

## Program Description

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. OHS services include pre-physical examinations, lead and cholesterol testing, and respiratory protection compliance for outside clients.

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 fitness assessment processes 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.

## Budget Summary

Expenditures	2014-15 Actual	2015-16 Actual	2016-17 Adopted Budget	2017-18 Adopted Budget
Personnel Services	\$ 641,694	\$ 498,657	\$ 618,707	\$ 632,542
Materials & Services	194,021	219,047	202,586	317,644
<b>Total Expenditure</b>	<b>\$ 835,715</b>	<b>\$ 717,704</b>	<b>\$ 821,293</b>	<b>\$ 950,186</b>

## Personnel Summary

Position	2014-15 Actual	2015-16 Actual	2016-17 Budget	2017-18 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	0.25	1.00	1.00	1.00
OHS Certified Medical Asst.	1.00	1.00	1.00	1.00
Athletic Trainer	0.00	1.00	1.00	1.00
<b>Total Full-Time Equivalents (FTE)</b>	<b>4.25</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

### 2017-18 Significant Changes

Personnel Services reflects the projected salaries and wages of current employees and selected benefits. Union overtime represents funding for physicals, chest x-rays, and treadmill stress tests as well as Peer Fitness Trainer meetings and site visits to operating centers and stations.

Materials and Services expenses include Physical Fitness supplies for the fire stations and regular maintenance of the fitness equipment for a total of \$37,175, which includes small fitness item's totaling \$16,075 for new station 55. EMS Supplies account 5320 provides for the vaccines and immunizations provided by OHS personnel. Account 5414 includes \$124,500 for physician services for employee physicals, return to work services and occupational health services, \$72,206 for estimated lab services, and \$7,740 for chest x-rays in addition to services for calibrating the medical equipment.

### Status of 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.

Status: ✓ Complete

Status Report: Uniformed Personnel:

- 100% completion of annual medical assessment.
- 100% completion of all OHSA/NFPA mandated follow up testing (audiometric Standard Threshold Shift (STS), 5 year chest x-ray, advanced cardiovascular testing).
- Individuals identified as “probationary” fit for duty or performance based fitness improvement plan, successfully worked with Wellness Coordinator to meet physician defined goals.

Non-Line Personnel:

- Maintain Don't Gain challenge: 72 participants, total net loss of 205 lbs. 65% of the 72 participants maintained or decreased body weight over the time frame.
- Stair Climb Challenge: 24 participants, for a combined total of just under 36,000 stairs climbed.
- Health Risk Assessment: 29 individuals participated in fasting lab results for cholesterol values.

## Status of 2016-17 Tactics, continued

- 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.

  
Status: → Ongoing  
Status Report:

- Complete:
  - Successful integration of data management system for tracking, reporting and retention of personnel health records.
  - Implemented electronic injury tracking and case management for improved synergistic workflow, identification of causal factors and risk analysis.
- Ongoing:
  - System configuration, ensuring format of data collected reflects usable reporting analysis.
  - Utilization of data directs strategic objectives and employee training to decrease occurrence of preventable injuries/illness.
  - Improved collaborative management of cases resulting in lost work days and/or modified duty; system monitoring chronic conditions, success of early intervention treatment; with intent to keep and efficiently return individuals back to work.

## Occupational Health/Wellness, continued

### Status of 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.  
Status: ✓ Complete  
Status Report: 

- Implemented electronic medical records and injury/illness reporting data system
- Implemented internal injury/illness reporting and TVF&R employee health portal.
- System automated OHSA/NFPA mandated medical surveillance, records retention and compliance reporting.



## Status of 2016-17 Tactics, continued

- 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), improved ability to recruit new employees.
Status:	→ Ongoing
Status Report:	<p>Complete:</p> <ul style="list-style-type: none"><li>• Identified geographical site location that will have minimal impact on emergency response operations.</li><li>• Function needs have been outlined, adjusting for improved efficiency in the delivery of services for Occupational Health &amp; Wellness business operations.</li></ul> <p>Ongoing:</p> <ul style="list-style-type: none"><li>• Identifying potential build sites and existing structure options that best achieve outlined requirements and objectives.</li><li>• Actively investigating the identified options to determine the best price, terms for the product, and functionality.</li></ul>

## Occupational Health/Wellness, continued

### Additional 2016-17 Accomplishments

- Treatment was provided for a total of 238 injuries;
  - 129 Non-OJI
  - 109 OJI (70% of 155 OJI Injuries)
  - Demonstrated success in effecting claims and cost for injury and illness.
  - 2015 to 2016 comparative reports indicate a decrease in lost work days from 509.5 to 344

### Activities Summary

Occupational Health & Wellness Program Status	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Projected	2017-18 Estimated
Mandatory compliance with OSHA requirements including hearing conservation, blood borne pathogen standards, and applicable portions of the Respiratory Protection Standard.	99%	98%	100%	100%	100%
Provide appropriate testing and pre-physicals services to support DOT/CDL, NFPA, and IAFF/IAFC Initiative.	99%	96%	100%	100%	100%

### 2017-18 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.

## 2017-18 Tactics, continued

- Utilize data management system for management workplace injury/illness, analysis of reporting, identify risk reduction measures, collaborative information-sharing and uniform compliance to NFPA, federal, state, and local laws.

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:

- Reporting shall direct risk reduction measures and identify gaps in employee training and/or education; resulting in reduction for occurrence of injuries/illness and lost work days due to work related injury and/or illness.
- Improved workflow and sharing of relevant information between HR, OHW, and medical provider.
- Early treatment of illnesses/injuries shall result in improved worker productivity (absenteeism), and number of reported injuries per employee.

- Implement strategic employee health improvement programming for modifiable health risk conditions.

Goal/Strategy: Goal 1 – Strategy 1.1, 1.2, 1.7  
Timeframe: 24 months  
Partner(s): Local 1660, Health Trust, Contracted Occupational Medical Providers, District Physician, Wellness Committee  
Budget Impact: Increase required  
Measured By:

- Positive change in reported aggregate biometric health and fitness data
- Improvement in high risk markers (i.e., cholesterol, body fat percentage, and cardiovascular performance).
- Management of chronic conditions shall result in percentage change in health care costs.
- “Culture of Health” measured by percentage of employee engagement in health promotion activities and morale surveys.
- Identify programming for perceived value to diverse workgroups in varied work environment.

## Occupational Health/Wellness, continued

### 2017-18 Tactics, continued

- Identify and move to 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:

- Inform selection of construction site or existing structure that best achieves outlined requirements and objectives.
- 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), improved ability to recruit new employees.
- Move complete and programs operational in new location.



Occupational Health/Wellness, continued

	2014-15 Actual	2015-16 Actual	2016-17 Adopted Budget	2017-18 Proposed Budget	2017-18 Approved Budget	2017-18 Adopted Budget
<b>10470 General Fund</b>						
5002 Salaries & Wages Nonunion	\$ 356,593	\$ 309,392	\$ 323,920	\$ 357,746	\$ 357,746	\$ 357,746
5004 Vacation Taken Nonunion	15,520	11,259	22,373	24,739	24,739	24,739
5006 Sick Taken Nonunion	8,464	14,424	5,945	6,575	6,575	6,575
5008 Personal Leave Taken Nonunion	2,988	2,575	3,150	3,482	3,482	3,482
5010 Comp Taken Nonunion	1,930	4,683				
5015 Vacation Sold	2,459		6,722	7,432	7,432	7,432
5016 Vacation Sold at Retirement	13,844					
5017 PEHP Vac Sold at Retirement	62,518					
5019 Comp Time Sold Nonunion	35					
5021 Deferred Comp Match Nonunion	9,902	9,803	17,478	19,329	19,329	19,329
5120 Overtime Union	4,904	2,899	24,703	16,822	16,822	16,822
5121 Overtime Nonunion	1,837	21	2,000	500	500	500
5201 PERS Taxes	54,322	38,528	53,557	70,283	70,283	70,283
5203 FICA/MEDI	30,175	25,814	29,809	31,973	31,973	31,973
5206 Worker's Comp	5,472	5,781	5,189	5,574	5,574	5,574
5207 TriMet/Wilsonville Tax	2,872	2,462	3,357	3,299	3,299	3,299
5208 OR Worker's Benefit Fund Tax	179	178	211	180	180	180
5210 Medical Ins Union	774					
5211 Medical Ins Nonunion	53,459	52,157	99,289	62,311	62,311	62,311
5220 Post Retire Ins Union	50					
5221 Post Retire Ins Nonunion	2,175	6,750	5,400	5,400	5,400	5,400
5230 Dental Ins Nonunion	8,098	7,856	7,930	9,335	9,335	9,335
5240 Life/Disability Insurance	2,534	3,357	6,084	6,184	6,184	6,184
5270 Uniform Allowance	413	217	390	778	778	778
5295 Vehicle/Cell Allowance	175	500	1,200	600	600	600
<b>Total Personnel Services</b>	<b>641,694</b>	<b>498,657</b>	<b>618,707</b>	<b>632,542</b>	<b>632,542</b>	<b>632,542</b>
5300 Office Supplies	777	648	1,600	1,700	1,700	1,700
5301 Special Department Supplies	5,663	3,764	6,000	7,446	7,446	7,446
5302 Training Supplies	676	1,486	3,000	900	900	900
5303 Physical Fitness	9,764	14,348	21,450	37,175	37,175	37,175
5320 EMS Supplies	30,665	14,021	16,400	38,936	38,936	38,936
5321 Fire Fighting Supplies		266				
5330 Noncapital Furniture & Equip	1,207	230	3,425	2,940	2,940	2,940
5350 Apparatus Fuel/Lubricants	628	625	1,125	1,125	1,125	1,125
5361 M&R Bldg/Bldg Equip & Improv	510					
5366 M&R EMS Equip	700	811	880	880	880	880
5413 Consultant Fees	4,000	3,996	4,000			
5414 Other Professional Services	123,747	165,762	119,514	205,220	205,220	205,220
5415 Printing		114		300	300	300
5417 Temporary Services	10,466					
5461 External Training	2,479	5,156	8,014	3,530	3,530	3,530
5462 Travel and Per Diem	4,746	8,069	12,242	13,948	13,948	13,948
5472 Employee Recog & Awards			750	750	750	750

## Occupational Health/Wellness, continued

	2014-15 Actual	2015-16 Actual	2016-17 Adopted Budget	2017-18 Proposed Budget	2017-18 Approved Budget	2017-18 Adopted Budget
5484 Postage UPS & Shipping	69	115	350	115	115	115
5500 Dues & Subscriptions			180	150	150	150
5502 Certifications & Licensing	499	159	2,556	1,629	1,629	1,629
5570 Misc Business Exp	757	383	500	500	500	500
5571 Planning Retreat Expense	71	78	400	400	400	400
5572 Advertis/Public Notice			200			
5573 Inventory Over/Short/Obsolete	(3,516)	(867)				
<b>Total Materials and Services</b>	<b>194,021</b>	<b>219,047</b>	<b>202,586</b>	<b>317,644</b>	<b>317,644</b>	<b>317,644</b>
<b>Total General Fund</b>	<b>\$ 835,715</b>	<b>\$ 717,704</b>	<b>\$ 821,293</b>	<b>\$ 950,186</b>	<b>\$ 950,186</b>	<b>\$ 950,186</b>