

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	2015-16 Actual	2016-17 Actual	2017-18 Revised Budget	2018-19 Adopted Budget
Personnel Services	\$ 498,657	\$ 551,875	\$ 632,542	\$ 645,681
Materials and Services	219,047	254,897	333,644	434,796
Total Expenditures	\$ 717,704	\$ 806,772	\$ 966,186	\$ 1,080,477

Personnel Summary

Position	2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Budget
OHW Manager	1.00	1.00	1.00	1.00
Wellness Coordinator	1.00	1.00	1.00	1.00
OHW Assistant	1.00	1.00	1.00	1.00
Occupational Health Nurse	1.00	1.00	1.00	1.00
OHW Certified Medical Assistant	1.00	1.00	1.00	1.00
Athletic Trainer	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTE)	6.00	6.00	6.00	6.00

2018-19 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.

The increase in Materials and Services relates primarily to the lease and move-in equipment costs of a newly leased office building to occur during the summer of 2018 upon completion of tenant improvements. This is reflected largely in account 5545, rent for \$108,516. Materials and Services expenses include Physical Fitness supplies for the fire stations and regular maintenance of the fitness equipment for a total of \$25,975. EMS Supplies account 5320 provides for the vaccines and immunizations provided by OHS personnel. Account 5414 includes \$138,600 for physician services for employee physicals, return to work services and occupational health services, \$55,375 for estimated lab services, and \$4,740 for chest x-rays in addition to services for calibrating the medical equipment.

Status of 2017-18 Tactics

- Status 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 OSHA, NFPA, CDC testing/training. Percentage of personnel engagement in best practice annual comprehensive medical, health, and fitness testing/evaluations.
Status: → Ongoing
Status Report: Uniformed Career Personnel: 100% compliance for completion of mandatory OSHA, NFPA, CDC testing/training.
Volunteer Personnel: NFPA 1582 medical evaluation of candidates and members extended to include volunteer firefighters population with 100% compliance for completion.
Non- Line Hearing Conservation: 100% compliance in required Hearing Conservation testing and surveillance for relevant non-line personnel.

Status of 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:	<ul style="list-style-type: none"> 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.
Status:	→ Ongoing
Status Report:	<ul style="list-style-type: none"> Successful implementation of District’s data management system for reporting, tracking and analysis of occupational injuries and illness. Successful transition of collaborative workflows for case management of occupational injury and illness within District’s data management system. Configuration complete for case management and medical surveillance within District’s personnel health records. Completed historical immunization data transfer to the medical records system for improved accuracy in compliance related tracking and reporting. Data driven strategic risk reduction programming developed based on reporting parameters (including but not limited to injury prevention exercise videos and publications, PFT targeted education, in house training for crews, and other injury prevention initiatives). Physical requirements job analyses conducted resulting in role specific pre-employment physical capacities testing and target work group education and exercise strategies. Laboratory interface still in progress.

Status of 2017-18 Tactics, continued

- 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.

Status: → Ongoing

- Status Report:
- Positive change occurred as a result of targeted programming focused on reducing the number of uniformed personnel falling below NFPA standard for cardiovascular performance. In fiscal year 2015-16, twenty-three (23) % of uniformed personnel performed below 12 METS, as compared to eighteen (18) % in fiscal year 2017-18.
 - Aggregate data analysis pending laboratory interface.

Status of 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.

Status: → Ongoing

- Status Report:
- Facility identified, and lease contract executed. Tenant improvements in progress.
 - Fixture, furniture and equipment planning complete.
 - Annual operating costs included in fiscal year 2018-19 budget.
 - Scope of service analysis and provider contracts in progress.

Additional 2017-18 Accomplishments

- 2017 Oregon's Healthiest Employer Award.
- Successful automation of hard copy personnel medical records and interdepartmental workflows into the OHM electronic records management system.
- Measurable outcomes in occupational fitness improvement and "probational fit for duty" programs resulted in at-risk personnel safely remaining on the line and/or returning to work.
- Maximized OHW resources and utilized expertise in order to improve flow of information and engagement in collaborative processes and initiatives that support personal wellness and resilience (ex: patient handling, organizational ergonomics, PFT program engagement, particulate hoods, decon wipes).
- Accomplishment of fiscal year 2017-18 OHW strategic goals, absent sufficiently designed or designated space to support clinical operations.



Activities Summary

Occupational Health & Wellness Program Status	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Projected	2018-19 Estimated
Mandatory compliance with OSHA requirements including hearing conservation, blood borne pathogen standards, and applicable portions of the Respiratory Protection Standard.	98%	100%	100%	100%	100%
Provide appropriate testing and pre-physicals services to support DOT/CDL, NFPA, and IAFF/IAFC Initiative.	96%	100%	100%	100%	100%

2018-19 Tactics

- Support 100% compliance to mandated and best practice medical, health, and fitness testing and training for applicable District personnel and volunteers.

Goal/Strategy: Goal 1
Timeframe: 12 months
Partner(s): Business Operations, Integrated Operations, Human Resources, Local 1660, Occupational Medical Providers, District Physician
Budget Impact: Increase required, based upon increase in employee patient population
Measured By: Percentage completion of mandatory OSHA, NFPA, CDC testing/training. Percentage of personnel engagement in best practice annual comprehensive medical, health, and fitness testing/evaluations.

- Apply data analysis to assess and inform program performance, risk reduction measures, and compliance to standards and mandates.

Goal/Strategy: Goal 1
Timeframe: 6 months
Partner(s): District-wide
Budget Impact: None
Measured By:

- Training and/or education gaps identified; interventions implemented resulting in reduced occurrence of injury, illness and related lost workdays.
- Workflow and information sharing between HR, OHW, and medical providers increased and/or improved.
- Worker productivity (absenteeism) improved and number of reported injuries reduced because of early treatment.

2018-19 Tactics, continued

- Implement strategic programming to improve modifiable health risk conditions.

Goal/Strategy: Goal 1 – Strategy 1C
 Timeframe: 12 months
 Partner(s): Local 1660/NW Firefighters Relief Association, Contracted Occupational Medical Providers, District Physician, Wellness Committee, Safety Committee
 Budget Impact: None
 Measured By:

- Laboratory interface implementation.
- Positive change in reported aggregate biometric health and fitness data.
- Improvement in high-risk markers (i.e., cholesterol, body fat percentage, cardiovascular performance, utilization of benefits).
- Percentage change in health care costs resulting from chronic condition management.
- Percentage change in personnel engagement in health promotion activities and morale surveys.
- Programming in place to assess perceived value to diverse workgroups in varied work environment.

- Move OHW personnel and operations to the new OHW facility and establish an onsite occupational and health services clinic to provide appropriate care for all personnel.

Goal/Strategy: Goal 1 – Strategy 1C; Goal 2; Goal 3
 Timeframe: 24 months
 Partner(s): Business Operations, 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:

- Onsite clinic objectives, determined eligibility, provider contracts, start-up and operating costs, scope of services, location, and legal and regulatory issues identified.
- Personnel, equipment, and supplies moved and all functions operational.
- Method to track and report correlation between onsite services and health care costs, worker productivity (absenteeism), and level of care identified.

2018-19 Tactics, continued

- Expand and integrate workflow and collaborative efforts between OHW, providers, Local 1660, personnel, and other work groups focused on health, wellbeing, and related business processes in order to foster a “culture of wellness” for all personnel.

Goal/Strategy: Goal 1 – Strategy 1C

Timeframe: 24 months

Partner(s): FCO, Local 1660/NW Firefighters Relief Association, HR, Safety Program, Wellness Committee, Behavioral Health Specialist, peer counselors, peer fitness trainers, contracted medical provider, Training, EAP providers, broker and health insurance providers, workers compensation.

Budget Impact: None

- Measured By:
- Increased engagement and collaboration between OHW and the Safety program, HR, Behavioral Health Specialist, contracted medical provider, Training, Local 1660/NW Firefighters Relief Association, EAP providers, broker and health insurance providers, workers compensation, Wellness Committee, peer counselors, and peer fitness trainers.
 - Increased engagement with personnel to broaden awareness of/access to organizational resources.
 - Increased engagement with personnel throughout all levels and workgroups to develop grassroots health, wellness, and wellbeing initiatives; initiatives developed, implemented, and evaluated.
 - Biannual outcomes reports published and communicated broadly.



Occupational Health/Wellness, continued

	2015-16 Actual	2016-17 Actual	2017-18 Revised Budget	2018-19 Proposed Budget	2018-19 Approved Budget	2018-19 Adopted Budget
10470 General Fund						
5002 Salaries & Wages Nonunion	\$ 309,392	\$ 325,107	\$ 357,746	\$ 370,498	\$ 370,498	\$ 379,991
5004 Vacation Taken Nonunion	11,259	14,418	24,739	28,817	28,817	29,555
5006 Sick Taken Nonunion	14,424	10,829	6,575	8,233	8,233	8,444
5008 Personal Leave Taken Nonunion	2,575	1,760	3,482	4,117	4,117	4,222
5010 Comp Taken Nonunion	4,683	15,551				
5015 Vacation Sold			7,432	7,917	7,917	7,917
5019 Comp Time Sold Nonunion		91				
5021 Deferred Comp Match Nonunion	9,803	18,318	19,329	20,583	20,583	20,583
5120 Overtime Union	2,899	4,734	16,822	16,680	16,680	16,680
5121 Overtime Nonunion	21	532	500	500	500	500
5201 PERS Taxes	38,528	49,995	70,283	73,992	73,992	75,729
5203 FICA/MEDI	25,814	27,952	31,973	33,461	33,461	34,268
5206 Worker's Comp	5,781	4,367	5,574	5,839	5,839	5,974
5207 TriMet/Wilsonville Tax	2,462	2,700	3,299	3,454	3,454	3,535
5208 OR Worker's Benefit Fund Tax	178	182	180	180	180	180
5211 Medical Ins Nonunion	52,157	56,414	62,311	39,097	39,097	39,097
5221 Post Retire Ins Nonunion	6,750	6,300	5,400	5,400	5,400	5,400
5230 Dental Ins Nonunion	7,856	8,080	9,335	8,111	8,111	8,111
5240 Life/Disability Insurance	3,357	3,489	6,184	4,117	4,117	4,117
5270 Uniform Allowance	217	455	778	778	778	778
5295 Vehicle/Cell Allowance	500	600	600	600	600	600
Total Personnel Services	498,657	551,875	632,542	632,374	632,374	645,681
5300 Office Supplies	648	968	1,700	1,245	1,245	1,245
5301 Special Department Supplies	3,764	4,798	7,446	9,000	9,000	9,000
5302 Training Supplies	1,486	1,833	900	150	150	150
5303 Physical Fitness	14,348	21,051	37,175	25,975	25,975	25,975
5305 Fire Extinguisher				40	40	40
5320 EMS Supplies	14,021	11,897	38,936	17,430	17,430	17,430
5321 Fire Fighting Supplies	266	478				
5330 Noncapital Furniture & Equip	230	3,561	2,940	17,964	17,964	17,964
5350 Apparatus Fuel/Lubricants	625	1,702	1,125	1,187	1,187	1,187
5361 M&R Bldg/Bldg Equip & Improv				2,940	2,940	2,940
5366 M&R EMS Equip	811	491	880	1,180	1,180	1,180
5367 M&R Office Equip				1,650	1,650	1,650
5413 Consultant Fees	3,996	3,997		4,000	4,000	4,000
5414 Other Professional Services	165,762	194,690	205,220	200,715	200,715	200,715
5415 Printing			300	300	300	300
5416 Custodial & Bldg Services				21,720	21,720	21,720
5436 Garbage				540	540	540

Occupational Health/Wellness, continued

	2015-16 Actual	2016-17 Actual	2017-18 Revised Budget	2018-19 Proposed Budget	2018-19 Approved Budget	2018-19 Adopted Budget
5445 Rent/Lease of Building			16,000	108,516	108,516	108,516
5461 External Training	5,156	4,576	3,530	3,496	3,496	3,496
5462 Travel and Per Diem	8,069	3,071	13,948	3,400	3,400	3,400
5472 Employee Recog & Awards		497	750	900	900	900
5484 Postage UPS & Shipping	115		115	115	115	115
5500 Dues & Subscriptions		108	150	1,650	1,650	1,650
5502 Certifications & Licensing	159		1,629	4,553	4,553	4,553
5570 Misc Business Exp	383	502	500	5,630	5,630	5,630
5571 Planning Retreat Expense	78	236	400	400	400	400
5573 Inventory Over/Short/Obsolete	(867)	440				
5575 Laundry/Repair Expense				100	100	100
Total Materials and Services	219,047	254,897	333,644	434,796	434,796	434,796
Total General Fund	\$ 717,704	\$ 806,772	\$ 966,186	\$1,067,170	\$1,067,170	\$1,080,477