 Minutes** – The minutes from the August 21, 2023 Districts 5 and 24 Medical Examiner Advisory Committee meeting were submitted for approval.

Motion: Commissioner Zembower made a motion to approve the August 21, 2023 minutes and Commissioner Blake seconded the motion. The motion carried unanimously 5-0.

Commissioner Michelle Stone arrived at 2:04 p.m.

5. Medical Examiner's Facility Comparison Analysis

5.1 Medical Examiner's Facility Comparison Analysis – Jared Goodspeed, Facilities Director, introduced Paul Wildman, P.E. with Guerra Development Corporation (GDC), to the committee. GDC was selected to perform a conceptional analysis on the three sites, to include Summerfield, Leesburg and Fruitland Park. Mr. Wildman distributed the final Medical Examiner's Facility Comparison Analysis 39-page handout to the committee. This analysis was done on a conceptional level. Mr. Wildman gave a presentation on the analysis and presented the findings.

The cost for the Leesburg site came in the lowest at \$27,291,498, the Summerfield site came in at \$27,417,494 and the Fruitland Park site came in at \$29,275,750. The Leesburg site was determined to have a fatal flaw based on the Federal Aviation Administration (FAA) height restrictions. The Fruitland Park site does not have utilities in place, which adds additional costs. GDC recommends the Summerfield site for the Medical Examiner facility.

Focusing on the Summerfield and Leesburg locations, construction will take approximately 740 days for Summerfield and 850 days for Leesburg, a difference of 110 days.

The fatal flaw category is a condition that would cause the development to fail. There is a Federal Aviation Administration (FAA) height requirement at the Leesburg location. This property is very close to the Leesburg International Airport and located in the airport overlay zone. It is a buildable site, but there are height requirements and not much room for expansion. If this site is pursued, it is recommended for it to go through an evaluation and study before a commitment is made. There is concern about the encroaching trees on this site and it is recommended they be removed.

Commissioner Zembower expressed that he doesn't believe we have enough information for a decision. Chief Mascho said three very qualified firms have reviewed the financials that have been sent out to all the counties. It is the desire of the Committee and all involved to want the best outcome for all six counties and the Medical Examiner. Commissioner Zembower said he's not convinced this building meets the American Medical Examiner's Association criteria standards for a Medical Examiner building. Dr. Wolf chairs the committee for the main standards of Medical Examiner buildings. There are no national standards that will have a bearing on where or what is built. Chief Mascho explained there are three qualified firms on the design side of the Medical Examiner facility that have involved the sub-contractor McClaren, Wilson and Lawrie, Inc. (MWI), the leading designer of Medical Examiner facilities in the nation. The winner of this design package will have MWI involved in the design of the facility. All firms felt the concept was a viable design.

After further discussion, Sumter, Citrus, Marion and Hernando are ready to commit to the Summerfield location. Lake County's issue has been the cost, but the location should be fine. Seminole County agrees to move forward with the location but requests hard numbers. Marion County Board of County Commissioners is floating the bond. The length of the bond has not been determined.

Motion: Commissioner Stone made a motion to choose the Summerfield location to build the new Medical Examiner facility and Commissioner Bogue seconded the motion. The motion carried unanimously 6-0.

5.2 RFQs for Architectural/Engineering Services and Construction Manager at Risk – Marion County met with the design team. The final scoring was completed for the Architectural/Engineering Services and Construction Manager at Risk RFQs. Architectural Studios had the preliminary highest score for the Architectural/Engineering Services RFQ. A partnership with HJ High Construction Company and Dinkins Construction had the highest score for the Construction Manager at Risk RFQ.

5.3 Legislative Priority for the Medical Examiner Facility – Matthew Cretul, Legislative Manager, discussed the appropriations request. Representative McClain will submit the appropriations form for Marion County. The form is due to the State on November 14, 2023. Mr. Cretul has copies of the appropriations forms for the committee for consideration. Even though Marion County is submitting the actual request, it is a mutual and regional need between the six Counties. Mr. Cretul has spoken with each of the other five County's counterparts and all have shared the lobbyist information with their County. Mr. Gladson provided a letter of support. Other letters of support may come from Phil Archer, State Attorney, 18th Judicial Circuit, and each County's individual Sheriffs and Police Chiefs Associations.

6. Old Business

6.1 FY 22/23 4th Quarter Budget Report – Cassandra Li gave an overview of the FY 22/23 4th quarter budget covering July 1, 2023 through September 30, 2023. The following budget amendments occurred during this quarter:

- Moved \$19,347 for the X-Ray machine purchase from Capital Improvement Funding to Machinery and Equipment
- Moved \$21,000 for appraisal of lands and utility services due to increased rates from Capital Improvement Funding to Professional Services and Utility Services
- Moved \$2,500 for an x-ray barrier from Repairs/Maintenance–Equipment to Operating Supplies
- Moved \$825 for the overage for the x-ray barrier from Capital Improvement Funding to Machinery & Equipment
- Recognized \$1,860 of Medical Examiner Fees (Revenue) to issue a refund to a funeral home for a double payment
- Moved \$2,975 for formal appraisal services on all three sites from Capital Improvement Funding to Professional Services
- Moved \$912 from Repairs/Maintenance–Building & Grounds to Communications Services for a bill for the rest of the fiscal year
- Moved \$6,500 for civil engineer services from Repairs/Maintenance–Equipment to Professional Services

6.2 FY 23/24 Medical Examiner Adopted Budget – The budget was submitted to each County. Chief Mascho reminded the committee that budget numbers can change slightly from initial approval once the budget is finalized in September.

6.3 Compensation for Federal Inmates – Chief Atan reported that all autopsies have been invoiced for a total of \$108,000. Payment has not been received but should be received shortly.

6.4 Amendment to Extend Medical Examiner Interlocal Agreement – The amendment to extend the Interlocal Agreement is complete and each County should have received their signed copy. This Interlocal Agreement will expire September 30, 2024.

6.5 Future Interlocal Agreement – Dana Olesky, Chief Assistant County Attorney, said the new Interlocal Agreement will expire September 30, 2024 but anticipates it won't take the entire year to complete. Interlocal Agreement updates should be rolled out by the end of this year for each County Attorney to give comments. There should be an update on the progress at the February, 2024 meeting. This agreement will need to be finalized before Marion County can float the bond. It will guarantee the share of funding between each of the six Counties.

7. New Business

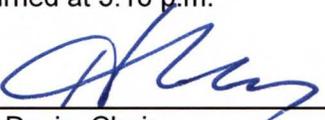
Commissioner Campbell asked about invoicing for expert testimony and how we should approach this moving forward. Mr. Gladson said Marion County has never been charged for Medical Examiner testimony. The Florida Statute says the Counties can recover the cost of having the Medical Examiner testify. The fees ranged from \$75-\$300 an hour. The entity that calls upon the Medical Examiner would pay the fee. Commissioner Zembower said the statute is clear and the State is responsible for levying the charges. Mr. Gladson said the State has due process funds which can be shared between circuits. The circuit has one fund.

Chief Mascho asked if there is a financial impact due to staff testifying. The Medical Examiner said salaries and caseloads have increased and there is additional staff coverage when they are called away. The Interlocal Agreement will include language on this topic and may be dependent by individual county whether it's determined by resolution or ordinance. Opioid funds are limited to treatment of opioids, not the end results. Ms. Olesky is actively looking at ways to seek out those funds.

The Medical Examiner's contract auto renewed for five more years. The next step is the Interlocal Agreement to remove the wording in reference to being able to bill for testimony.

This is Chief Mascho's last meeting and he is retiring on November 30, 2023. Chief Atan has extended an invitation to Chief Mascho to attend the groundbreaking at the Summerfield site. The Medical Examiner is very grateful for what Chief Mascho has done for them over the last 11 years.

- 8. **Next Meeting Date** – The next meeting is scheduled for Friday, February 16, 2024 at 12:00 p.m. at the Sumter County Service Center, 7375 Powell Road, Room 102, Wildwood, FL.
- 9. **Adjournment** – There being no further business to come before the committee, the meeting adjourned at 3:18 p.m.



Holly Davis, Chair



Date