

## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 09/15/2021

Contract/Lease Control #: C19-2854-BCC

Procurement#: NA

Contract/Lease Type: AGREEMENT

Award To/Lessee: SANTA ROSA, ESCAMBIA, OKALOOSA AND WALTON  
COUNTIES

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 10/01/2019

Expiration Date: 09/30/2024

Description of  
Contract/Lease: COST SHARE OF MEIDCAL EXAMINER SERVICES

Department: BCC

Department Monitor: HOFSTAD

Monitor's Telephone #: 850-689-7105

Monitor's FAX # or E-mail: JHOFSTAD@MYOKALOOSA.COM

Closed:

Cc: Finance Department Contracts & Grants Office

**FIRST ANNUAL AMENDMENT TO  
INTERLOCAL AGREEMENT BETWEEN  
ESCAMBIA COUNTY, SANTA ROSA COUNTY, OKALOOSA  
COUNTY, AND WALTON COUNTY FOR COST SHARE OF MEDICAL  
EXAMINER SERVICES AND RELATED MATTERS**

**THIS FIRST ANNUAL AMENDMENT TO INTERLOCAL AGREEMENT** (“First Amendment”) is made and entered into by and between ESCAMBIA COUNTY (“ESCAMBIA”), SANTA ROSA COUNTY (“SANTA ROSA”), OKALOOSA COUNTY (“OKALOOSA”), and WALTON COUNTY (“WALTON”) all of which are political subdivisions of the State of Florida. Collectively, ESCAMBIA, SANTA ROSA, OKALOOSA and WALTON shall be referred to as the "DISTRICT 1 COUNTIES."

**WITNESSETH:**

**WHEREAS**, in August 2019, the District 1 Counties entered an Interlocal Agreement between Escambia County, Santa Rosa County, Okaloosa County, and Walton County for Cost Share of Medical Examiner Services and Related Matters (“Agreement”); and

**WHEREAS**, Section 3(c) of the Agreement states that it will be amended annually by the District 1 Counties to incorporate their respective proposed budget for professional salaries and benefits, staff salaries and benefits, and operating costs for Medical Examiner services in the upcoming Fiscal Year;

**NOW, THEREFORE**, for and in consideration of the premises, mutual covenants and agreements contained in this First Amendment by and between the parties and for the mutual benefit of the parties, and their respective citizens, the parties agree as follows:

**Section 1. Recitals.** The foregoing recitals are true and correct and form a material part of this First Amendment upon which the parties have relied.

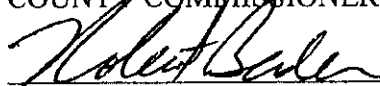
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- (a) Exhibit A to this First Amendment contains the proposed budget of each of the District 1 Counties for professional salaries and benefits, staff salaries and benefits, and operating costs for Medical Examiner services for Fiscal Year 2021-2022.
- (b) Each District 1 County shall pay semi-annually to Santa Rosa, as Administrative Coordinator, one-half of its approved DOMES budget within seven days of October 1st and by April 1st of each Fiscal Year.
- (c) Approved DOMES budget amendments shall be paid within thirty days of billing.

**Section 3.** Except as modified by this First Amendment, the Agreement remains unchanged and in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this First Amendment on the respective dates with each signature:

ESCAMBIA COUNTY BOARD OF  
COUNTY COMMISSIONERS

  
\_\_\_\_\_

Robert Bender, Chairman

Date Executed

9/7/2021

Attest

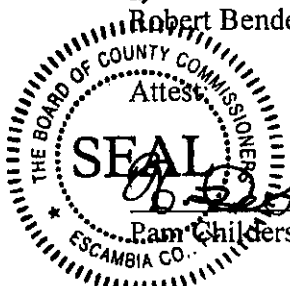
  
\_\_\_\_\_

Pam Childers, Clerk of the Court

Approved as to Form

  
\_\_\_\_\_

Alison P. Rogers, County Attorney



ESCAMBIA COUNTY BOARD OF  
COUNTY COMMISSIONERS

\_\_\_\_\_  
Robert Bender, Chairman

\_\_\_\_\_  
Date Signed

Attest:

\_\_\_\_\_  
Pam Childers, Clerk of the Court

Approved as to Form

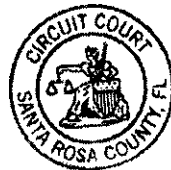
\_\_\_\_\_  
Alison P. Rogers, County Attorney

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SANTA ROSA COUNTY BOARD OF  
COUNTY COMMISSIONERS

  
\_\_\_\_\_  
David C. Piech, Chairman

8/24/21  
Date Signed



Attest:

  
\_\_\_\_\_  
Donald C. Spencer, Clerk of the Court

Approved as to Form

\_\_\_\_\_  
Gregory T. Stewart, Interim County Attorney

OKALOOSA COUNTY BOARD OF  
COUNTY COMMISSIONERS

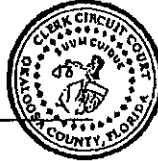


Carolyn N. Ketchel  
Carolyn N. Ketchel, Chairman

9/7/2021  
Date Signed

Attest:

J. D. Peacock  
J. D. Peacock, Clerk of the Court



9/07/2021  
Date Signed

Approved as to Form:

Lynn M. Hoshihara  
Lynn M. Hoshihara, County Attorney

9/07/2021  
Date Signed

WALTON COUNTY BOARD OF  
COUNTY COMMISSIONERS

*Trey*  
\_\_\_\_\_, Chairman



9/15/21  
Date Signed

Attest:

*Kim Will*  
for Alex Alford, Clerk of the Court

Approved as to Form

*Clay*  
Clay Jackson, Interim County Attorney  
*Hatkinson*

Board Approved

SEP 14 2021

Walton County  
Board of County Commissioners

**ATTACHMENT "A"**

**BUDGET FOR MEDICAL EXAMINERS SERVICES  
FOR FISCAL YEAR 2020-2021**



<b>ESCAMBIA COUNTY BUDGET FY</b>	<b>2019/2020</b>	<b>2021/2022</b>
PHYSICIAN SALARIES	\$437,250	\$675,750
PHYSICIAN COSTS	\$95,443	\$182,334
EMPLOYEE SALARIES	\$395,809	\$614,957
EMPLOYEE COSTS	\$183,579	\$352,895
CONTRACTED FEES	\$267,990	\$349,669
OTHER OPERATING EXPENSE	\$102,962	\$221,186
CAPITAL OUTLAY	\$0	\$9,800
ADMINISTRATION FEE	\$44,191	\$68,198
<b>TOTAL</b>	<b>\$1,617,224</b>	<b>\$2,376,789</b>
	<b>Difference</b>	<b>\$859,565</b>

<b>SANTA ROSA COUNTY BUDGET FY</b>	<b>2019/2020</b>	<b>2021/2022</b>
PHYSICIAN SALARIES	\$115,500	\$164,600
PHYSICIAN COSTS	\$25,211	\$52,095
EMPLOYEE SALARIES	\$104,653	\$175,702
EMPLOYEE COSTS	\$48,483	\$100,827
CONTRACTED FEES	\$68,148	\$98,454
OTHER OPERATING EXPENSE	\$28,716	\$63,198
CAPITAL OUTLAY	\$0	\$2,800
ADMINISTRATION FEE	\$0	\$0
<b>TOTAL</b>	<b>\$390,621</b>	<b>\$657,574</b>
	<b>Difference</b>	<b>\$266,953</b>

<b>DISTRICT 1 MEDICAL EXAMINER PROPOSED BUDGET FY</b>	<b>2019/2021</b>	<b>2021/2022</b>
PHYSICIAN SALARIES	\$825,000	\$1,175,000
PHYSICIAN COSTS	\$180,082	\$372,110
EMPLOYEE SALARIES	\$746,809	\$1,255,015
EMPLOYEE COSTS	\$348,376	\$720,193
CONTRACTED FEES	\$486,773	\$750,596
OTHER OPERATING EXPENSE	\$203,060	\$451,400
CAPITAL OUTLAY	\$0	\$20,000
ADMINISTRATION FEE	\$71,924	\$122,602
<b>TOTAL</b>	<b>\$2,880,024</b>	<b>\$4,886,916</b>

<b>OKALOOSA COUNTY BUDGET FY</b>	<b>2019/2020</b>	<b>2021/2022</b>
PHYSICIAN SALARIES	\$206,250	\$328,000
PHYSICIAN COSTS	\$45,021	\$104,191
EMPLOYEE SALARIES	\$186,702	\$351,404
EMPLOYEE COSTS	\$66,594	\$201,654
CONTRACTED FEES	\$121,893	\$231,035
OTHER OPERATING EXPENSE	\$51,350	\$126,392
CAPITAL OUTLAY	\$0	\$5,600
ADMINISTRATION FEE	\$20,928	\$40,478
<b>TOTAL</b>	<b>\$718,538</b>	<b>\$1,389,754</b>
	<b>Difference</b>	<b>\$671,216</b>

<b>WALTON COUNTY BUDGET FY</b>	<b>2019/2020</b>	<b>2021/2022</b>
PHYSICIAN SALARIES	\$66,000	\$105,750
PHYSICIAN COSTS	\$14,407	\$33,490
EMPLOYEE SALARIES	\$59,745	\$112,951
EMPLOYEE COSTS	\$27,710	\$64,817
CONTRACTED FEES	\$38,942	\$71,438
OTHER OPERATING EXPENSE	\$20,032	\$40,826
CAPITAL OUTLAY	\$0	\$1,800
ADMINISTRATION FEE	\$6,805	\$12,928
<b>TOTAL</b>	<b>\$233,641</b>	<b>\$443,769</b>
	<b>Difference</b>	<b>\$210,158</b>

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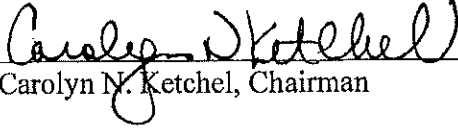
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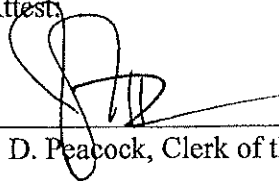
OKALOOSA COUNTY BOARD OF  
COUNTY COMMISSIONERS

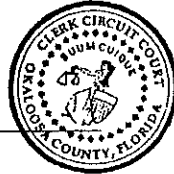
  
Carolyn N. Ketchel, Chairman



9/7/2021  
Date Signed

Attest:

  
J. D. Peacock, Clerk of the Court



9/07/2021  
Date Signed

Approved as to Form:

  
Lynn M. Hoshihara, County Attorney

9/07/2021  
Date Signed

**ATTACHMENT "A"**

**BUDGET FOR MEDICAL EXAMINERS SERVICES  
FOR FISCAL YEAR 2021-2022**

DOMES  
BUDGET PROPOSAL

FISCAL YEAR 2021-2022

DISTRICT ONE MEDICAL EXAMINER  
ESCAMBIA COUNTY

Escambia \* Santa Rosa \* Okaloosa \* Walton

OFFICE OF THE MEDICAL EXAMINER  
DISTRICT ONE, FLORIDA

MISSION STATEMENT

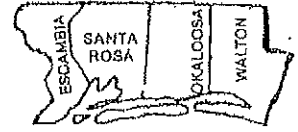
*The mission that incorporates the obligation of the Medical Examiner's Office, District One, Florida has been established as follows:*

- *Investigate thoroughly and professionally the cause, manner, circumstance, and mechanism of death in those death cases defined under the Florida Statute, Chapter 406 and according to recommendations provided under the Administrative Procedures Act, Rule Chapter 11G.*
- *Provide credible, objective, truthful, and scientifically sound medicolegal testimony.*
- *Provide statistical data to State and public agencies as requested.*
- *Educate and train medicolegal experts.*
- *Treat bereaved families with respect, sensitivity, and consideration. Provide families and loved ones of decedents with timely reports and explanations.*
- *Render courteous and professional service to public and private agencies and to the public in general.*



**OFFICE OF THE MEDICAL EXAMINER  
DISTRICT ONE, FLORIDA**

*Deanna A. Oleske, M.D.  
Interim Chief Medical Examiner*



**FISCAL YEAR 2021/2022  
PROPOSED BUDGET**

Pursuant to Florida Statute 406.08(1), "The district medical examiner shall submit an annual budget to the board of county commissioners." Last fiscal year (FY), and again this FY, a determination of each county's percentage apportionment has been made on the analysis of the first 6 months caseload from the current FY 2020/2021. The ongoing pandemic has been detrimental not only to our daily workload, but our ability to buy supplies at a reasonable price or at all; the price increase for our supplies has increased anywhere from 50 to 200%.

The FY 2021/2022 proposed budget provides for twenty-three (23) full-time Non-Physician Staff members (increase from nineteen (19)). The proposed budget also provides for the same previously budgeted three (3) full-time Physician Staff members with a request for an additional Physician for a total of four (4). According to Florida Administrative Code 11G, Florida Medical Examiner Practice Guidelines, Article 27(2), each associate medical examiner should do no more than 225 autopsies, plus or minus 50; annually. In FY 2019/2020 District One conducted 681 postmortem examinations and a total of 1,105 formal death investigations. For FY 2020/2021 (October 1, 2020 to March 31, 2021), District One has performed 553 postmortem examinations, and we anticipate for the entire FY 2020/2021 year that District One will perform a record total of 1,106 postmortem examinations, and formally investigate approximately 1,445 deaths.

For the upcoming FY 2021/2022 we project that District One will exceed 1,385 postmortem examinations and conduct over 1,810 formal death investigations. As indicated by rule and contract obligations, there is an immediate need for a 4<sup>th</sup> or even 5<sup>th</sup> full-time physician (the remaining anticipated workload equals 0.7 FTE). The salary for a 4<sup>th</sup> physician has been budgeted in FY 2021/2022. Not included in the budget is a 5<sup>th</sup> physician, locums fees and overages. The current office space in the basement of Sacred Heart is less than 1500 SF and insufficient office space to hire a 4<sup>th</sup> physician or additional support staff. In an effort to be frugal with the counties money regarding a larger office space, a decision was made to move the administration office off the hospital campus (\$23 SF to \$18 SF).

Capitol requests in this budget proposal include one (1) microscope with objectives and camera for the 4<sup>th</sup> physician. This piece of equipment is considered essential and amongst standard



practice when hiring a new forensic pathologist. Since many avenues of federal reimbursement funds are available, and a microscope is considered equipment needed to address COVID-19, I ask that the counties consider being pro-active instead of reactive and allow for the purchase of two (2) microscopes for use by visiting locums physicians and in preparation for an inevitable 5<sup>th</sup> physician.

Laptops and related technological equipment that are needed for proper mass disaster response during natural catastrophic events like hurricanes have been budgeted for in FY 2021/2022. The Medical Examiner's Office updated only ½ of the computer equipment last fiscal year, and these new computers do not interface with the original 15-year-old computers.

Finally, the District One Medical Examiner's Office is strongly committed to working with the four counties to better serve the interests of the public health and safety.

Sincerely,

A handwritten signature in black ink, appearing to read "Deanna A. Oleske M.D.", with a period at the end.

Deanna A. Oleske, M.D.  
Interim Chief Medical Examiner  
District 1, Pensacola, FL

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ESCAMBIA COUNTY BUDGET FY	2019/2020	2021/2022
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ADMINISTRATION FEE	\$44,191	\$69,198
<b>TOTAL</b>	<b>\$1,517,224</b>	<b>\$2,375,789</b>
	Difference	\$858,565

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EMPLOYEE COSTS	\$86,594	\$201,654
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CAPITAL OUTLAY	\$0	\$5,600
ADMINISTRATION FEE	\$20,928	\$40,478
<b>TOTAL</b>	<b>\$718,538</b>	<b>\$1,389,754</b>
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CONTRACTED FEES	\$38,942	\$71,438
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CAPITAL OUTLAY	\$0	\$1,800
ADMINISTRATION FEE	\$6,805	\$12,926
<b>TOTAL</b>	<b>\$233,641</b>	<b>\$443,799</b>
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<b>TOTAL</b>	<b>\$1,517,224</b>	<b>\$2,375,789</b>
	Difference	<b>\$858,565</b>

**CASE VOLUME PERCENTAGES BY COUNTY**

(6 month case load multiplied by 2)

<b>OCT 2020 - MAR 2021</b>	Escambia	Santa Rosa	Okaloosa	Walton	Total
MLA Cases	454	136	266	82	938
MLO Cases	92	14	42	20	168
<b>Total</b>	<b>546</b>	<b>150</b>	<b>308</b>	<b>102</b>	<b>1106</b>
<b>4-WAY SPLIT</b>					
Percentages	<b>49</b>	<b>14</b>	<b>28</b>	<b>9</b>	
MLI(X) Cases	200	26	98	15	339
<b>GRAND TOTAL</b>	<b>748</b>	<b>176</b>	<b>406</b>	<b>117</b>	<b>1445</b>

**CASE VOLUME PERCENTAGES BY COUNTY**

(BASED ON ACTUAL CASES WITH 25% INCREASE)

<b>PROJECTED 2021/2022</b>	Escambia	Santa Rosa	Okaloosa	Walton	Total
MLA Cases	568	170	333	103	1173
MLO Cases	115	18	53	25	210
<b>Total</b>	<b>683</b>	<b>188</b>	<b>385</b>	<b>128</b>	<b>1383</b>
<b>4-WAY SPLIT</b>					
Percentages	<b>49</b>	<b>14</b>	<b>28</b>	<b>9</b>	
MLI(X) Cases	250	33	123	19	424
<b>GRAND TOTAL</b>	<b>933</b>	<b>220</b>	<b>508</b>	<b>146</b>	<b>1806</b>

**SALARIES**

**Positions:**

<b>4-Way</b>	<b>Gross</b>	<b>Escambia</b>	<b>Santa Rosa</b>	<b>Okaloosa</b>	<b>Walton</b>
Dir of Ops	\$165,000	\$80,860	\$23,100	\$46,200	\$14,850
Office Manager	\$74,200	\$36,358	\$10,388	\$20,776	\$6,678
Investigations Supervisor	\$60,420	\$29,606	\$8,459	\$16,918	\$5,438
Morgue Supervisor	\$61,500	\$30,135	\$8,610	\$17,220	\$5,535
Operations Manager	\$57,903	\$28,372	\$8,106	\$16,213	\$5,211
Forensic Specialist	\$45,459	\$22,275	\$6,364	\$12,729	\$4,091
Forensic Specialist	\$40,936	\$20,059	\$5,731	\$11,462	\$3,684
Forensic Specialist	\$39,000	\$19,110	\$5,460	\$10,920	\$3,510
Forensic Specialist	\$39,000	\$19,110	\$5,460	\$10,920	\$3,510
Forensic Photographer	\$65,000	\$31,850	\$9,100	\$18,200	\$5,850
Investigator	\$45,459	\$22,275	\$6,364	\$12,729	\$4,091
Investigator	\$44,096	\$21,607	\$6,173	\$12,347	\$3,969
Investigator	\$48,096	\$23,567	\$6,733	\$13,467	\$4,329
Investigator	\$39,000	\$19,110	\$5,460	\$10,920	\$3,510
Investigator	\$39,000	\$19,110	\$5,460	\$10,920	\$3,510
Investigator	\$44,096	\$21,607	\$6,173	\$12,347	\$3,969
Investigator	\$39,000	\$19,110	\$5,460	\$10,920	\$3,510
Investigative Asst.	\$32,500	\$15,925	\$4,550	\$9,100	\$2,925
Transcription	\$44,350	\$21,732	\$6,209	\$12,418	\$3,992
Transcription	\$35,360	\$17,326	\$4,950	\$9,901	\$3,182
Records	\$42,930	\$21,036	\$6,010	\$12,020	\$3,864
Receptionist	\$34,238	\$16,777	\$4,793	\$9,587	\$3,081
Executive Assistant	\$60,000	\$29,400	\$8,400	\$16,800	\$5,400
Overtime	\$35,000	\$17,150	\$4,900	\$9,800	\$3,150
On-Call Pay	\$23,472	\$11,501	\$3,286	\$6,572	\$2,112
<b>SUB-TOTAL</b>	<b>\$1,255,015</b>	<b>\$614,957</b>	<b>\$175,702</b>	<b>\$351,404</b>	<b>\$112,951</b>

401-K

**Positions:**

<b>4-Way</b>	<b>Gross</b>	<b>Escambia</b>	<b>Santa Rosa</b>	<b>Okaloosa</b>	<b>Walton</b>
Dir of Ops	\$24,750	\$12,128	\$3,485	\$6,930	\$2,228
Office Manager	\$11,130	\$5,454	\$1,558	\$3,116	\$1,002
Investigations Supervisor	\$9,063	\$4,441	\$1,269	\$2,538	\$816
Morgue Supervisor	\$9,225	\$4,520	\$1,292	\$2,583	\$830
Operations Manager	\$8,885	\$4,256	\$1,216	\$2,432	\$782
Forensic Specialist	\$6,819	\$3,341	\$955	\$1,909	\$614
Forensic Specialist	\$6,140	\$3,009	\$860	\$1,719	\$553
Forensic Specialist	\$5,850	\$2,867	\$819	\$1,638	\$527
Forensic Specialist	\$5,850	\$2,867	\$819	\$1,638	\$527
Forensic Photographer	\$9,750	\$4,778	\$1,365	\$2,730	\$878
Investigator	\$6,819	\$3,341	\$955	\$1,909	\$614
Investigator	\$6,614	\$3,241	\$926	\$1,852	\$595
Investigator	\$6,614	\$3,241	\$926	\$1,852	\$595
Investigator	\$7,214	\$3,535	\$1,010	\$2,020	\$649
Investigator	\$6,614	\$3,241	\$926	\$1,852	\$595
Investigator	\$6,614	\$3,241	\$926	\$1,852	\$595
Investigator	\$5,850	\$2,867	\$819	\$1,638	\$527
Investigative Asst.	\$4,875	\$2,389	\$683	\$1,365	\$439
Transcription	\$6,653	\$3,260	\$931	\$1,863	\$599
Transcription	\$5,304	\$2,599	\$743	\$1,485	\$477
Records	\$6,440	\$3,155	\$902	\$1,803	\$580
Receptionist	\$5,136	\$2,516	\$719	\$1,438	\$462
Executive Assistant	\$9,000	\$4,410	\$1,260	\$2,520	\$810
<b>SUB-TOTAL</b>	<b>\$181,010</b>	<b>\$88,695</b>	<b>\$25,341</b>	<b>\$50,683</b>	<b>\$16,291</b>

**HEALTH INSURANCE**

25,134/employee/year

Positions:

<b>4-Way</b>	<b>Gross</b>	<b>Escambia</b>	<b>Santa Rosa</b>	<b>Okaloosa</b>	<b>Walton</b>
Dir of Ops	\$25,134	\$12,316	\$3,519	\$7,038	\$2,262
Office Manager	\$25,134	\$12,316	\$3,519	\$7,038	\$2,262
Investigations Supervisor	\$25,134	\$12,316	\$3,519	\$7,038	\$2,262
Morgue Supervisor	\$25,134	\$12,316	\$3,519	\$7,038	\$2,262
Operations Manager	\$25,134	\$12,316	\$3,519	\$7,038	\$2,262
Forensic Specialist	\$25,134	\$12,316	\$3,519	\$7,038	\$2,262
Forensic Specialist	\$25,134	\$12,316	\$3,519	\$7,038	\$2,262
Forensic Specialist	\$25,134	\$12,316	\$3,519	\$7,038	\$2,262
Forensic Specialist	\$25,134	\$12,316	\$3,519	\$7,038	\$2,262
Forensic Photographer	\$25,134	\$12,316	\$3,519	\$7,038	\$2,262
Investigator	\$25,134	\$12,316	\$3,519	\$7,038	\$2,262
Investigator	\$25,134	\$12,316	\$3,519	\$7,038	\$2,262
Investigator	\$25,134	\$12,316	\$3,519	\$7,038	\$2,262
Investigator	\$25,134	\$12,316	\$3,519	\$7,038	\$2,262
Investigator	\$25,134	\$12,316	\$3,519	\$7,038	\$2,262
Investigator	\$0	\$0	\$0	\$0	\$0
Investigator	\$0	\$0	\$0	\$0	\$0
Investigative Asst.	\$0	\$0	\$0	\$0	\$0
Transcription	\$0	\$0	\$0	\$0	\$0
Transcription	\$0	\$0	\$0	\$0	\$0
Records	\$0	\$0	\$0	\$0	\$0
Receptionist	\$0	\$0	\$0	\$0	\$0
Executive Assistant	\$0	\$0	\$0	\$0	\$0
<b>SUB-TOTAL</b>	<b>\$377,010</b>	<b>\$184,735</b>	<b>\$52,781</b>	<b>\$105,563</b>	<b>\$33,931</b>



**LANDRUM COSTS**

FICA/Unemployment/Worker's Comp

**Positions:**

<b>4-Way</b>	<b>Gross</b>	<b>Escambla</b>	<b>Santa Rosa</b>	<b>Okaloosa</b>	<b>Walton</b>
Dir of Ops	\$16,787	\$8,226	\$2,350	\$4,700	\$1,511
Office Manager	\$8,306	\$4,070	\$1,163	\$2,326	\$748
Investigations Supervisor	\$7,019	\$3,439	\$983	\$1,965	\$632
Morgue Supervisor	\$7,120	\$3,489	\$997	\$1,994	\$641
Operations Manager	\$6,784	\$3,324	\$950	\$1,900	\$611
Forensic Speciallst	\$5,622	\$2,755	\$787	\$1,574	\$506
Forensic Specialist	\$5,199	\$2,548	\$728	\$1,456	\$468
Forensic Specialist	\$5,019	\$2,459	\$703	\$1,405	\$452
Forensic Specialist	\$5,019	\$2,459	\$703	\$1,405	\$452
Forensic Photographer	\$7,447	\$3,649	\$1,043	\$2,085	\$670
Investigator	\$5,019	\$2,459	\$703	\$1,405	\$452
Investigator	\$5,622	\$2,755	\$787	\$1,574	\$506
Investigator	\$5,495	\$2,692	\$769	\$1,538	\$495
Investigator	\$5,868	\$2,875	\$822	\$1,643	\$528
Investigator	\$5,019	\$2,459	\$703	\$1,405	\$452
Investigator	\$5,495	\$2,692	\$769	\$1,538	\$495
Investigator	\$5,019	\$2,459	\$703	\$1,405	\$452
Investigative Asst.	\$4,412	\$2,162	\$618	\$1,235	\$397
Transcription	\$5,386	\$2,639	\$754	\$1,508	\$485
Transcription	\$4,574	\$2,241	\$640	\$1,281	\$412
Records	\$4,879	\$2,293	\$655	\$1,310	\$421
Receptionist	\$5,518	\$2,704	\$773	\$1,545	\$497
Executive Assistant	\$6,980	\$3,420	\$977	\$1,954	\$628
<b>SUB-TOTAL</b>	<b>\$143,405</b>	<b>\$70,269</b>	<b>\$20,077</b>	<b>\$40,153</b>	<b>\$12,906</b>

**ADMINISTRATION FEES**

\$816/employee/year

**Positions:**

<b>4-Way</b>	<b>Gross</b>	<b>Escambia</b>	<b>Santa Rosa</b>	<b>Okaloosa</b>	<b>Walton</b>
Dir of Ops	\$816	\$400	\$114	\$228	\$73
Office Manager	\$816	\$400	\$114	\$228	\$73
Investigations Supervisor	\$816	\$400	\$114	\$228	\$73
Morgue Supervisor	\$816	\$400	\$114	\$228	\$73
Operations Manager	\$816	\$400	\$114	\$228	\$73
Forensic Specialist	\$816	\$400	\$114	\$228	\$73
Forensic Specialist	\$816	\$400	\$114	\$228	\$73
Forensic Specialist	\$816	\$400	\$114	\$228	\$73
Forensic Specialist	\$816	\$400	\$114	\$228	\$73
Forensic Photographer	\$816	\$400	\$114	\$228	\$73
Investigator	\$816	\$400	\$114	\$228	\$73
Investigator	\$816	\$400	\$114	\$228	\$73
Investigator	\$816	\$400	\$114	\$228	\$73
Investigator	\$816	\$400	\$114	\$228	\$73
Investigator	\$816	\$400	\$114	\$228	\$73
Investigator	\$816	\$400	\$114	\$228	\$73
Investigative Asst.	\$816	\$400	\$114	\$228	\$73
Transcription	\$816	\$400	\$114	\$228	\$73
Transcription	\$816	\$400	\$114	\$228	\$73
Records	\$816	\$400	\$114	\$228	\$73
Receptionist	\$816	\$400	\$114	\$228	\$73
Executive Asslstant	\$816	\$400	\$114	\$228	\$73
<b>SUB-TOTAL</b>	<b>\$18,768</b>	<b>\$9,196</b>	<b>\$2,628</b>	<b>\$5,255</b>	<b>\$1,689</b>

**PHYSICIAN SALARIES**

<b>4-WAY</b>	<b>Gross</b>	<b>Escambia</b>	<b>Santa Rosa</b>	<b>Okaloosa</b>	<b>Walton</b>
Salaries	\$1,175,000	\$575,750	\$164,500	\$329,000	\$105,750
401K	\$198,750	\$97,388	\$27,825	\$55,650	\$17,888
Insurance	\$100,536	\$49,263	\$14,075	\$28,150	\$9,048
Costs	\$69,560	\$34,084	\$9,738	\$19,477	\$6,260
Admin Fees	\$3,264	\$1,599	\$457	\$914	\$294
<b>SUB-TOTAL</b>	<b>\$1,547,110</b>	<b>\$758,084</b>	<b>\$216,595</b>	<b>\$433,191</b>	<b>\$139,240</b>

Proposed Salaries	<b>Chief ME</b>	<b>\$375,000</b>
	<b>Deputy Chief</b>	<b>\$300,000</b>
	<b>Associate ME</b>	<b>\$250,000</b>
	<b>Associate ME</b>	<b>\$250,000</b>

**ESCAMBIA COUNTY  
CONTRACT FEES**

	Fee	Case Type	Number of Cases	Total	Grand Total
<b>Toxicology:</b>	\$226.00	MLA/MLO/MLI	546		\$123,396
<b>Histology:</b>	\$8.00	MLA	500		\$4,000
<b>Consultations:</b>					
Anthropolgy	\$500.00		5	\$2,500	
Neurology	\$500.00		5	\$2,500	
DNA, Genetic	\$1,000.00		10	\$10,000	
Microbiology	(Variable)			\$2,000	\$17,000
<b>Removal Service:</b>	\$185.00	MLA	568	\$105,080	
		MLO	115	\$21,275	
		MLI	83	\$15,355	\$141,710
<b>X-Rays:</b>	\$0.00		25		\$0
<b>Office Lease</b>					\$63,563
<b>TOTAL:</b>					<b>\$349,669</b>

**ESCAMBIA COUNTY  
OTHER OPERATING EXPENSES**

Vehicle Related	(4 way county split)	\$20,580
Copy Machines	(4 way county split)	\$2,450
Computer/Networking	(4 way county split)	\$29,400
Office Supplies	(4 way county split)	\$12,250
Morgue/Investigative Supplies	(4 way county split)	\$30,625
Body Bags	(4 way county split)	\$22,050
Insurance	(4 way county split)	\$24,990
Cellular Phones	(4 way county split)	\$8,820
Cleaning	(4 way county split)	\$980
Equipment Repairs/Maintenance	(4 way county split)	\$1,470
Printing	(4 way county split)	\$196
Photography	(4 way county split)	\$18,130
Accounting	(4 way county split)	\$3,430
Postage/Shipping	(4 way county split)	\$1,470
Education/Relocation/Recruitment	(4 way county split)	\$34,300
Dues/Memberships/Licenses/Permits	(4 way county split)	\$3,920
Uniforms	(4 way county split)	\$3,675
Legal Fees	(4 way county split)	\$2,450
<b>TOTAL:</b>		<b>\$221,186</b>

**SANTA ROSA COUNTY  
CONTRACT FEES**

	Fee	Case Type	Number Of Cases	Total	Grand Total
<b>Toxicology:</b>	\$226.00	MLA/MLO/MLI	150		\$33,900
<b>Histology:</b>	\$8.00	MLA	136		\$1,088
<b>Consultations:</b>					
Anthropology	\$500.00		3	\$1,500	
Neurology	\$500.00		3	\$1,500	
DNA, Genetic	\$1,000.00		3	\$3,000	
Microbiology	(Variable)			\$500	\$6,500
<b>Removal Service:</b>	\$195.00	MLA	170	\$33,150	
		MLO	18	\$3,510	
		MLI	11	\$2,145	\$38,805
<b>X-Rays:</b>	\$0.00		10	\$0	\$0
<b>Office Lease</b>					\$18,161
<b>TOTAL:</b>					<b>\$98,454</b>

**SANTA ROSA COUNTY  
OTHER OPERATING EXPENSES**

Vehicle Related	(4 way county split)	\$5,880
Copy Machines	(4 way county split)	\$700
Computer/Networking	(4 way county split)	\$8,400
Office Supplies	(4 way county split)	\$3,500
Morgue/Investigative Supplies	(4 way county split)	\$8,750
Body Bags	(4 way county split)	\$6,300
Insurance	(4 way county split)	\$7,140
Cellular Phones	(4 way county split)	\$2,520
Cleaning	(4 way county split)	\$280
Equipment Repairs/Maintenance	(4 way county split)	\$420
Printing	(4 way county split)	\$56
Photography	(4 way county split)	\$5,180
Accounting	(4 way county split)	\$980
Postage/Shipping	(4 way county split)	\$420
Education/Relocation/Recruitment	(4 way county split)	\$9,800
Dues/Memberships/Licenses/Permits	(4 way county split)	\$1,120
Uniforms	(4 way county split)	\$1,050
Legal Fees	(4 way county split)	\$700
<b>TOTAL:</b>		<b>\$63,196</b>

**OKALOOSA COUNTY  
CONTRACT FEES**

	Fee	Case Type	Number of Cases	Total	Grand Total
<b>Toxicology:</b>	\$226.00	MLA/MLO/MLI	385		\$87,010
<b>Histology:</b>	\$8.00	MLA	268		\$2,128
<b>Consultations</b>					
Anthropology	\$500.00		4	\$2,000	
Neurology	\$500.00		4	\$2,000	
DNA, Genetic	\$1,000.00		5	\$5,000	
Microbiology	(Variable)			\$500	\$9,500
<b>Removal Service:</b>	\$225.00	MLA	333	\$74,925	
		MLO	53	\$11,925	
		MLI	41	\$9,225	\$96,075
<b>X-Rays</b>	\$0.00		15	\$0	\$0
<b>Office Lease</b>					\$36,322
<b>TOTAL:</b>					<b>\$231,035</b>



**OKALOOSA COUNTY  
OTHER OPERATING EXPENSES**

Vehicle Related	(4 way county split)	\$11,760
Copy Machines	(4 way county split)	\$1,400
Computer/Networking	(4 way county split)	\$16,800
Office Supplies	(4 way county split)	\$7,000
Morgue/Investigative Supplies	(4 way county split)	\$17,500
Body Bags	(4 way county split)	\$12,600
Insurance	(4 way county split)	\$14,280
Cellular Phones	(4 way county split)	\$5,040
Cleaning	(4 way county split)	\$560
Equipment Repairs/Maintenance	(4 way county split)	\$840
Printing	(4 way county split)	\$112
Photography	(4 way county split)	\$10,360
Accounting	(4 way county split)	\$1,960
Postage/Shipping	(4 way county split)	\$840
Education/Relocation/Recruitment	(4 way county split)	\$19,600
Dues/Memberships/Licenses/Permits	(4 way county split)	\$2,240
Uniforms	(4 way county split)	\$2,100
Legal Fees	(4 way county split)	\$1,400
<b>TOTAL:</b>		<b>\$126,392</b>

**WALTON COUNTY  
CONTRACT FEES**

	Fee	Case Type	Number of Cases	Total	Grand Total
<b>Toxicology:</b>	\$226.00	MLA/MLO/MLI	102		\$23,052
<b>Histology:</b>	\$8.00	MLA	90		\$722
<b>Consultations:</b>					
Anthropology	\$500.00		2	\$1,000	
Neurology	\$500.00		2	\$1,000	
DNA, Genetic	\$1,000.00		2	\$2,000	
Microbiology	(Variable)			\$500	\$4,500
<b>Removal Service:</b>	\$235.00	MLA	103	\$24,205	
		MLO	25	\$5,875	
		MLI	6	\$1,410	\$31,490
<b>X-Rays</b>	\$0.00		5	\$0	\$0
<b>Office Lease</b>					\$11,675
<b>TOTAL:</b>					<b>\$71,438</b>

**WALTON COUNTY  
OTHER OPERATING EXPENSES**

Vehicle Related	(4 way county split)	\$3,780
Copy Machines	(4 way county split)	\$450
Computer/Networking	(4 way county split)	\$5,400
Office Supplies	(4 way county split)	\$2,250
Morgue/Investigative Supplies	(4 way county split)	\$5,625
Body Bags	(4 way county split)	\$4,050
Insurance	(4 way county split)	\$4,590
Cellular Phones	(4 way county split)	\$1,620
Cleaning	(4 way county split)	\$180
Equipment Repairs/Maintenance	(4 way county split)	\$270
Printing	(4 way county split)	\$36
Photography	(4 way county split)	\$3,330
Accounting	(4 way county split)	\$630
Postage/Shipping	(4 way county split)	\$270
Education/Relocation/Recruitment	(4 way county split)	\$6,300
Dues/Memberships/Licenses/Permits	(4 way county split)	\$720
Uniforms	(4 way county split)	\$675
Legal Fees	(4 way county split)	\$450
<b>TOTAL:</b>		<b>\$40,626</b>

**CAPITAL REQUEST**

		<u>Escambia</u>	<u>Santa Rosa</u>	<u>Okaloosa</u>	<u>Walton</u>
(1) Microscope with Camera Microscope for added Physician	20000	9800	2800	5600	1800
<b>TOTAL:</b>	<b>20000</b>	<b>9800</b>	<b>2800</b>	<b>5600</b>	<b>1800</b>

**3-Year Caseload Summary**

	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>
Autopsies	490	487	615
Observations	66	75	66
Investigations	615	499	490
Total			

**3-Year Case Volume Percentages**

	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>
Escambia	45%	48%	53%
Santa Rosa	18%	14%	14%
Okaloosa	29%	29%	25%
Walton	8%	9%	8%



## BOARD OF COUNTY COMMISSIONERS AGENDA REQUEST

**DATE:** September 7, 2021  
**TO:** Honorable Chairman and Distinguished Members of the Board  
**FROM:** Craig Coffey  
**SUBJECT:** Consideration of the First Amendment to the Interlocal Agreement for  
DOMES  
**DEPARTMENT:** County Administrator  
**BCC DISTRICT:** All

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**STATEMENT OF ISSUE:** From time to time, the Medical Examiner's Office has experienced cash flow issues related to their annual budget, and intermittent payment lags from participating counties. Currently, these payments are received and flow through Santa Rosa County for the payment of Medical Examiner expenses, at times leaving Santa Rosa County with fronting these funds. To avoid that situation in the future, larger advance payments are proposed through this interlocal agreement amendment.

**BACKGROUND:** Okaloosa is a member of the four-county group, District One Medical Examiner Services (DOMES), working together for the provision of these services for many stakeholders. The amendment provides for the payment of 50% of the DOMES budget immediately after October 1st and 50% by April 1st. Approved budget amendments would be paid within 30 days after billing.

**FUNDING SOURCE, (If Applicable):** N/A (No Cost - Accelerates payments only)

**OPTIONS:** Approve/Disapprove/Modify/Postpone

**RECOMMENDATIONS:** Recommend Approval of the First Amendment to the DOME's Interlocal Agreement.

  
Craig Coffey, Deputy County Administrator 8/31/2021

**RECOMMENDED BY:**

  
John Hofstad, County Administrator 9/1/2021

**APPROVED BY:**

## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 09/11/2019

Contract/Lease Control #: C19-2854-BCC

Procurement#: NA

Contract/Lease Type: AGREEMENT

Award To/Lessee: SANTA ROSA, ESCAMBIA, OKALOOSA AND WALTON  
COUNTIES

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 10/01/2019

Expiration Date: 09/30-2024

Description of  
Contract/Lease: COST SHARE OF MEDICAL EXAMINER SERVICES

Department: BCC

Department Monitor: HOFSTAD

Monitor's Telephone #: 850-651-7105

Monitor's FAX # or E-mail: JHOFSTAD@MYOKALOOSA.COM

Closed:

Cc: Finance Department Contracts & Grants Office

**INTERLOCAL AGREEMENT BETWEEN  
ESCAMBIA COUNTY, SANTA ROSA COUNTY, OKALOOSA  
COUNTY, AND WALTON COUNTY FOR COST SHARE OF MEDICAL  
EXAMINER SERVICES AND RELATED MATTERS**

**THIS INTERLOCAL AGREEMENT** (the "Agreement") is made and entered into by and between ESCAMBIA COUNTY ("ESCAMBIA"), SANTA ROSA COUNTY ("SANTA ROSA"), OKALOOSA COUNTY ("OKALOOSA"), and WALTON COUNTY ("WALTON") all of which are political subdivisions of the State of Florida. Collectively, ESCAMBIA, SANTA ROSA, OKALOOSA and WALTON shall be referred to as the "DISTRICT 1 COUNTIES."

**WITNESSETH:**

**WHEREAS**, Section 163.01, Florida Statutes (2018), authorizes local governmental units to make the most efficient use of their powers by enabling them to cooperate with other governmental entities on a basis of mutual advantage and thereby to provide services and facilities in a manner (and pursuant to forms of governmental organization) that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities; and

**WHEREAS**, ESCAMBIA, SANTA ROSA, OKALOOSA and WALTON are "public agencies" within the meaning of Chapter 163, Florida Statutes, Intergovernmental Program, Part I, Section 163.01, the Florida Interlocal Cooperation Act of 1969; and

**WHEREAS**, Florida Medical Examiner District 1 consists of ESCAMBIA, SANTA ROSA, OKALOOSA and WALTON; and

**WHEREAS**, the Medical Examiner for District 1 has resigned effective September 30, 2019 and has indicated that she will be closing her accounts prior to the effective date of her termination; and

**WHEREAS**, the process for the selection of a successor Medical Examiner is ongoing and that process may not be completed prior to the September 30, 2019 termination date; and

**WHEREAS**, the DISTRICT 1 COUNTIES desire to enter into an Agreement to create a mechanism for the processing of payments for the Medical Examiner's professional salaries and benefits, staffing salary and benefits and operational costs of the Medical

**CONTRACT: C19-2854-BCC  
SANTA ROSA, ESCAMBIA, OKALOOSA &  
WALTON COUNTIES  
COST SHARE OF MEDICAL EXAMINER SVS  
EXPIRES: 09/30/2024**



Examiner's Office in accordance with Chapter 406, Florida Statutes (2018) for the remainder of the current fiscal year and for subsequent fiscal years; and

**WHEREAS**, the DISTRICT 1 COUNTIES believe that the most efficient operation would consist of designating one COUNTY as the Administrative Coordinator for the program, and the parties agree that SANTA ROSA should service in that capacity; and

**WHEREAS**, the DISTRICT 1 COUNTIES collectively have agreed upon an allocation of professional salaries and benefits, employee salaries and benefits, and operating costs based upon the respective adopted budgets for the remainder of fiscal year 2018-2019; and

**WHEREAS**, the DISTRICT 1 COUNTIES are in the process of approving their respective budgets for Fiscal Year 2019-2020, which will include projected funding for professional salaries and benefits, employee salaries and benefits and operating costs of the Medical Examiner's Office for the upcoming Fiscal Year and the proposed budget for Medical Examiner services is attached as Attachment "A"; and

**WHEREAS**, the DISTRICT 1 COUNTIES find that it is to the public benefit and in the public interest to enter into this Agreement.

**NOW, THEREFORE**, for and in consideration of the promises, mutual covenants and agreements contained in this Agreement by and between the parties and for the mutual benefit of the parties, and their respective citizens, the parties agree as follows:

**Section 1. Recitals.** The foregoing recitals are true and correct and form a material part of this Agreement upon which the parties have relied.

**Section 2. Purpose and Intent.** It is the purpose and intent of the COUNTIES to this Agreement to provide for the joint funding of professional salaries and benefits, employee salaries and benefits and operating costs for the District 1 Medical Examiner's Office in accordance with Chapter 406, Florida Statutes (2018), as this statute may be amended from time to time and to provide a mechanism for the processing of those payments.

**Section 3. DISTRICT 1 COUNTIES' Responsibilities.**

(a) **FOR FISCAL YEAR 2018-2019.** Each County shall receive an invoice from Gulf Coast Autopsy Physicians, P.A. ("GCAP"), the corporation of the current Medical Examiner reflecting amounts due for the month of August 2019. Each DISTRICT 1 COUNTY shall timely pay the amounts due from for the period of August 2019 to GCAP. Within ten (10) days of the effective date of this Agreement, each DISTRICT 1 COUNTY shall pay to SANTA ROSA, as Administrative Coordinator, its share of the annual budget for the funding of all costs related to the costs of the Medical Examiner's Office for the month of September, 2019 as set forth on Attachment "A". Additionally, each COUNTY shall pay any additional costs due that have been invoiced to that COUNTY but not paid for any costs related to Medical Examiner services for Fiscal Year 2018-2019.

(b) **FISCAL YEAR 2019-2020.** On a date at least ten (10) days prior to the beginning of each quarter of Fiscal Year 2019-2020 (Quarter dates begin on October 1, January 1, April 1 and July 1), as long as this Agreement in effect, each of the DISTRICT 1 COUNTIES shall pay to SANTA ROSA, as Administrative Coordinator, one quarter of its approved budget for professional salaries and benefits; staff salaries and benefits and operating costs for the Medical Examiner's Office during Fiscal Year 2019-2020.

(c) **SUBSEQUENT FISCAL YEARS.** As long as this Agreement is in effect, for subsequent Fiscal Years, this Agreement shall be amended annually by the DISTRICT 1 COUNTIES to incorporate their respective proposed budget for professional salaries and benefits, staff salary and benefits, and operating costs for Medical Examiner services in that upcoming Fiscal Year. The COUNTIES shall arrive at a recommended budget for the Medical Examiner services during that subsequent Fiscal Year and an apportionment methodology to equitably allocate that amounts to the DISTRICT 1 COUNTIES. The COUNTIES shall determine the proposed budget and apportionment methodology through the non-profit corporate entity created by SANTA ROSA pursuant to this Agreement, subject to the approval of each COUNTIES' Board of County Commissioners through the incorporation of those amounts into its approved budget. Following each annual amendment and ten days prior to the beginning of each quarter of the Fiscal Year (Quarter dates begin October 1, January 1, April 1 and July 1) each DISTRICT 1 COUNTY shall pay in advance to SANTA ROSA as Administrative Coordinator, one

quarter of its approved budget for professional salaries and benefits; staff salaries and benefits and operating costs.

(d) **ADMINISTRATIVE CHARGE.** In addition to any amounts paid to SANTA ROSA as the Administrative Coordinator for the remainder of Fiscal Year 2018-2019, Fiscal Year 2019-2020, or any subsequent Fiscal Years, each DISTRICT 1 COUNTY shall also pay an administrative charge of three percent (3%) on each payment which shall be used by SANTA ROSA to offset the costs relating to its service as the Administrative Coordinator.

(e) SANTA ROSA, as the Administrative Coordinator, may designate where all payments addressed within this section shall be paid including the directing that all payments be made through the non-profit corporate entity created by SANTA ROSA pursuant to this Agreement.

**Section 4. SANTA ROSA's Responsibilities as Administrative Coordinator.**

(a) The DISTRICT 1 COUNTIES hereby designate SANTA ROSA as the Administrative Coordinator for the purpose of administering this Agreement, and SANTA ROSA accepts that responsibility.

(b) To facilitate the provision of these services, SANTA ROSA has created the DISTRICT ONE MEDICAL EXAMINER SUPPORT INC., a Florida non-profit corporation, (the "Corporation") through which the responsibilities of the Administrative Coordinator shall be conducted. The Corporation shall be governed by a Board consisting of four directors. The Board shall be composed of the one representative from each of the four DISTRICT 1 COUNTIES. Each DISTRICT 1 COUNTY delegates to its respective County Administrator the authority to select the Board member to represent that COUNTY on the Board and the authority to select him/herself as that representative. The Board shall elect a Chairman and Vice Chairman who shall conduct meetings of the Board. The Board shall oversee the functions of the Corporation and the activities under this Agreement. The Board of the Corporation shall operate in full compliance with the requirements of the provisions of the Sunshine Law, the Public Records Law, and the Code of Ethics for the State of Florida.

(c) The Administrative Coordinator, through the Corporation, shall be responsible for managing all funds associated with this Agreement. The Administrative Coordinator

shall accept the funding from each DISTRICT 1 COUNTY for professional salary and benefits, staff salary and benefits and operating costs and shall separately account for these funds.

(d) The Administrative Coordinator, through the Corporation, shall utilize the contributed funds submitted by the DISTRICT 1 COUNTIES for the purpose of paying the expenses of Medical Examiner's Office and shall provide documentation to each respective County as to the use of the contributed funds for audit and accounting purposes.

(e) The Corporation may employ professional, investigatory, and administrative staff who will provide Medical Examiner services. Such employees shall be paid and benefits in accordance with the adopted budgets of the DISTRICT 1 COUNTIES. The Corporation may also enter into leases and agreements for the purpose of providing Medical Examiner services.

(f) At the end of each Fiscal Year, the Administrative Coordinator shall provide a reconciliation of any funds contributed by the DISTRICT 1 COUNTIES and shall reimburse to each of those COUNTIES any surplus funds that are held following the end of that Fiscal Year and which are not needed for the payment of expenses during that Fiscal Year.

#### **Section 5. Responsibilities of All Parties.**

(a) If an emergency requiring exceptional services of the Medical Examiner occurs in any COUNTY that is a party to this Agreement, that COUNTY may request assistance from any other COUNTY, including the use of medical examiner investigators.

(b) In the event of emergency or unbudgeted expenses, the DISTRICT 1 COUNTIES agree to submit a proposed budget amendment to each respective Board of County Commissioners to address those emergency or unbudgeted expenses based same apportionment methodology utilized for that particular Fiscal Year.

**Section 6. Indemnification.** Each COUNTY to this Agreement, its officers, employees, and agents do not assume and specifically disclaim any liability for the acts, omissions, or negligence of the other DISTRICT 1 COUNTIES, their officers, employees, or agents, arising from or related to this Agreement except as otherwise provided by this Agreement or any other agreement between the parties.

**Section 7. Notice.** Any notice delivered with respect to this Agreement must be in writing and will be deemed to be delivered (whether or not actually received) when (i) hand-delivered to the persons designated below, or (ii) when deposited in the United States Mail, postage prepaid, addressed to the person at the address for the party as set forth below, or such other address or to such other person as the party may have specified by written notice to the other party delivered according to this section:

As to ESCAMBIA:  
County Administrator  
221 Palafox Place, Suite 420  
Pensacola, Florida 32502

As to SANTA ROSA:  
County Administrator  
6495 Caroline Street, Suite D  
Milton, Florida 32570

As to OKALOOSA:  
County Administrator  
1250 N. Eglin Pkwy, Suite 100  
Shalimar, Florida 32579

As to WALTON:  
County Administrator  
76 North 6<sup>th</sup> Street  
Defuniak Springs, Florida 32433

**Section 8. Governing Law, Jurisdiction, and Venue.** The laws of the State of Florida govern the validity, enforcement, and interpretation of this Agreement. The sole jurisdiction and venue for any legal action in connection with this Agreement will be in the courts of the First Judicial Circuit of Florida.

**Section 9. Parties Bound.** This Agreement is binding upon and inures to the benefit of the parties and their successors and assigns.

**Section 10. Conflict of Interest.**

(a) The DISTRICT 1 COUNTIES shall not engage in any action that would create a conflict of interest in the performance of its obligations pursuant to this Agreement with the other parties or that would violate or cause third parties to violate the provisions of Part III, Chapter 112, Florida Statutes (2018)), as this statute may be amended from time to time, relating to ethics in government.

(b) Each DISTRICT 1 COUNTY hereby certifies that no officer, agent, or employee of that party has any material interest (as defined in Section 112.312(15), Florida Statutes (2018)), as this statute may be amended from time to time, as over 5%) either directly or indirectly, in the Medical Examiner services to be funded here, and that no such person will have any such interest at any time during the term of this Agreement.

(c) Each DISTRICT 1 COUNTY has the continuing duty to report to the other party any information that indicates a possible violation of this Section.

**Section 11. Dispute Resolution.** Any COUNTY to this Agreement may notify the other parties that it wishes to commence formal dispute resolution with respect to any unresolved problem under this Agreement. The DISTRICT 1 COUNTIES agree to submit the dispute to a mutually agreed upon Florida Certified Circuit Court Civil Mediator for mediation within sixty (60) days following the date of this notice. In the event that any dispute cannot be resolved by mediation, it may be filed as a civil action in the Circuit Court of the First Judicial Circuit of Florida. **THE PARTIES FURTHER AGREE THEY HEREBY WAIVE THE RIGHT TO JURY TRIAL AS TO SUCH ACTION.** For any legal action to enforce the terms of this Agreement, the prevailing party will be entitled to its reasonable costs, but each party shall bear its own attorney's fees, except where authorized under Section 57.105, Fla. Statutes (2018), as this statute may be amended from time to time.

**Section 12. Entire Agreement.**

(a) Except for the separate contract between each COUNTY and the ultimately selected and appointed Medical Examiner, it is understood and agreed that the entire agreement of the parties is contained in this Agreement, which supersedes all oral agreements, negotiations,

and previous agreements between the DISTRICT 1 COUNTIES relating to the subject matter of this Agreement.

(b) Any alterations, amendments, deletions, or waivers of the provisions of this Agreement will be valid only when expressed in writing and duly signed by all DISTRICT 1 COUNTIES, except as otherwise specifically provided in this Agreement.

**Section 13. Assignment.** This Agreement may not be assigned by any party without the prior written approval of all of the other parties.

**Section 14. Severability.** If any provision of this Agreement or the application of this Agreement to any person or circumstance is held invalid, it is the intent of the parties that the invalidity will not affect other provisions or applications of this Agreement that can be given effect without the invalid provision or application, and to this end the provisions of this Agreement are declared severable.

**Section 15. Public Records Law.**

**PUBLIC RECORDS**

**All DISTRICT 1 COUNTIES to this Agreement are subject to the requirements of the Public Records Law.**

**IF ANY COUNTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE COUNTY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE PUBLIC RECORDS CUSTODIAN FOR ANY OF THE COUNTIES TO THIS AGREEMENT.**

The COUNTIES shall comply with the public records laws, Chapter 119, Florida Statute and specifically all parties shall:

(a) Keep and maintain public records required by the COUNTIES to perform the service.

(b) Upon request from another COUNTY'S' custodian of public records, provide the requesting party with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law.

(c) All COUNTIES shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract.

(d) Upon completion of the contract, the COUNTIES shall maintain public records in their possession required by the COUNTIES to perform the service. The COUNTIES shall keep and maintain public records upon completion of the contract and shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**Section 16. Prior Agreements Superseded and Repealed.** Any prior Interlocal Agreement between the COUNTIES relating to the District 1 Medical Examiner, is hereby superseded and repealed.

**Section 17. Counterparts.** This Agreement may be executed in any number of counterparts each of which, when executed and delivered, constitutes an original, but all counterparts together constitute one and the same instrument.

**Section 18. Headings and Captions.** All headings and captions contained in this Agreement are provided for convenience only, do not constitute a part of this Agreement, and may not be used to define, describe, interpret, or construe any provision of this Agreement.

**Section 19. Effective Date and Term.** The Effective Date of this Agreement, after being properly executed by all parties, will be the date when the Agreement is filed with the Clerk of the Circuit Court of Santa Rosa County. SANTA ROSA, as the Administrative Coordinator for the purpose of administering this Agreement, shall be responsible for filing this document with the Clerk upon receipt of the fully executed Agreement. The term of this



Agreement formally commences upon the Effective Date and will continue for five (5) years from October 1, 2019, unless extended by mutual agreement of the COUNTIES. The anniversary date of this Agreement will be October 1 of each subsequent year during the term.

**Section 20. Termination.** Any COUNTY may terminate this Agreement, for convenience upon at least ninety (90) days written notice to the other COUNTIES served as set forth above. This Agreement may also be terminated for default if the defaulting COUNTY is provided thirty (30) days to cure the default following written notice from any non-defaulting COUNTY served according to Section 7 above. The COUNTIES agree to work cooperatively to avoid the need for termination for default and to minimize any disruptions that may occur if this Agreement is terminated.

**IN WITNESS WHEREOF**, the parties hereto have made and executed this Agreement on the respective dates with each signature.

ESCAMBIA COUNTY BOARD OF  
COUNTY COMMISSIONERS

Lumon J. May  
Lumon J. May, Chairman

8/21/2019

Date Signed



Pam Childers  
Pam Childers, Clerk of the Court

Approved as to Form

Alison P. Rogers  
Alison P. Rogers, County Attorney

SANTA ROSA COUNTY BOARD OF  
COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Sam Parker, Chairman


08/29/2019  
\_\_\_\_\_  
Date Signed

Attest:

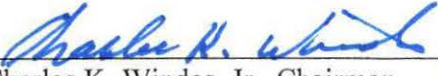
  
\_\_\_\_\_  
Donald C. Spencer, Clerk of the Court



Approved as to Form

  
\_\_\_\_\_  
Roy Andrews, County Attorney

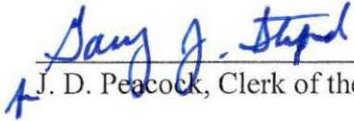
OKALOOSA COUNTY BOARD OF  
COUNTY COMMISSIONERS

  
Charles K. Windes, Jr., Chairman



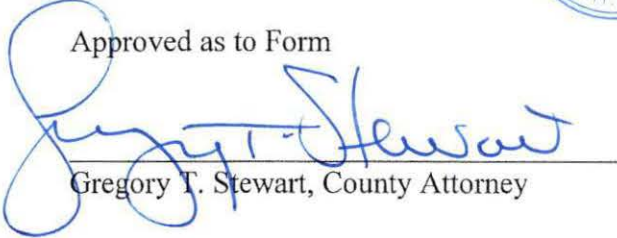
AUG 20 2019  
Date Signed

Attest:

  
J. D. Peacock, Clerk of the Court



Approved as to Form

  
Gregory T. Stewart, County Attorney

WALTON COUNTY BOARD OF  
COUNTY COMMISSIONERS

Tony Anderson  
Tony Anderson, Chairman

Aug 27, 2019  
Date Signed

Attest:

Alex Alford  
Alex Alford, Clerk of the Court



Approved as to Form

Sidney Noyes  
Sidney Noyes, County Attorney

**ATTACHMENT "A"**

**BUDGET FOR MEDICAL EXAMINERS SERVICES  
FOR FISCAL YEAR 2019-2020**

Counties Proposed Medical Examiner Professional Fees  
2019/2020

Chief Medical Examiner (Proposed Salary \$300,000.00 plus benefits)

	Escambia (48%)	Santa Rosa (14%)	Okaloosa (29%)	Walton (9%)	Gross
Salary	\$144,000.00	\$42,000.00	\$87,000.00	\$27,000.00	\$300,000.00
401K ( 9% salary)	\$12,960.00	\$3,780.00	\$7,830.00	\$2,430.00	\$27,000.00
Insurance (\$9,010.00 per employee/per year)	\$4,324.80	\$1,261.40	\$2,612.90	\$810.90	\$9,010.00
Laundrum Costs (\$18,330.00 - 6.11% of salary)	\$8,798.40	\$2,566.20	\$5,315.70	\$1,649.70	\$18,330.00
Admin Fees (\$780 per employee/per year)	\$374.40	\$109.20	\$226.20	\$70.20	\$780.00
<b>Sub-Total</b>	<b>\$170,457.60</b>	<b>\$49,716.80</b>	<b>\$102,984.80</b>	<b>\$31,960.80</b>	<b>\$355,120.00</b>

Deputy Medical Examiner (Proposed Salary \$225,000.00 plus benefits)

	Escambia (48%)	Santa Rosa (14%)	Okaloosa (29%)	Walton (9%)	Gross
Salary	\$108,000.00	\$31,500.00	\$65,250.00	\$20,250.00	\$225,000.00
401K (9% salary)	\$9,720.00	\$2,835.00	\$5,872.50	\$1,822.50	\$20,250.00
Insurance (\$9,010.00 per employee/per year)	\$4,324.80	\$1,261.40	\$2,612.90	\$810.90	\$9,010.00
Costs (\$13,747.50 - 6.11 % of salary)	\$6,598.80	\$1,924.65	\$3,986.77	\$1,237.27	\$13,747.49
Admin Fees (\$780 per employee/per year)	\$374.40	\$109.20	\$226.20	\$70.20	\$780.00
<b>Sub-Total</b>	<b>\$129,018.00</b>	<b>\$37,630.25</b>	<b>\$77,948.37</b>	<b>\$24,190.87</b>	<b>\$268,787.49</b>

<b>Final Totals</b>	<b>Escambia</b>	<b>Santa Rosa</b>	<b>Okaloosa</b>	<b>Walton</b>	<b>Gross</b>
	\$299,475.60	\$87,347.05	\$180,933.17	\$56,151.67	\$623,907.49

EXPENSES 19-20	WALTON	OKALOOSA	SANTA ROSA	ESCAMBIA	TOTAL
PHYSICIAN SALARIES/COSTS*	\$ 56,151.67	\$ 180,933.17	\$ 87,347.05	\$ 299,475.60	\$ 623,907.49
EMPLOYEE SALARIES	\$ 54,274.00	\$ 174,882.00	\$ 84,426.00	\$ 289,459.00	\$ 603,041.00
EMPLOYEE COSTS	\$ 24,007.00	\$ 77,350.00	\$ 37,342.00	\$ 128,029.00	\$ 266,728.00
CONTRACTED FEES	\$ 52,107.00	\$ 105,114.00	\$ 58,904.00	\$ 189,848.00	\$ 405,973.00
OTHER OPERATING EXPENSES	\$ 24,304.00	\$ 66,754.00	\$ 30,074.00	\$ 95,968.00	\$ 217,100.00
CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL</b>	<b>\$ 210,843.67</b>	<b>\$ 605,033.17</b>	<b>\$ 298,093.05</b>	<b>\$ 1,002,779.60</b>	<b>\$ 2,116,749.49</b>
<b>*Based upon the Following:</b>					
Chief medical Examiner at \$300,000					
Deputy Medical Examiner at \$225,000					
The Proposed Associate Medical Examiner would be addressed through Budget Amendment Process					