



MARATHON COUNTY PUBLIC SAFETY COMMITTEE AGENDA

Date & Time of Meeting: **Wednesday, April 10, 2024 at 1:30pm**

Meeting Location: **Courthouse Assembly Room, Courthouse, 500 Forest Street, Wausau WI 54403**

Committee Members: Matt Bootz, Chair; Jean Maszk, Vice-Chair; Stacey Morache, Allen Opall, Jason Wilhelm, Bruce Lamont, Tim Sondelski

Marathon County Mission Statement: Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly or in cooperation with other public and private partners provides services and creates opportunities that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business. (Last updated: 12-20-05)

Committee Mission Statement: Provide leadership for the implementation of the Strategic Plan, monitoring outcomes, reviewing, and recommending to the County Board policies related to the public safety initiatives of Marathon County.

Persons wishing to attend the meeting by phone may call into the **telephone conference beginning five (5) minutes prior to the start time indicated above using the following number:**

Phone#: 1-408-418-9388 Access Code: 146 235 4571

When you enter the telephone conference, **PLEASE PUT YOUR PHONE ON MUTE!**

The meeting will also be broadcasted on Public Access or at <https://tinyurl.com/MarathonCountyBoard>

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Public Comment (15 Minutes)** (Any person who wishes to address the committee during the "Public Comment" portion of the meetings, must provide his or her name, address, and the topic he or she wishes to present to the Marathon County Clerk, or chair of the committee, no later than five minutes before the start of the meeting. All comments must be germane to a topic within the jurisdiction of the committee.)
4. **Approval of the March 12, 2024, Public Safety Committee Meeting Minutes**
5. **Policy Issues Discussion and Potential Committee Determination**
6. **Operational Functions Required by Statute, Ordinance, Resolution, or Policy**
 - A. Directing Administration to move forward with the purchase of land from NTC
 - B. Authorization of creation of 1.0 FTE Forensic Pathologist position
7. **Educational Presentations and Committee Discussion**
8. **Next Meeting Date & Time, Announcements and Future Agenda Items:**
 - A. Committee members are asked to bring ideas for future discussion.
 - B. Next meeting: Tuesday, May 7, 2024 at 1:30pm
9. **Adjournment**

*Any Person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 261.1500 or email countyclerk@co.marathon.wi.us one business day before the meeting.

SIGNED s/s Matt Bootz
Presiding Officer or Designee

EMAILED TO: Wausau Daily Herald, City Pages, and other Media Groups

EMAILED BY: _____

DATE & TIME: _____

NOTICE POSTED AT THE COURTHOUSE

BY: _____

DATE & TIME: _____



MARATHON COUNTY PUBLIC SAFETY COMMITTEE AGENDA WITH MINUTES

Date & Time of Meeting: **Tuesday, March 12, 2024 at 2:30pm**

Meeting Location: **Courthouse Assembly Room, Courthouse, 500 Forest Street, Wausau WI 54403**

Matt Bootz	Present
Jean Maszk	Present
Bruce Lamont	WebEx
Stacey Morache	WebEx
Allen Opall	Present
Tim Sondelski	Present
Jason Wilhelm	Present

Staff Present: Ryan Weber, Ryan Berdal, Kelly Schremp, Lance Leonhard, David Holcomb

Others Present: Kurt Gibbs

[Meeting Recording](#)

1. **Call Meeting to Order** – Chair Bootz called the meeting to order at 2:30pm
2. **Pledge of Allegiance**
3. **Public Comment** -None
4. **Approval of the February 6, 2024, Public Safety Committee Meeting Minutes** – (00:01)
Motion by Maszk, Second by Wilhelm to approve the minutes. Motion carried on voice vote, unanimously.
5. **Policy Issues Discussion and Potential Committee Determination**
6. **Operational Functions Required by Statute, Ordinance, Resolution, or Policy**
 - A. Consideration of Request to Reclassify 1.0FTE Accounting Technician position (grade J) to 1.0FTE Accountant position (grade M) – (00:01)
Motion by Lamont, Second by Maszk to support this request and forward to the Human Resource Finance and Property Committee. Motion carried on voice vote unanimously.
7. **Educational Presentations and Committee Discussion**
 - A. Presentation on the Marathon County Radio Communications Infrastructure – (00:08)
8. **Next Meeting Date & Time, Announcements and Future Agenda Items**
 - A. Committee members are asked to bring ideas for future discussion.
 - B. Next meeting: Tuesday, April 9, 2024 at 1:30pm
9. **Adjournment**
Motioned by Opall, Second by Wilhelm to adjourn. Motion Carried on voice vote, unanimously.
Meeting adjourned at 2:55pm

Minutes Prepared by David Holcomb

RESOLUTION #R-____-24

Resolution Approving Land Purchase for Regional Forensic Science Center

WHEREAS, the Marathon County Board of Supervisors previously adopted a funding strategy, as outlined in R-76-23, to move forward with the preliminary design and initial bidding for the Regional Forensic Science Center at an overall project cost not to exceed \$14,800,000.00; and

WHEREAS, the Marathon County Board of Supervisors further directed county staff to release requests for bids relative to the facility in January and February of 2024 and to proceed with the purchase of long-lead time items using previously authorized funding; and

WHEREAS, Marathon County staff have identified, and the Marathon County Board of Supervisors has previously approved, the use of certain real property currently located on the Northcentral Technical College campus for the purpose of construction of the Regional Forensic Science Center; and

WHEREAS, the purchase of property by the County requires County Board approval pursuant to Wis. Stat. § 59.52(6); and

WHEREAS, on April 10, 2024, the Public Safety Committee recommended the County Board of Supervisors authorize appropriate County staff to provide to Northcentral Technical College an offer to purchase approximately 2.62 acres of real property located at 1000 West Campus Drive, Wausau, WI 54401, for a purchase price not to exceed \$400,000.00, for the purpose of securing the property necessary for the Regional Forensic Science Center; and

WHEREAS, on April 10, 2024, the Human Resources, Finance and Property Committee recommended the County Board of Supervisors authorize appropriate County staff to provide to Northcentral Technical College an offer to purchase approximately 2.62 acres of real property located at 1000 West Campus Drive, Wausau, WI 54401, for a purchase price not to exceed \$400,000.00, for the purpose of securing the property necessary for the Regional Forensic Science Center.

NOW, THEREFORE, BE IT RESOLVED that the Marathon County Board of Supervisors hereby authorizes appropriate County staff to provide to Northcentral Technical College an offer to purchase approximately 2.62 acres of real property located at 1000 West Campus Drive, Wausau, WI 54401, for a purchase price not to exceed \$400,000.00, for the purpose of securing the property necessary for the Regional Forensic Science Center.

BE IT FURTHER RESOLVED that the Marathon County Board of Supervisors further authorizes appropriate County staff to complete the purchase, and all necessary purchase agreements, relative to real property located at 1000 West Campus Drive, Wausau, WI 54401, for a purchase price not to exceed \$400,000.00, for the purpose of securing the property necessary for the Regional Forensic Science Center.

FISCAL NOTE:

This resolution also authorizes the purchase of real property located at 1000 West Campus Drive, Wausau, WI 54401, for a purchase price not to exceed \$400,000.00, for the purpose of securing the property necessary for the Regional Forensic Science Center. The purchase price of not to exceed \$400,000.00 is funded through previously allocated funds and does not have any additional fiscal impact.

Human Resources, Finance, and Property Committee and Public Safety Committee

Ayes _____ Nays _____ Abstain _____ Absent _____ [] Voice Vote

Approved and adopted this _____ day of _____, 2024

Denied this _____ day of _____, 2024

Approved as to Form:

SEAL

Michael Puerner, Corporation Counsel

Approved as to Financial Impact (if necessary)

Kristi Palmer, Finance Director

Attest:

Kim Trueblood, Marathon County Clerk

RESOLUTION #R-____-24

Resolution to Create A Forensic Pathologist Position in the Medical Examiner’s Office

WHEREAS, the business plan for the Regional Forensic Science Center includes the creation of a Forensic Pathologist position to oversee autopsy work and medical functions within the Forensic Science Center as Marathon County transitions to a physician-run Medical Examiner’s Office; and

WHEREAS, this transition is intended to occur in the fall of 2024, to prepare for a May 2025 opening of the new Forensic Science Center on the Northcentral Technical College campus; and

WHEREAS, the Human Resources Department has completed a preliminary analysis of the Forensic pathologist position for a licensed physician specialized and capable of assisting with the establishment of the Forensic Science Center and its policies, procedures, and associated processes; and

WHEREAS, Human Resources is, in conjunction with its consultant, finalizing the formal costing for the position; and

WHEREAS, on April 10, 2024, the Public Safety Committee recommended the approval of a Forensic Pathologist position within the Medical Examiner's office, which such position to be created immediately and anticipated to be filled after September 1, 2024, and with funding for the position estimated to be \$135,023.32 in 2024; and

WHEREAS, on April 10, 2024, the Human Resources, Finance and Property Committee recommended the approval of creating a Forensic Pathologist position within the Medical Examiner's office to start after September 1, 2024, and with funding for the position estimated to be \$135,023.32 in 2024.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Marathon approve the creation of the following position, effective September 1, 2024:

Forensic Pathologist – 1.0 FTE – Medical Examiner’s Office - Funding for salary estimated to be \$135,023.43 in 2024.

Fiscal Impact: The estimated cost for this position in 2024 is to be \$135,023. This resolution has no fiscal impact, as funding for this position exists within the Medical Examiner’s 2024 budget. The position classification will be formalized by the Human Resources Department and presented to the Board of Supervisors as part of the 2025 Annual Budget in connection with the proposed reorganization of the Medical Examiner’s Office.

Human Resources, Finance, and Property Committee and Public Safety Committee

Ayes _____ Nays _____ Abstain _____ Absent _____ [] Voice Vote

Approved and adopted this 23rd day of April, 2024

Denied this 23rd day of April, 2024

Approved as to Form:

SEAL

Michael Puerner, Corporation Counsel

Approved as to Financial Impact (if necessary)

Attest:

Kristi Palmer, Finance Director

Kim Trueblood, Marathon County Clerk

Forensic Pathologist
Payroll Occ Code: _____
DBM Rating: _____
FLSA: Exempt
Reports to: County Administrator

Position Summary:

Marathon County, Wisconsin, is seeking a full-time Forensic Pathologist to join their team. In Fall 2024, Marathon County will transition from a lay Medical Examiner's Office to a physician-run office, in preparation for the May 2025 opening of a new \$14.8 million, 20,000-square-foot Forensic Science Center located on the Northcentral Technical College campus in Wausau, Wisconsin. The Forensic Science Center staff will conduct autopsies for Marathon County, regional county Coroner and Medical Examiner Offices, and additional Coroner and Medical Examiner Offices in the Upper Peninsula of Michigan, with autopsy case volume equivalency cap of 225-250 autopsies per pathologist, consistent with NAME autopsy performance standards. Prior to the facility completion, it is anticipated that the pathologist will complete a limited number of autopsies at a local hospital fully furnished autopsy suite. This position is starting prior to the facility's completion to allow the pathologist to assist in establishing departmental policies and procedures, train current staff members on autopsy procedures, assist in the recruitment of a second pathologist, set up autopsy lab areas, provide insight on database configuration, and plan for facility operations/opening. This position will assist in securing NAME accreditation.

The Forensic Pathologist will be joining a team of dedicated, team-oriented individuals who are excited to be active participants in the transition from a Medical Examiner's Office to a Regional Forensic Science Center under the leadership of a Forensic Pathologist. You will have an experienced Director of Operations, Chief of Investigations, and full-time Death Investigators who are all ABMDI certified and have years of related experience. Marathon County is committed to creating a workplace that provides work-life balance and allows you to pursue your academic interests. In addition to a supportive administration, the Medical Examiner's Office has excellent working relationships with the medical community, local law enforcement agencies, the District Attorney's Office, funeral homes, the general public, and other county departments/related agencies.

In addition to strong forensic pathology and leadership skills, the ideal candidate will have a passion for teaching and will be supportive of the office's mission for enhancing regional education opportunities and to improve death investigation standards. This position will work with experienced practitioners in health care, public safety, the justice system, death investigation, and related fields to provide continuing education presentations. There will be frequent student autopsy observations, from technical college level students to doctoral medical students. There will also be additional teaching opportunities for various staff members through the Medical College of Wisconsin – Central Wisconsin, University of Wisconsin – Stevens Point, Northcentral Technical College, and other local colleges and universities. Furthermore, it is anticipated that an academic appointment at the Medical College of Wisconsin will be made available, and the pathologist would be supported in accepting the role.

It should be noted, the current Medical Examiner position will transition to the Director of Operations once operations shift from the current Medical Examiner's Office to the Regional Forensic Science Center in 2025. The Forensic Pathologist position will shift to either the Chief Medical Examiner or Chief Deputy Medical Examiner position, depending on the experience of the selected candidates.

Examples of Work Performed:

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive.

Death Investigation Services

- Oversee all death investigations that occur within Marathon County's jurisdiction to ensure thorough, multidisciplinary investigation in accordance with Wisconsin State Statutes and best practice standards. This includes scene investigation (at times scene response), autopsy, analysis of investigative data, and certification of death certificates. Through coordination with the Medical Examiner/Director of Operations ensure that staff are appropriately trained and perform to expectations.
- Perform forensic autopsies for referral counties, occasional hospital medical autopsies, and at times private family autopsies.
- Consult with referral county coroner/medical examiners, judicial, law enforcement, and medical personnel regarding autopsy and investigation findings; explain causes of death to relatives of the deceased with the ability to show empathy, compassion, and sensitivity while working with the bereaved families and hearing their concerns.
- Complete and ensure preservation of physical and medical evidence and case records in accordance with professional standards, state laws and regulations, and NAME guidelines.
- Provide accurate and objective court testimony.
- Foster and maintain working relationships with outside agencies that the Medical Examiner's Office interacts with.
- Assist in preparing, organizing, and directing the response to disasters that require medical examiner involvement.
- Share on-call responsibility with other staff physicians; respond to homicide or other suspicious criminal or civil death scenes within Marathon County's jurisdiction per pathologist discretion.
- Responsible for promptly report communicable disease and other health threats found at autopsy to the Health Department and Wisconsin Department of Health Services.
- Keep up-to-date on developments, methods, and techniques in forensic pathology.

Administrative Duties

- Manage, in coordination with the Medical Examiner/Director of Operations, the performance of operations and functions of the Medical Examiner's Office to ensure compliance with Wisconsin State Statutes and county policies, including the monitoring of key performance indicators established for the facility by the County Administrator.
- In coordination with the Medical Examiner/Director of Operations, establish, evaluate, and monitor policies and operational procedures for death investigation standards, autopsy standards, and the handling of potentially infectious decedents, hazardous chemicals, and equipment to assure optimal protection of personnel.
- Participate in quality assurance/quality control activities in coordination with the Medical Examiner/Director of Operations.
- Participate in educational and informational opportunities through talks, job shadows, and presentations to medical and other students, death investigators, law enforcement, medical and emergency service groups, and other criminal justice and related agencies.
- Work collaboratively and effectively with referral counties, tissue procurement entities, medical systems, and educational systems that interface with the Medical Examiner's Office.
- Opportunity to participate in various research projects with local hospitals and universities.
- Perform other functions as necessary under the direction of the County Administrator.

Knowledge, Skills, and Abilities:

- Thorough knowledge of forensic and anatomic pathology and toxicology, with the ability to apply such knowledge in the performance of medicolegal examinations, which would include but not be limited to autopsies, interpretation of histology findings, and interpretation of radiographs within the context of forensic pathology practice.

- Knowledge of and the ability to teach forensic investigation techniques, principles, and practices used in the determination of cause and manner of death and as part of a criminal investigations, which includes but is not limited to forensic photography, evidence collection, and chain of custody.
- Ability to prepare and present accurate, objective, and thorough reports in a timely manner, in accordance with NAME standards whenever possible.
- Ability to provide accurate and objective court testimony.
- Knowledge of state and federal laws, administrative rules, and current developments for best practice standards applicable to death investigation.
- Knowledge of confidentiality practices, including HIPPA laws and Wisconsin open record statutes.
- Knowledge of and the ability to teach occupational safety requirements and procedures, especially regarding hazardous materials and blood borne pathogens.
- Experience teaching forensic pathology and death investigation standards to other staff members, medical students, technical college/university students, law enforcement, health care providers, death investigators, and/or related agencies.
- Must have the ability to communicate well verbally and in written form to physicians and to lay individuals.
- Ability to contribute to a positive work culture that fosters excellent customer service and teamwork.
- Ability to remain emotionally stable in high stress situations.
- Ability to attend to details, meet deadlines, and display excellent organizational skills.

Qualifications:

Must be a graduate of a medical school recognized by the American Medical Association or American Osteopathic Association. Licensed as a physician to practice medicine in the state of Wisconsin with an unrestricted license; or willing to obtain licensure to practice upon employment; or possess a valid temporary permit pending approval of application for Wisconsin licensure.

Board certification in anatomic or anatomic and clinical pathology, as well as board certification or actively pursuing and board eligible in forensic pathology by the American Board of Pathology is required at the time of hire. Formal forensic board certification is required within two years of employment. Must maintain such licensure and certification as a condition of employment. Three years of experience in forensic pathology, with leadership or teaching experience preferred, but not required. An equivalent combination of education and experience may be considered.

Must maintain all required licenses and accreditations consistent with industry standards. Maintains individual continuing medical education and assures compliance with licensing and certification requirements.

NECESSARY SPECIAL QUALIFICATIONS: Possession of or eligibility to obtain a Wisconsin driver's license and a driving record that meets County standards. Ability to work evenings, weekends, and holidays on rare occasions.

Physical Requirements:

- Must be physically capable of performing autopsies and post-mortem examinations in the autopsy suite.
- At times, assist in the removal of human remains, including remains in tight spaces, stairways, outdoor environments, and less than desirable conditions.
- Must be able to lift or move up to 100 pounds at times with assistance.
- Must be able to pass respiratory testing and wear an N95 mask or equivalent for prolonged periods of time.

Selection Procedure:

All applicants will be notified regarding the status of their application. The selection of the successful candidate may be made by assessment of education and background, oral interview, review of references, written background assessment, extensive background investigation, and/or other job-related selection procedures.

OCCUPATIONAL EXPOSURE: This position may have occupational exposure to bloodborne pathogens. Refer to the Marathon County Medical Examiner's Office Exposure Control Plan for more specific information. The position also falls under the Respiratory Care Policy, which includes use of a N95 respirator and respiratory medical clearance.

Compensation: Salary Range \$323,772.80 maximum

Memo

To: Marathon County Board of Supervisors
From: Lance Leonhard; Jessica Blahnik
Date: April 5, 2024
Re: Transition of Medical Examiner's Office to Physician-led office;
rationale for creation of Forensic Pathologist position prior to facility
completion

Hiring a forensic pathologist prior to the completion and opening of the new facility is necessary to ensure an effective transition from a lay medical examiner's office to a physician-run office, which will have significant ramifications relative to the Office's long-term success. The workflows of the Medical Examiner's Office will be changing with the expanded and enhanced level of services offered. Collaboration between the pathologist and the current staff will be key to successfully implementing the enhanced services. The list below is representative of some of the necessary transition efforts:

- **Policy and Procedure Development:** All current policies and procedures will need to be reviewed/updated, in addition to new policies and procedures created that focus on the pathology portion of facility operations, which include autopsy and morgue procedures.
- **Database Development:** The current database is not equipped to handle the enhanced services that the facility will offer. A new database will need to be purchased or built to meet the departmental need, which will primarily be handled by current staff. The pathologist will need to have input on the pathology case section of the database, which will take time to build or customize.
- **Soft Opening in Leased Space:** The workflow of the Medical Examiner's Office will dramatically change. A space within a local medical facility has been identified that is suitable for use by staff to perform limited autopsies. This strategy would allow for the creation of new workflows before the facility is fully operational, which will facilitate a more successful outcome and smooth transition for all staff and outside agencies.
- **Staff Training:** All current staff will need to be trained in autopsy procedures to be able to assist the pathologist with conducting autopsies. This is a new set of skills that is only learned through on-the-job training; there is no formal training program available.
- **Recruitment and Hiring:** The facility will have new positions that will need to be filled. It would be ideal to have the pathologist involved in the recruitment and hiring for these key positions, especially the secondary pathologist.
- **Lab Set-up and Furnishing:** The major equipment and design of the autopsy laboratory space has been completed. However, the autopsy supply organization and specialty equipment will need to be purchased. This includes items like microscopes, knives, saws, etc. Input from the pathologist will be very helpful in informing the procurement of these items.

- **Stakeholder Relationship Development:** The pathologist and director of operations will need to meet key stakeholders to explore educational collaborations and help develop programs with local colleges and universities and other professional organizations.

Pathologist Transition

It is important to note that it is relatively common that forensic pathologists are required to give considerable notice (e.g., three months) to current employers when terminating employment. This is necessary to ensure that the pathologist has sufficient time to conclude their pending cases. Moreover, should the pathologist be relocating from outside the State of Wisconsin, it will take two to three months for the individual to obtain the necessary certifications to practice. Proceeding with the creation of the position and recruitment at this time mitigates risk regarding the transition to the physician-led office.

Timeframe

Below is the breakdown of an estimated office transition schedule, this timeline is subject to change if there are any delays in the construction phase of the project.

- April 2024
 - Start recruitment for the Forensic Pathologist position; allow for at least a 4–6-week recruitment period.
- May-June 2024
 - Conduct interviews and select the candidate for the Forensic Pathologist position; continue recruitment until the position is filled.
 - Update job descriptions and compensation studies for all current positions, which will be included in the 2025 County Budget.
- Summer 2024
 - Prepare office for pathologist, which includes purchasing equipment needed (part of RFSC budget).
 - Review and update existing departmental policies and procedures; identify additional policies and procedures needed for enhanced services.
 - Review and update enhanced service charges and departmental operational budget for 2025.
- Fall 2024-Winter 2024
 - Forensic pathologist can start any time after September 1, 2024.
 - Work with administration to finalize departmental 2025 budget and staffing transition.
 - Start recruitment for second pathologist to start after May 1, 2025; conduct interviews and select candidate for position, continue recruitment until position is filled.
- January- May 2025
 - Start recruitment for autopsy supervisor position to start after May 1, 2025.

Funding Plan

The funding for the Pathologist position for the remainder of 2024 will be a combination of cost savings and new revenue. The cost savings would be realized through no longer needing to pay the costs associated with procuring autopsy services at other facilities. The new revenue would be generated in connection with the completion of referral autopsies (e.g., other counties and medical facilities) and grant funding through Wisconsin Department of Health Services.

The Wisconsin DHS has allocated \$94,000, to be spent between September 1, 2024 and August 31, 2025. The funding was allocated towards pathologist salary and toxicology supplies to assist in the office transition and improve overdose death investigations.

Salary Ranges

The proposed salary ranges below have been developed by our Human Resources professionals based on an evaluation of forensic pathology positions from in-state and out-of-state facilities. The ranges are currently being reviewed by the consultants that developed our existing compensation system, and are therefore subject to modification; however, we are confident that moving forward with position creation and recruitment is prudent. The salary range used for the costing estimate was the maximum salary of the Chief Deputy Medical Examiner position, which was also the midpoint salary of the Chief Medical Examiner position.

	Min	Mid	Max
Chief Deputy Medical Examiner	\$ 202,363.20	\$ 263,057.60	\$ 323,772.80
Chief Medical Examiner	\$ 269,196.80	\$ 323,772.80	\$ 378,872.00

Position Costing

Estimated annual pathologist salary without benefits: \$323,772.80

Estimated annual pathologist salary with benefits: \$405,070

Total: \$135,023.32 (4 months)

Revenue and Cost Savings

Autopsy savings in current budget: \$30,000 (estimated 20 autopsies)

Travel savings in current budget: \$1,000

Referral county autopsy cases: \$42,500 (25 autopsies)

Hospital autopsy cases: \$12,000 (4 autopsies)

Total: \$85,500 (4 months)

Additional Expenses

MMC-Weston Lease Agreement Monthly: \$1,091.25

Histology monthly: \$400

Cell phone monthly: \$39

Personal Protective Equipment monthly: \$200

Monthly total: \$1,730.25

Total expenses: \$6,921 (4 months)

Total revenue/savings after expenses: \$78,579

Maximum amount needed from grant: \$56,444.32