

## Program Description

Effective July 1, 2014, the former EMS/Occupational Health/Wellness department was reorganized into two programs and two program budgets were allocated to three departments within the Fire Chief's Office, EMS, and this department. The Occupational Health Services (OHS) portion of this program was established to provide OSHA blood and airborne pathogen compliance, vaccination and testing services, and other health monitoring for District personnel, as well as other contract agencies. OHS services include pre-physical examinations, lead and cholesterol testing, and respiratory protection compliance for outside clients. Contract revenues offset a portion of expenditures for this program.

The Wellness portion provides uniformed personnel an annual physical and fitness assessment as outlined in the District's Joint Wellness Fitness Initiative. The Wellness Program coordinates the new hire process for all District employees and works with Human Resources to facilitate the return-to-work and fit-for-duty processes. The program provides a variety of wellness and fitness resources for all District personnel.

Occupational Health/Wellness was moved to the Business Operations Directorate, effective July 1, 2014.

## Budget Summary

Expenditures	2013-14 Actual	2014-15 Actual	2015-16 Adopted Budget	2016-17 Adopted Budget
Personnel Services	\$ 641,694	\$ 650,701	\$ 618,707	
Materials & Services	194,021	204,055	202,586	
<b>Total Expenditure</b>	<b>\$ 835,715</b>	<b>\$ 854,756</b>	<b>\$ 821,293</b>	

## Personnel Summary<sup>1</sup>

Position	2013-14 Actual	2014-15 Actual	2015-16 Budget	2016-17 Budget
OHS Program Manager	1.00	1.00	1.00	1.00
Wellness Program Coordinator	1.00	1.00	1.00	1.00
OHS Program Assistant	1.00	1.00	1.00	1.00
OHS Nurse	1.00	0.25	1.00	1.00
OHS Certified Medical Asst.	0.00	1.00	1.00	1.00
Athletic Trainer	0.00	0.00	0.50	1.00
<b>Total Full-Time Equivalents (FTE)</b>	<b>4.00</b>	<b>4.25</b>	<b>5.50</b>	<b>6.00</b>

<sup>1</sup> As restated to reflect the 2014-15 reorganization separation of the former EMS/OHS/Wellness program into two separate programs effective July 1, 2014. Prior years reflect the program for the Occupational Health program with the former combined department, formerly accounted for in department 421.

### 2016-17 Significant Changes

The proposed 2016-17 budget includes an increase to full-time of the athletic trainer that assists firefighters in injury prevention and recovery. Union overtime represents funding for physicals, chest x-rays, and treadmill stress tests as well as Per Fitness Trainer meetings and site visits to operating centers and stations. Personnel Services declined overall due to a non-recurring vacation sold at retirement.

Materials and Services expenses include Physical Fitness supplies for the fire stations and regular maintenance of the fitness equipment for a total of \$21,450. EMS Supplies account 5320 provides for the vaccines and immunizations provided by OHS personnel. Medical supervision of the program is provided for in account 5413 for \$4,000. Account 5414 includes \$59,330 for physician services for employee physicals and occupational health services, \$48,662 for estimated lab services, and \$7,827 for chest x-rays in addition to services for calibrating the medical equipment.

### Status of 2015-16 Service Measures

- Ensure compliance for mandatory OSHA, NFPA, CDC, and public health mandates per industry best practices.

Goal(s)/Call(s) for Action:	IV/A, 1 and 3
Service Type:	Mandatory
Measured By:	Percentage of District personnel completing mandated testing/training in hearing conservation, bloodborne pathogens, and respiratory protection.
Status or Outcome:	District has achieved 100% compliance of personnel for testing/ training in hearing conservation, blood-borne pathogens, and respiratory protection for all applicable staff.

- Provide appropriate testing and pre-physical services to support Department of Transportation/Commercial Driver's License (DOT/CDL) requirements, NFPA standards, and the IAFF/IAFC Wellness-Initiative; expand applicable components to all District personnel.

Goal(s)/Call(s) for Action:	IV/A, 2 and 3
Service Type:	Mandatory (DOT/CDL, MOU), Essential
Measured By:	Percentage of examinations completed and description of components expanded to non-line personnel.
Status or Outcome:	District achieved 100% completion for incumbent and new hire uniformed personnel IAFF/ IAFC Wellness Fitness Initiative Medical & Fitness evaluations. OHW services expanded for 2015-16, to include all District personnel in health and fitness promotion programming. Successful events included Evolution Relay Challenge, "Maintain Don't Gain" BMI reduction challenge, health risk assessment screening, wellness consultations, expanded hearing conservation program, and flu vaccination clinics. The 2015-16 health and wellness services for District volunteers include comprehensive WFI Medical & Fitness evaluation for volunteer firefighters as well as health risk assessment screening and wellness consultations for responder and auxiliary volunteers.

## Status of 2015-16 Service Measures, continued

- Provide ongoing health education, occupationally relevant medical and fitness screenings as outlined in the IAFF/IAFC Wellness-Fitness Initiative to all District personnel.

Goal(s)/Call(s) for Action: IV/A, 2 and 3  
 Service Type(s): Essential  
 Measured By: Percentage who participated in the District's health and fitness programs, and the total number of contacts and services provided to all District personnel.  
 Status or Outcome: District achieved 100% participation in 2015-16 Annual WFI uniformed personnel fitness assessment, pre- physical testing, fasting blood draws and medical examinations. One on one wellness consultations provided an individualized review of results with education and recommendation for personal health improvement. OHW services expanded to include all District personnel in successful health and fitness promotion activities; District day Evolution Relay engaged 9 teams, for a total of 46% of non-union personnel participation in the relay with a 100% participation cheering teams on. Maintain Don't Gain 12- week challenge had 68% participation with a combined participant weight loss greater than 260 pounds. Annual Hearing Conservation program expanded to include all fleet and facilities personnel.

- Partner with Human Resources, Training, Integrated Operations, the District physician, occupational health providers, and SAIF to provide a comprehensive injury management and return-to-work process.

Goal(s)/Call(s) for Action: IV/A, 2 and 3, VI/A, E  
 Service Type(s): Essential  
 Measured By: Data collection from on- and off-duty illness, injury, exposure events, and Workers' Compensation claims. This will include the District case management process, which manages employee leave due to injury and illness.  
 Status or Outcome: Accomplished in 2015-16 through updates to return evaluation process, addition of 8.5.3F Physical Performance Evaluation and task performance specification add to the 8.5.3C Return to Work Assessment. In coordination with BC/DC group, specificity was provided to execution of BC Return to Work Assessment. The addition of 8.5.3F, OHW Performance Evaluation, in the return to work assessment has demonstrated success in identifying risk for re- injury and providing proactive intervention. Accomplishment of case management and data collection associated with illness, injury, exposure, and worker's compensation is moved forward and restructured in 2016-17 Goal #3.

## Occupational Health/Wellness, continued

### Status of 2015-16 Change Strategies

- Refine the Occupational Health/Wellness program structure to ensure a sustainable delivery model and sufficient supporting resources.

Goal(s)/Call(s) for Action:	IV/A, 2 and 3; VI/A, 1
Budget Impact:	Neutral
Duration:	Year 2 of 2
Budget Description:	Continue to establish stability and bench strength for program functions. Focus on developing a strong, skilled, and synergistic team, to include proper mentoring and onboarding for OHW staff. Identify and implement necessary programmatic and administrative changes to streamline internal and external functions. Validate, and expand as necessary, contracts with appropriate occupational health medical service providers. Continue to work with the Records Analyst to effect improvement to records retention/management practices and systems.
Partner(s):	Business and Integrated Ops, Wellness Committee, Fire Chief's Office, Records Analyst, Information Technology, Human Resources, Finance, Contracted Occupational Medical Providers, District Physician, Contracted Agencies
Status or Outcome:	In coordination with Records Analyst, an internal audit of OHW data management and records retention practice was completed. Historical OHW records have been systematically sorted and organized for retention in accordance with federal, state, and industry specific requirements. OHW departmental operations, with regards to the handling of personal health information, are in accordance HIPPA regulations. OHW department functions have been streamlined and memorialized in departmental SOP's. External OHW service provider contracts have been evaluated, modified, and/or expanded to efficiently meet with need of the District and improve professional partnerships. Supporting OHW data management needs, risk identification and reductions programs; electronic medical records software program will be secured and implemented for 2016-17.

## Status of 2015-16 Change Strategies, continued

- Develop and implement strategies to focus efforts on reduction of injury, illness and stress by providing a proactive “pre-habilitation” approach to health and wellness management for all District personnel.

Goal(s)/Call(s) for Action:	IV/A, 2 and 3; VI/A, 1
Budget Impact:	Neutral
Duration:	Year 1 of 3
Budget Description:	Allocate resources that build upon proactive, preventative health and wellness services. Utilize evaluation techniques along with injury, illness and accident report data to stratify employee health risks. Structure service opportunities and health education that incorporates direct tactics for improvement.
Partner(s):	Business and Integrated Ops, Wellness Committee, Fire Chief's Office, Records Analyst, Information Technology, Human Resources, Finance, Contracted Occupational Medical Providers, District Physician
Status or Outcome:	<b>Building cooperative partnership with Local 1660 resulted in successful delivery of proactive health risk identification and structured implementation of target health education specifically addressing the needs of both individuals and the organization. Wellness Fitness Initiative Medical and Fitness components were delivered to all uniformed personnel and expanded to include firefighter volunteers. Implementation of Cardiac Risk Stratification identified cardiac event at risk individuals, previous determination was solely based upon age. Injury data is tracked, analyzed, and reported identifying highest occurrence of injury by mode and nature. Strategic injury risk reduction programs have been implementation in order to reduce occurrence and minimize risk.</b>

## Additional 2015-16 Accomplishments

- Compliance for OHW practices and services in accordance with federal and state regulations.
- Oregon's Healthiest Employer Award
- Expanded OHW services and activities to non-station personnel
- Advancement of OHW service into proactive, pre-habilitation model providing care for on the job injuries, off the job injuries, and chronic musculoskeletal conditions.



## Occupational Health/Wellness, continued

### 2016 – 17 Activities Summary

Occupational Health & Wellness Program Status	2013-14 Actual	2014-15 Actual	2015-16 Projected	2016-17 Estimated
Mandatory compliance with OSHA requirements including hearing conservation, bloodborne pathogen standards, and applicable portions of the Respiratory Protection Standard.	99%	98%	100%	100%
Provide appropriate testing and pre-physicals services to support DOT/CDL, NFPA, and IAFF/IAFC Initiative.	99%	96%	100%	100%

### 2016-17 Tactics

- Ensure 100% compliance of applicable District personnel and volunteers for best practice risk management/reduction programs.

Goal/Strategy: Goal 1 – Strategy 1.2, 1.7

Timeframe: 12 months

Partner(s): Business and Integrated Operations, Human Resources , Local 1660, Occupational Medical Providers, District Physician

Budget Impact: Increase required

Measured By: Percentage completion of mandatory OHSA, NFPA, CDC testing/ training. Percentage of personnel engagement in best practice annual comprehensive medical, health, and fitness testing/ evaluations.

- Track and report Occupational Health & Wellness (OHW) data collected for all District personnel.

Goal/Strategy: Goal 1 – Strategy 1.2, 1.4, 1.7; Goal 2 – Strategy 2.4

Timeframe: 18 months

Partner(s): District Wide

Budget Impact: None

Measured By:

- Integration of data management system supporting both tracking and reporting of results for continual program improvement.
- Percentage change in health care costs, improved management of chronic conditions, early treatment of illnesses/ Injuries, improved worker productivity (absenteeism)
- “Culture of Health” measured by percentage of engagement in health promotion activities and morale surveys.

## 2016-17 Tactics, continued

- Integrate electronic health records data system across all OHW programs.

Goal/Strategy: Goal 1 – Strategy 1.2, 1.4, 1.7; Goal 2 – Strategy 2.4  
 Timeframe: 12 months  
 Partner(s): Business and Integrated Operations, Wellness Committee, Fire Chief's Office, Records Analyst, Information Technology, Human Resources, Training, Finance, Safety Committee, Contracted Occupational Medical Providers, District Physician, SAIF.  
 Budget Impact: Increase required  
 Measured By: Implementation of electronic medical records data system. Cohesive integration of medical, health, and risk surveillance programs into data system. Reduction in occurrence and cost association with time loss incurred due to injury, reinjures and avoidable muscular skeletal injuries.

- Identify an onsite occupational and health services structure to provide appropriate care for all personnel.

Goal/Strategy: Goal 1 – Strategy 1.2, 1.5, 1.7  
 Timeframe: 24 months  
 Partner(s): Business and Integrated Operations, Wellness Committee, Fire Chief's Office, Records Analyst, Information Technology, Human Resources, Finance, Local 1660, Contracted Occupational Medical Providers, District Physician  
 Budget Impact: Increase required  
 Measured By: Identification of onsite clinic objectives, determined eligibility, provider contracts, start- up and operating costs, scope of services, location, identified legal and regulatory issues. Fiscal impact measured by percentage change in health care costs, improved management of chronic conditions, early treatment of illnesses/ injuries, improved worker productivity (absenteeism, PTO), improved ability to recruit new employees.



## Occupational Health/Wellness, continued

	2013-14 Actual	2014-15 Actual	2015-16 Adopted Budget	2016-17 Proposed Budget	2016-17 Approved Budget	2016-17 Adopted Budget
<b>10470 General Fund</b>						
5001 Salaries & Wages Union			\$ 2,947			
5002 Salaries & Wages Nonunion	\$ 356,593	304,121	\$ 323,920	\$ 323,920	\$ 323,920	
5004 Vacation Taken Nonunion	15,520	23,173	22,373	22,373	22,373	
5006 Sick Taken Nonunion	8,464	4,636	5,945	5,945	5,945	
5008 Personal Leave Taken Nonunion	2,988	1,989	3,150	3,150	3,150	
5010 Comp Taken Nonunion	1,930					
5015 Vacation Sold	2,459	12,731	6,722	6,722	6,722	
5016 Vacation Sold at Retirement	13,844	56,759	49,639			
5017 PEHP Vac Sold at Retirement	62,518					
5019 Comp Time Sold Nonunion	35					
5021 Deferred Comp Match Nonunion	9,902	16,552	17,478	17,478	17,478	
5120 Overtime Union	4,904	23,620	24,704	24,704	24,704	
5121 Overtime Nonunion	1,837	2,000	2,000	2,000	2,000	
5201 PERS Taxes	54,322	78,958	53,557	53,557	53,557	
5203 FICA/MEDI	30,175	32,824	29,809	29,809	29,809	
5206 Worker's Comp	5,472	8,021	5,189	5,189	5,189	
5207 TriMet/Wilsonville Tax	2,872	3,229	3,357	3,357	3,357	
5208 OR Worker's Benefit Fund Tax	179	232	211	211	211	
5210 Medical Ins Union	774					
5211 Medical Ins Nonunion	53,459	62,289	99,289	99,289	99,289	
5220 Post Retire Ins Union	50					
5221 Post Retire Ins Nonunion	2,175	4,500	5,400	5,400	5,400	
5230 Dental Ins Nonunion	8,098	7,230	7,930	7,930	7,930	
5240 Life/Disability Insurance	2,534	4,740	6,084	6,084	6,084	
5270 Uniform Allowance	413	150	390	390	390	
5295 Vehicle/Cell Allowance	175		1,200	1,200	1,200	
<b>Total Personnel Services</b>	<b>641,694</b>	<b>650,701</b>	<b>668,347</b>	<b>618,707</b>	<b>618,707</b>	
5300 Office Supplies	777	500	1,600	1,600	1,600	
5301 Special Department Supplies	5,663	6,000	6,000	6,000	6,000	
5302 Training Supplies	676	3,000	3,000	3,000	3,000	
5303 Physical Fitness	9,764	23,000	21,450	21,450	21,450	
5320 EMS Supplies	30,665	10,000	16,400	16,400	16,400	
5330 Noncapital Furniture & Equip	1,207		3,425	3,425	3,425	
5350 Apparatus Fuel/Lubricants	628		1,125	1,125	1,125	
5361 M&R Bldg/Bldg Equip & Improv	510					
5366 M&R EMS Equip	700	800	880	880	880	
5413 Consultant Fees	4,000	4,000	4,000	4,000	4,000	
5414 Other Professional Services	123,747	137,175	119,514	119,514	119,514	
5415 Printing	114					
5417 Temporary Services	10,466	5,000				
5461 External Training	2,479	6,000	8,014	8,014	8,014	
5462 Travel and Per Diem	4,746	6,500	12,242	12,242	12,242	
5472 Employee Recog & Awards			750	750	750	

Occupational Health/Wellness, continued

5484 Postage UPS & Shipping	69	450	350	350	350	350
	2013-14 Actual	2014-15 Actual	2015-16 Adopted Budget	2016-17 Proposed Budget	2016-17 Approved Budget	2016-17 Adopted Budget
5500 Dues & Subscriptions			180	180	180	180
5502 Certifications & Licensing		499	150	2,556	2,556	2,556
5570 Misc Business Exp		757	700	500	500	500
5571 Planning Retreat Expense		71	400	400	400	400
5572 Advertis/Public Notice			200	200	200	200
5573 Inventory Over/Short/Obsolete			(3,516)			
<b>Total Materials &amp; Services</b>		<b>194,021</b>	<b>204,055</b>	<b>202,586</b>	<b>202,586</b>	<b>202,586</b>
<b>Total General Fund</b>		<b>\$ 835,715</b>	<b>\$ 854,756</b>	<b>\$ 870,933</b>	<b>\$ 821,293</b>	<b>\$ 821,293</b>

