STATE OF MICHIGAN

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

March 11, 2010

MEDICAL EXAMINER—APPROVE CREMATION PERMIT FEE

BE IT RESOLVED that the Allegan County Board of Commissioners hereby approves the recommendation from the Allegan County Medical Examiner to establish a cremation permit fee of Fifty Dollars ($50) effective April 1, 2010.
Work Order Description

2/5/2010  10:13:01AM   DSTAN

In 2008, we brought this issue to the Board and it was tabled due to budgetary and process questions. I believe we have enough information at this point to move forward with bringing this back to the BOC for their approval, if they decide they want to put it in place. Attached are various documents regarding research of this request.

Technician


Drafted the procedure and emailed to DBV for his review and final approval before it goes out in agenda packets 3/5/10.

3/2/2010   4:19:10PM   DSTAN

3/2 ET - Attached list of comparable counties fees. Denise will draft and attach procedure to accompany 3/11 agenda items.

2/25/2010  8:40:18AM   AThomson

Placed on 3/11 BOC agenda under discussion.

2/24/2010   4:23:04PM   DSTAN

2/23 ET - okay to place on 3/11 BOC agenda for discussion. Draft resolution was revised and is attached. Will assign to AThomson to further handle.

2/5/2010  4:06:34PM   JNANCE

Attached RFA, K Daniel email from 68-301 as per conversation with D Stan and revised draft resolution.

2/5/2010  10:13:35AM   DSTAN

Emailed ET and JCC comparable information and process from KDaniels. Placed on 2/9 ET meeting agenda for discussion.

Resolution

2/19/2010  2:05:16PM   DVANDEROOVAART

recommend approval.
MED EXAM_approve cremation permit process and fee. Past board discussion on whether Allegan County should establish a cremation permit process in place to generate revenue to offset the medical examiner budget. Documentation attached shows statistical data from the Medical Examiner's office on permits issued in the past and suggested permit fee and process. It is Administration's recommendation to have the process formally established as soon as practical.
1.0  SUBJECT TITLE:  
Cremation Permit Procedure

2.0  PURPOSE:  
Pursuant to PA 181 of 1953, which states, “No funeral director, embalmer or any other person shall remove the body of any deceased person to a crematory or remove for the purpose of cremation such dead body from the county in which death occurred without the signed permit of the medical examiner for such county or his deputy.”

3.0  ORGANIZATIONS AFFECTED:  
Administration, Finance, Medical Examiner

4.0  REFERENCES:  
4.1  MCL Section 52.210 (PA 181 of 1953) Removal Of Body To Crematory; Permit From County Medical Examiner; Violation Of Section, Penalty

5.0  POLICIES:  

5.1  Effective April 1, 2010, a fee (as established by the Allegan County Board of Commissioners) will be assessed for each cremation permit issued by the Office of the Medical Examiner.

5.2  The Office of the Medical Examiner will review and approve applications for cremation permits and maintain a record of permits requested by each funeral director.

5.3  Advance payment of the fee will not be required.
6.0 PROCEDURES:

6.1 The Medical Examiner’s Office will maintain a monthly log of all cremation permits issued.

6.2 Allegan County will generate an invoice based on the number of cremation permits approved/issued to each respective funeral director on a monthly basis. The invoice will include:

- The name of the decedent
- The date of death
- The name of the funeral director
- Total fees due

6.3 Invoices will be prepared in the second week of each month for cremation permits issued the preceding month and mailed to the County Administration Office.

6.4 The Office of the Medical Examiner will not receive funds for the payment of issued cremation permits.

6.5 Payments are made payable to the Allegan County Treasurer and forwarded to:

   Allegan County Administration  
   County Services Building  
   3283 122nd Avenue  
   Allegan, MI 49010

6.6 The first invoice will be generated in the month of April 2010 and will include fees for cremation permits issued in the month of March.

7.0 APPENDICES:

7.1 Attachment A - Cremation Permit Log

Created: March 3, 2010

Updated:
# Allegan County
## Medical Examiner’s Authorized Cremations
### April 2010

<table>
<thead>
<tr>
<th>#</th>
<th>Decedent</th>
<th>Date of Death</th>
<th>Date Permit Issued</th>
<th>M.E. Signing Permit</th>
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<tbody>
<tr>
<td>1</td>
<td>Decedent #1</td>
<td>04/01/10</td>
<td>04/01/10</td>
<td>JLD</td>
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<td>2</td>
<td>Decedent #2</td>
<td>04/14/10</td>
<td>04/14/10</td>
<td>MPE</td>
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<td>04/29/10</td>
<td>04/29/10</td>
<td>PRC</td>
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<td>4</td>
<td>Decedent #4</td>
<td>04/30/10</td>
<td>04/30/10</td>
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<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td>Total Permits to Gordens Funeral Home, April 2010</td>
<td></td>
<td>4</td>
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</table>
January 18, 2010

Dear Funeral Director,

Final disposition by means of cremation is a growing trend across the country. In Allegan County, 37 percent of all deaths were cremated in 2008. In 2009 the Office of the Medical Examiner proposed the assessment of fees for cremation permits in order to support the operations of the Office of the Medical Examiner. The Allegan County Board of Commissioners subsequently approved the assessment of fees for cremation permits in their January 2010 meeting.

Effective February 1, 2010 a fee of $50.00 will be assessed for each cremation permit issued by the Office of the Medical Examiner. Our office will continue to review and approve applications for cremation permits in the usual manner and maintain a record of permits requested by each funeral director. Please note the implementation of fees for cremation permits will not delay the process of obtaining the permit. We will continue to approve cremation permits in a timely manner in order to serve your professional needs. Advance payment of the fee will not be required.

Our office will implement the following procedure for collecting the cremation permit fees:

- The Medical Examiner’s Office will maintain a monthly log of all cremation permits issued
- Allegan County will generate an invoice based on the number of cremation permits approved/issued to each respective funeral director on a monthly basis. The invoice will include:
  - The name of the decedent
  - The date of death
  - The name of the funeral director
  - Total fees due
- Invoices will be prepared in the second week of each month for cremation permits issued the preceding month and mailed to your business address.
- The Medical Examiner’s Office will not receive funds for the payment of issued cremation permits. Please ensure payments are made payable to Allegan County and forwarded to:
  Allegan County Administration
  Allegan, MI  49010

The first invoice will be generated in the month of March 2010 and will include fees for cremation permits issued in the month of February.

Should you have any questions regarding this procedure, please contact Holly Lott of Sparrow Forensic Pathology 517-364-2561.

Sincerely,

Ken Daniel

Ken Daniel, D-ABMDI
Forensic Pathology Administrator

cc: Allegan County Administration
Quick call to the 312 group to see if any of them currently have a cremation permit process. If so, what do they charge - do they have a process in place they can forward us; if not - ok.

**Eaton County**
John F. Fuentes, CPA
Controller
1045 Independence Blvd.
Charlotte, MI 48813
517-543-2122
517-543-3331 (fax)

$35 permit fee; Process - examiner (contracted through local hospital) issues permit to funeral home. Examiner sends invoice w/ permit to funeral home for County reimbursement. See attached resolution.

**Barry County -**
Ken Daniels - medical examiner; implemented a fee end of 2008 through 09 budget (revenue) process. Luella 269-945-1415
**K-zoo County** - see attached; charge $10

**Lenawee County** - same process as k-zoo; charge $75

**Van Buren County** - Ruth smallr@vbco.org
Cremation permits are handled through the Sheriff Department and billed out monthly; charge $10

**Ottawa County** - charge $25

Attached is Medical Examiner Cremation Permit Policy. The Board of Commissioners approved this in 2006.

Sundy Velazquez  
Ottawa County Health Department Administration Office of the Medical Examiner  
12251 James Street Suite 400  
Holland, MI 49424  
Phone: 616-393-5761  
Fax: 616-393-5695  
svelazquez@miottawa.org

OttawaCo_Cremation Permit.rtf ...
Becky,

We do not have a resolution regarding the cremation fee. As I recall, it was proposed as part of the revenue in the 2009 budget that was adopted 10/28/08. I believe the cremation permit fee is $35.

Luella Dennison, Deputy County Administrator
Barry County Administration
220 West State Street
Hastings, Michigan 49058
Ph. (269) 945-1415, Fax (269) 948-4884
Greetings!

Per our conversation:

The Kalamazoo County Board of Commissioners approved on June 15, 2004 the adoption of a cremation permit fee. Cremation Permit Fee's are $10.00 per permit. I believe we are the lowest in the state. Our expected Revenue is approximately $3,500 per year

Procedure in obtaining a cremation permit:
1) A Cremation Permit is to accompany a signed completed death certificate.

2) Cremation Permits can be faxed or physically brought into the Medical Examiner Office or the one of 4 Deputy Medical Examiners private practice sites

3) Once reviewed to ensure all information is accurate, and that no Medical Examiner Investigation is deemed applicable it is signed and returned.

4) A detailed log is kept and this department bills monthly to the respective funeral home or crematory for remittance of payment.

All Cremation Permits are signed by one of four Deputy Medical Examiners or signed by the Chief Medical Examiner or his appointed designee (usually the Administrative Assistant).

I do not have saved documentation that I am able to attach to this email. I hope this brief complication will be a benefit to you. If you need further assistance feel free to call or email me back with further request.

It was nice speaking with you!

Malika Y. Glover
Administrative Assistant
Kalamazoo County
Medical Examiner
Ph 269-373-5190
Fax 269-373-5191
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# OPERATIONS DIRECTIVE

**EFFECTIVE DATE:** October 1, 2009  
**DIRECTIVE #2009-02**

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<tr>
<th>SUBJECT</th>
<th>Approval of Cremation Permits</th>
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<tr>
<td>OBJECTIVE</td>
<td>To set protocol for the review and approval of cremation permits.</td>
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| PROCEDURE        | County Medical Examiner Law, Act 181 of 1853  
52.210 Removal of body to crematory; permit from county medical examiner, violation of section, penalty. [M.S.A. 5.953(10)]  
Sec. 10. No funeral director, embalmer or any other person shall remove the body of any deceased person to a crematory or remove for the purpose of cremation such dead body from the county in which death occurred without the signed permit of the medical examiner for such county or his deputy. Any person who violates the provisions of this section is guilty of a misdemeanor and shall be imprisoned not more than 1 year, or fined not more than $500.00 or both.  
Michigan Public Health Code  
Act 368 of 1978  
Sec. 333.2848(5) If final disposition is by cremation, the medical examiner of the county in which death occurred shall sign the authorization.  
According to County Law and Michigan Public Health Code, a physician medical examiner is charged with review and approval of any request for cremation in the county where the individual died. This includes all cremation permit requests, not just those whose death has been investigated by a medical examiner.  
1. Cremation permits are to be faxed to the medical examiner pathology department at: (616) 494-4003.  
2. Cremation permits will then be reviewed and authorized. Cremation permits will then be faxed back to the facility submitting request (i.e. funeral home).  
3. Fee is $25.00 per cremation permit.  
This directive will remain in effect until modified or rescinded. |

_______________________________________________  
Lisa Stefanovsky, M.Ed., Health Officer  
Date Signed: ________________________________

_______________________________________________  
Paul Heidel, MD, MPH, Medical Director  
Date Signed: ________________________________

<table>
<thead>
<tr>
<th>County</th>
<th>Department</th>
<th>Name</th>
<th>Title</th>
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<tr>
<td>Allegan</td>
<td>Administration</td>
<td>Luella</td>
<td></td>
<td>(269) 945-1284</td>
<td></td>
<td><a href="mailto:ldennison@barrycounty.org">ldennison@barrycounty.org</a></td>
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<tr>
<td>Barry</td>
<td>Administration</td>
<td>Yvonne Ridge</td>
<td>HR</td>
<td>517-543-2256</td>
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<td><a href="mailto:ridge@eatoncounty.org">ridge@eatoncounty.org</a></td>
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<tr>
<td></td>
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<td>John Fuentes</td>
<td>Controller</td>
<td>517-543-7500 ext 2256</td>
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<tr>
<td></td>
<td></td>
<td>Tara</td>
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<tr>
<td>Grand Traverse</td>
<td>Human Resources</td>
<td>Arlene Grockau</td>
<td></td>
<td>231-922-4599</td>
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<td><a href="mailto:agrockau@co.grand-traverse.mi.us">agrockau@co.grand-traverse.mi.us</a></td>
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<tr>
<td></td>
<td>Administration</td>
<td>Sarah Adams</td>
<td></td>
<td>231-922-4780</td>
<td>231-922-4427 (fax)</td>
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<td>Kalamazoo</td>
<td>Human Resources</td>
<td>Dave Diegle</td>
<td></td>
<td>(269) 383-8998</td>
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<td>Administration</td>
<td>Bev Kampmueller</td>
<td>Insurance Coordinator</td>
<td>517-264-4508</td>
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<td><a href="mailto:bev.kampmueller@lenawee.mi.us">bev.kampmueller@lenawee.mi.us</a></td>
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<td>Rebecca Borton</td>
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<td>Lenawee</td>
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<td>Terry Sands</td>
<td>Personnel Assistant/Interviewer</td>
<td>(616) 738-4807</td>
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