

# DOMES Meeting Minutes – June 22, 2022

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**Meeting Date:** June 22, 2022

**Time:** 3:00pm

**Facilitator:** Dan Schebler, Director of Operations

**Location:** Santa Rosa County  
BOCC Boardroom

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## **Attendees:**

- Dan Schebler (Chief Operating Officer (COO))
- Brad Baker (Santa Rosa County)
- Craig Coffey (Okaloosa County)
- Melissa Thomason (Walton County)

## **Not Present:**

Eric Gilmore (Escambia County)

Mr. Schebler opened the meeting and stated a quorum of DOMES Board members were present in person for the meeting. Mr. Schebler turned the meeting over to Mr. Brad Baker.

## **Public Forum Comments:**

- No public comments

## **Approval of the Minutes**

- May 20, 2022

*~Mr. Baker called for a motion to approve the May 20, 2022, meeting minutes. Ms. Thomason moved to approve; Mr. Coffey seconded; All in favor.*

## **Agenda Items**

### **Discussion on Item I (DOMES DRAFT Interlocal Agreement)**

#### **Operational Apportionment**

Mr. Baker turned the meeting over to Mr. Schebler.

Mr. Schebler opened by stating he provided a copy of:

- District One Medical Examiner's office (D1MEO) began discussions with the county Commissioners across the District. The initial conversation was had with the Escambia County Chairman which resulted in him putting an agenda item on the Escambia County Committee of the Whole two days later. The discussion at the COW focused on the application of the apportionment to the capital project.
- D1MEO had a subsequent meeting with the Escambia County Administrator and a Commissioner as well as separate follow-up conversations following the COW. The Board consensus in Escambia County was that their contribution toward the capital project would not exceed 30% (with drawing the line at 25%) unless the facility is built in Escambia County, which means back to the drawing board on the apportionment work that was done for the Counties.
- Mr. Coffey has copies of the Pensacola News Journal article that was run regarding the need for a new facility for each member.

## **Capital Project funding/location**

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Mr. Schebler stated the next item of conversation is the operational budget, which goes back to caseload. No need to have a second factor in there.

He stated the plan is to send the four respective counties an updated budget document to the County Administrators and Financial Directors that expresses the numbers are the same, but the apportionment amount is based upon caseload ONLY. A memo was provided to each of the DOMES Board members regarding the options that have been discussed. Looking at 2021 and post mortem examinations the apportionment would be 53/12/24/11 (ESC/SRC/OKA/WAL). If you look at the total cases (medical records, release forms, etc.) the apportionment would be 53/11/25/11. A year data is better than using a 6 month window of data. It provides more stability and less fluctuations which have been as much as 4% from year to year. If you want to use data for two years the numbers are postmortem 52/14/25/9 and all cases 54/12/25/9, respectively. D1MEO recommendation is to use the 2021 data of all cases because there is work associated with all the cases.

Mr. Coffey stated he agrees with using data based on a year and evaluate down the road to be sure all counties are paying their fair share.

Mr. Baker asked about the requested deep dive into Escambia's data?

Mr. Schebler stated the Escambia county data was reviewed over a period of a year (2021) reflecting a 1.7% difference between Escambia and Santa Rosa Counties. Mr. Schebler added that the new MDI Log database will be a valuable tool to improve data accuracy and metrics once we have a year or so of cases in the system.

***~Mr. Coffey called for a motion to use the year and the total number of cases as the measure and do it as close as possible to the case origination point and recognizing that this next year is a transition year and the data may not be totally accurate until the MDI Log database is fully integrated. Once MDI Log is reporting out accurately, this agreement will be amended into the Interlocal Agreement as the "apportionment is based upon the year prior caseload of all Medical Examiner cases based upon the county of residence or initiation or something along those lines."***

***Ms. Thomason moved to approve; Mr. Baker seconded; All in favor.***

Mr. Schebler stated he will update the cover memo as "revised" and send it back to the County Administrators and Finance Directors of the respective counties with a new number by the end of this week. What that means is Escambia county increases by \$340,000 thousand dollars, Santa Rosa County decreases by \$340,000 thousand dollars, Okaloosa decreases by \$56,000 thousand dollars and Walton county increases by \$56,000 thousand dollars.

**Discussion on Item II (CEO/COO Report)**

**Discussion on Item III (Financial Report)**

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Mr. Schebler stated another critical issue which is separate from the Interlocal Agreement, but is more immediate, is the formal budget amendment request which will be brought before each county by the first of next week for \$500,000 thousand dollars for Phase I planning, design and land acquisition costs of the project.

- The state has contributed \$750,000 thousand dollars.
- The \$500,000 this year will come directly to the Medical Examiner's office.
- Okaloosa County will get the budget amendment on their July 5<sup>th</sup> Budget Agenda
- Walton County will get the budget amendment on their July 12<sup>th</sup> Budget agenda
- SR County will add the budget amendment to their calendar for the SRC July 11<sup>th</sup> Budget agenda
- Mr. Baker added that he had conversation with the architect Miller Caldwell who indicated that the building costs would be around \$17 million, with adding the cost of the land, etc., the approximate project cost \$22 million.
- All respective DOMES Board members are in favor of moving forward with Phase 1 (land acquisition and design).
- Several parcels have been identified in Santa Rosa County. Three parcels off Garcon Point Rd and one off Avalon Blvd in the Commerce Park. Utility service was discussed as major factor as well as the price per acre. Two of the parcels south of I-10 on Garcon Point Rd were much larger than needed (14 and 19 acres) and the cost was approximately \$90-\$100,000 thousand an acre. Shannon Ogletree, SRC Economic Development Director will follow-up with land owner to see if there can be any consideration regarding splitting the parcel. Per Mr. Baker there is another development coming into that area as well and opportunity to partner and split the cost of the sewer and utilities could be a potential option.

Mr. Schebler stated the City of Milton is looking to upgrade there as well. It is a small package plant put in for a neighborhood, 250 thousand gallons a day with room for capacity, but they are looking to upgrade the plant as well so not sure what that will mean for impact fees, etc.

Mr. Schebler further stated he has not signed any paperwork for land acquisition but has signed with geotechnical services company to go out to the Commerce Blvd. property to drill three holes at 35 feet each for the soil analysis as requested by the civil engineer regarding stormwater requirements on Commerce parcel. The county has one hundred year retention policy, so a retention pond is a necessity.

Mr. Schebler added that at the last DOMES meeting the board approved moving forward with the land acquisition using due diligence period and this is what Mr. Schebler states he is doing for the Commerce Blvd. land.

Mr. Coffey stated there may be questions from his BOCC regarding the \$500,000 thousand dollar request and where the money will be directed. He stated there might not be concern from the BOCC if the money was directed to the site costs. The BOCC may not want to authorize the \$500,000 thousand dollars until the land location is resolved. Having a site depiction and location will help show the BOCC progress and providing explanation that the \$500,000 thousand dollars matches the states contribute of 2% would also help.

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Mr. Coffey asked the other DOMES Board members if they would be able to present the same option to their BOCC.

Mr. Baker stated he agreed and would go back to his board and at the same time discuss identifying a parcel and the due diligence process.

Mr. Coffey asked if the financial break down for the cost of \$26 million has changed?

Mr. Schebler confirmed that the information previously provided has not changed. He added that the other projects going on in the area would be beneficial to the project.

Mr. Baker added for the next meeting his request would be to notify all the counties early on that Chairman and County Administrator are desired at the next DOMES meeting.

### **Capital Funding:**

Mr. Schebler stated the last issue is the capital funding breakdown. Specifically, construction funding must be included in the Interlocal Agreement or in an addendum to the Interlocal Agreement.

Mr. Coffey stated he has been drafting the Interlocal Agreement. For confirmation, he asked the DOMES board members if the counties are comfortable paying 25%. Walton and SRC do not have a consensus on this agreement.

Per Mr. Schebler we are back to where we were in November 2021, which was 30/20/30/20 as an offset. It is a discount if you will for Escambia county. Everybody else bumps up their percentage to make up the difference. The options are to write it in the Interlocal Agreement after the July 27<sup>th</sup> meeting. The elected officials can be part of the discussion but if it is 30/20/30/20 or 30/25/25/20, there will be an amount of apportionment that must be in the Interlocal Agreement for a vote. The four Chairman could agree to 35/20/25/15 if they wanted to, but it has to go into the Interlocal Agreement to go before the four respective BOCC's for a vote.

Mr. Coffey asked would it be 30 Escambia / 30 Okaloosa and Walton and SRC 20. Mr. Schebler confirmed that would be an option.

Mr. Schebler stated that if all four counties do not agree to the funding profile the those that do not would have a separate agreement that would cost them more in the long run in the separate agreements. The separate agreement option would be written into the Interlocal Agreement for a period of time., i.e., \$1500 per body for 25 years. If the costs per body is \$1500 dollars, the counties miss any state contribution credited to the counties toward the costs.

Mr. Coffey added that he is reviewing the state statute and if the county does not participate in the Interlocal Agreement based on usage or operations and instead used a flat number and then the county decides not to play ball well then we would be in a law suit with the county or everyone else has to pay the difference and that is not fair. We need to start showing videos of the conditions you all work in.

Mr. Schebler stated D1MEO has done that already. This has to go to a vote. What is the apportionment number that should be used in the Interlocal Agreement?

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Mr. Coffey stated he does not have the apportionment numbers at this time. If you did it proportionate at 25% for the base number and amount for the rest and credit the 500,000 toward the apportionment.

Mr. Schebler added if it is \$6 million dollars per county; everyone puts in \$3 million and split the other \$12 million proportionately.

Mr. Baker added doing it by splitting the first 50% by the million it would end up costing SRC about a million more dollars.

Mr. Schebler asked is the consensus of this group to split half proportionately and advised there are five weeks until the July 27<sup>th</sup> meeting to invite the respective board Chairs or designee to the next DOMES meeting for discussion on:

- Annual operating budget split on case load of the year prior.
- Budget amendments are moving forward, Miller Caldwell has updates he can provided a breakdown by square footage by type of cost in by where it is
- Apportionment numbers needed by July 27<sup>th</sup> meeting.
- If counties do not agree to the Interlocal Agreement then a separate agreement is needed.
- Mr. Baker stated next year he would like to have the DOMES Board members work out the budget in advance of the regular budget meetings before the respective BOCC's.
- Present Interlocal Agreement in August

Mr. Coffey had questions around line items on the budget report.

- Why is the Communications networking line item \$3000 over budget?
  - Mr. Schebler advised that D1MEO hired an IT company to provide IT service to include windows 365, antivirus software and firewalls in place for secure network purposes.
- What is included in the \$132,500 for Office Supplies?
  - Mr. Schebler advised in addition to office supplies this line item included ordering body bags (\$10,000 per order) and morgue supplies
  - Mr. Coffey suggested breaking out these line items since the supply needs are so varied

Mr. Schebler added that having an external audit performed also increases costs. Prior to this audit all other audits were done by Santa Rosa County. It is the thought that the findings will help improve internal controls.

Mr. Baker stated he had additional information to share:

- 1) Update on the facility – Mr. Baker states he spoke with Miller Caldwell and asked his firm to look at the costs of having two separate buildings instead of one. He stated Mr. Caldwell advised it is feasible to build one building to be expandable as needed from a cost's savings view.
- 2) The State allocation on the \$500,000 it was written that it would go to DOMES Board and have the DOMES attorney review (after speaking with the SRC Attorney) the contract to be sure the contract is compliant and can be done through CCNA and determine the best way to implement.
- 3) The grant contract would be to DOMES and then DOMES figures out how to use the contractor

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- 4) Mr. Schebler stated the contract that attorney Tom Dannheisser wrote for specifically \$250,000 thousand dollars could be assigned to DOMES or DOMES could initiate a separate contract based on the SRC procurement process that was used for the selection of the consultant.

### **Discussion on Item IV (DOMES Other Business) Other Business**

Additionally, Mr. Schebler added that D1MEO will apply for Federal Department of Justice for a \$100,000 thousand dollar grant for design purposes

**Next DOMES Meeting Date** – July 27, 2022 at 3:00pm  
Santa Rosa County Administrative Complex  
BOCC Boardroom  
6495 Caroline Street  
Milton, FL 32570

**Adjourned:** 4:30pm

### **Next Steps:**

- Dan Schebler to get revised memo and updated budget numbers to the respective county administrators and budget directors by the end of the week, June 24, 2022
- Mr. Schebler to review the 2CFR before submitting Federal Grant request
- Mr. Coffee to provide draft of the Interlocal Agreement by the third week in August so the respective BOCC's have time to review/approve