

Jefferson County Emergency Services Agency



Board Meeting

May 21, 2019

7:00pm



JEFFERSON COUNTY EMERGENCY SERVICES AGENCY

419 Sixteenth Avenue ■ Ranson, WV 25438
Tel: 304-728-3287 ■ Fax: 304-728-6221 ■ jcesa.org

AGENDA May 21, 2019

The May meeting of the Jefferson County Emergency Services Agency (JCESA) Board will be held at 7:00 p.m. on Tuesday, May 21, 2019, at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

ROLL CALL Sign in Sheet

CALL TO ORDER

APPROVAL OF MINUTES – April 16, 2019

TREASURER'S REPORT

- Craig Simpson assisted by Director Allen Keyser

CHAIRMAN'S REPORT – None

JCFRA REPORT - None

DIRECTORS'S REPORT

- Director's Financial Monthly Report
- Reminder about May 24th Cathy Powers Running Fire Wreaths 5k Ceremony Event
- Reappointment of Faas and Simpson as Board Members
- Resignation of Volunteer Fire Recruitment Coordinator, Elizabeth Granzow – posting position 16 month term

BOARD MEMBER REQUESTS - None

UNFINISHED BUSINESS

- ESSM Team – Policy and Placement DRAFT – Elizabeth Granzow

NEW BUSINESS - None

PUBLIC COMMENT (Limit 5 minutes per person)

BOARD MEMBER COMMENTS

ADJOURNMENT

Members of the public are invited to attend the meeting. The JCESA Operations Center is handicapped accessible. Members of the public having any questions about the meeting may contact JCESA at 304-728-3287 during normal business hours.

It's About Saving Lives

*JCESA is an equal opportunity emergency service provider,
Employer, and community partner of Jefferson County, WV.*



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Meeting Minutes April 16, 2019

The April meeting of the Jefferson County Emergency Services Agency (JCESA) Board was held at 7:00 p.m. on Tuesday, April 16, 2019 at the JCESA Operations Center, located at 419 Sixteenth Avenue, Ranson, West Virginia 25438.

ROLL CALL

| Member | Present | Member | Present |
|-------------------|---------|------------------|---------|
| Allen Keyser | Yes | Debbie Lancaster | Yes |
| Elliot Simon | No | Tony Troxel | Yes |
| Jane Tabb | Yes | Craig Simpson | Yes |
| Tricia Worden | Yes | Bob Faas | No |
| Dr. Marney Treese | Yes | Mike Mood | Yes |
| Nathan Cochran | Yes | | |

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Simpson

Simpson stated per Roberts Rule of Order being that Chairman Simon was not present an agreement to temporarily elect another Chairman pro tem must first be voted on. Board members elected Craig Simpson as the temporary Chairman pro tem. Motioned by Worden, 2nd by Tabb to approve - Motion carries unanimously on voice vote.

APPROVAL OF MINUTES

Motion by Worden, 2nd by Troxel to approve the February 19, 2019 - Regular Meeting Minutes as submitted. Motion carries unanimously on voice vote. There are no meeting minutes to approve for the month of March 2019, due to the lack of quorum.

TREASURER'S REPORT

Craig Simpson assisted by Director Allen Keyser. Keyser presented an overview of all the agency expenses, accounts, and payroll for the months of February and March 2019, since there was not a March meeting due to lack of quorum. Motioned by Tabb, 2nd by Worden to approve - Motion carries unanimously on voice vote.

CHAIRMAN'S REPORT - None

JCFRA REPORT - None

DIRECTOR'S REPORT

Director Keyser reported on the following:

- Donation of MCI Trailer to Shepherdstown Station 3 - Motioned by Worden, 2nd by Troxel to approve the donation of trailer - Motion carries unanimously on voice vote.

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- Agency to increase full-time headcount by 3 for FY20 - Motioned by Tabb, 2nd by Worden to approve increase 3 full-time for FY20 - Motion carries unanimously on voice vote.
- Provided each member with a copy of the EOY June 30, 2018 Independent Auditors Report completed by David Howell, CPA. Report is available on the agency website.
- Keyser and Lancaster shared details related to the Wreaths Across America Ceremony "Running Fir Wreaths" Special Guest USAF Gold Star Mom Cathy Powers presenting a wreath in honor of her son and all veterans taking place here at JCESA on May 24th and a 5K thereafter. Details have been posted on website, emailed, and made public.
- Elizabeth Granzow, VF Recruitment Coord. presented a copy of the ESSM Team Policy & Placement Draft for the board to review. (See exhibit A) Tabb questioned the legal aspects of this document. Counsel Cochran recommended having the county insurance company review before a decision is made and revisit it at next month's board meeting. In closing Granzow asked the board to consider having the ESSM team fall under JCESA.

BOARD MEMBER REQUESTS - None

UNFINISHED BUSINESS - None

NEW BUSINESS - None

PUBLIC COMMENT

- Marshall DeMeritt, EMS Chief with Shepherdstown Co. 3 mentioned that Rockwool made a 30k donation towards a Royce Accountability system.

BOARD MEMBER COMMENTS

- Tony Troxel praised the Harpers Ferry Volunteer Fire Dept. for a job well done.
- Tricia Worden presented an update on the Policy Committee stating that the manual overall looks good and there are only a few items to be reviewed and updated. Setting up sessions for the Policy Committee to meet are in the works.
- Jane Tabb mentioned that herself, Chief 6 - Mike Mood, and other county commissioners plan to meet for a public meeting on Friday, April 23rd at 7pm to work on future funding for volunteer fire departments.

ADJOURNMENT

Motion to adjourn by Worden, 2nd by Tabb - Motion carries unanimously on voice vote.
Meeting adjourned at 7:39 p.m.

Respectfully submitted by Debbie Lancaster, Secretary.

Approved - Elliot Simon, JCESA Chair

Date

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Exhibit "A"



Emergency Services Stress Management Team

Approval:

Date: 5/1/2019

DRAFT DRAFT DRAFT

Purpose

The Emergency Services Stress Management (ESSM) Team is an interagency support team serving the Jefferson County Emergency Services Agency (JCESA) employees, Jefferson County Volunteer Fire and EMS Companies and members, Jefferson County Sheriff's Department, Jefferson County Central Communications Facility, and local law enforcement as needed. The purpose of the team is to aid in the area of responder and dispatcher stress, both acute and chronic. The ESSM Team will be organized through the JCESA, keeping the needs of all public safety agencies at the forefront of team services.

ESSM Team Services

Reconnaissance

The ESSM team can respond to the scene of an incident, upon request, to be available to speak to personnel who are having difficulty and to "size up" the traumatic stress qualities of the incident. If ESSM Team members are on the scene, they shall report to the Incident Commander, and remain with the Rehab sector unless otherwise assigned by Command.

Diffusing

A Diffusing is a short meeting of persons involved in an incident, either individually or as a group, to discuss how each person is doing and whether they need supports. Simple and brief education on stress management considerations will be given at a diffusing. Members of the ESSM Team will conduct diffusing and may hold meetings at the station following incident clean-up, at the hospital in the case of injured personnel, or later at another facility. Diffusing does not occur on the scene of an incident.

Debriefing

A Debriefing is a longer meeting of persons involved in an incident, usually 24-72 hours after an incident has concluded, to process the thoughts and feelings that are occurring as a result of the incident. The goal of a debriefing is NOT to critique the incident, but to discuss the stressors and offer support among all public safety teams who responded. Also, reminders of Stress Management techniques are discussed, and accessing supports will be encouraged. Generally, the ESSM Team Coordinator or the ESSM Team Clinician will attend a debriefing.



Follow-Up

Team members will follow-up with personnel who request follow-up, as well as reach out to personnel who are presenting as overwhelmed or highly stressed during reconnaissance, defusing, or debriefing. All outreach will be handled in a confidential manner, so as not to be apparent that the outreach is occurring. This may include use of the phone, or meeting someone off work property in order to better serve their needs while respecting their right to privacy.

Suicide Intervention

Team members will be available to speak with personnel who reach out to them for individual support, whether related to an incident or not. At times, personnel may express thoughts of suicide or self-harm. Team members will contact supports necessary to assure the life and safety of the personnel involved. This may include calling 911, and/or calling the ESSM Team Clinician to talk with the person in need. All efforts will be made to save the life of a responder who has become overwhelmed with stress, depression, anxiety, or any other state that threatens the person's life.

Confidentiality Policy

All members of the ESSM Team will sign a confidentiality pledge, to uphold the confidentiality of all ESSM Team services. The exception to holding confidence is when the person is a clear and present danger to themselves or others, or when there is concern about abuse and neglect of a child under the age of 18, or a vulnerable adult or elder. As mandatory reporters, the ESSM Team members can not withhold information as required by law.

Team Member Make-Up

As a component of the JCESA, the Director of the JCESA will be responsible to assure that all policies and procedures of the team are upheld, in service to every public safety agency in Jefferson County West Virginia.

The ESSM Team will be Coordinated by an employee or contractor of the JCESA. The Team Clinician will be a local licensed mental health practitioner who is paid for services when supporting the team regarding an incident. The ESSM Team Coordinator will designate two Assistant Coordinators who will serve to dispatch the team if the coordinator is not available. Also, the Assistant Coordinators will help in the response and management of a large incident, involving numerous stations or locations. Team members will be interviewed and selected by the Coordinators and Assistant Coordinators. All training and operational support will be the responsibility of the Team Coordinator.

JCESA 2018 Budget Meeting

5/22/19

JCESA 2018/2019 Budget Overview - April

- 2019 Budget Approved = \$ 2,827K or a 6% increase over last years budget.
- This is allocated as follows: Amb. Fee department is \$790K and the JCESA department is \$2,037K.
- Bank Account Balances at 4/30/19:
 - General = \$495,040
 - Payroll = \$80,406
 - Ambulance Fee Funds = \$548,375
 - Mortgage = \$124,187

FY 18/19 April Expenses (JCESA & Amb Fee)

JCESA April FY18/19 YTD - Financial Summary
(44 Weeks out of 52 weeks)

| | A Amb Fee | | B JCESA | | Pro rated Forecast Apr YTD | YTD Variance Budget vs Actuals | FY18/19 Budget as approved |
|---------------------|-------------------|--|---------------------|--|----------------------------------|-----------------------------------|----------------------------------|
| | Apr YTD | | Apr YTD | | | | |
| Full Time Salaries | \$ 204,776 | | \$ 966,051 | | \$ 1,303,426 | \$ 132,599 | \$ 1,540,413 |
| Fringe Benefits | \$ 94,473 | | \$ 360,897 | | \$ 461,125 | \$ 5,755 | \$ 544,966 |
| Part Time Salaries | \$ 209,499 | | \$ 6,628 | | \$ 109,966 | \$ (106,161) | \$ 129,960 |
| Overtime | \$ 79,921 | | \$ - | | \$ 71,536 | \$ (8,385) | \$ 84,542 |
| Workers Comp. | \$ 26,511 | | \$ 51,461 | | \$ 151,658 | \$ 73,686 | \$ 179,232 |
| Liability Insurance | \$ 14,501 | | \$ 21,781 | | \$ 44,322 | \$ 8,040 | \$ 52,380 |
| All Other Expenses | \$ 1,459 | | \$ 212,589 | | \$ 249,861 | \$ 35,813 | \$ 295,290 |
| Total | \$ 631,140 | | \$ 1,619,407 | | \$ 2,391,893 | \$ 141,346 | \$ 2,826,783 |

NOTES:

1. Above is expense budget only and does not assume any additional budget that results from any billing income (EMS supplies, other).
2. Annual mortgage cost of \$81K not included in above as it is covered through impact fee budget.

JCESA Monthly Budget
July 2018 - June 2019

| Expenses | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | Total |
|---------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| | 2 | 3 | 2 | 2 | 2 | 2 | 3 | 2 | 2 | 2 | 2 | 2 | 26 |
| | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Budget | Budget | Budget |
| Full Time | 83,984 | 131,590 | 84,989 | 86,394 | 83,896 | 88,109 | 136,649 | 88,778 | 88,352 | 93,310 | 99,000 | 99,000 | 1,164,051 |
| Part Time - Ops | 3,909 | 2,719 | - | - | - | - | - | - | - | - | - | - | 6,628 |
| Overtime - OPS | 500 | 500 | 500 | 500 | 500 | 650 | 650 | 650 | 650 | 650 | 650 | 650 | 7,050 |
| Medical Director | 5,146 | 5,146 | 5,146 | 5,146 | 5,146 | 5,146 | 5,147 | 5,146 | 5,146 | 5,146 | 6,000 | 6,000 | 63,461 |
| Worker Comp | 5,586 | 10,312 | 6,393 | 6,508 | 6,331 | 6,639 | 11,109 | 6,676 | 6,687 | 7,078 | 6,535 | 6,535 | 86,390 |
| FICA/Med | 99,125 | 150,267 | 97,028 | 98,548 | 95,873 | 100,544 | 153,555 | 101,250 | 100,835 | 106,184 | 112,185 | 112,185 | 1,327,580 |
| Subtotal | 39,044 | 32,851 | 26,018 | 25,369 | 28,451 | 24,140 | 33,316 | 25,777 | 26,723 | 25,889 | 25,269 | 25,269 | 338,115 |
| Hosp | 28,757 | 17,474 | 14,297 | 14,593 | 17,454 | 13,304 | 17,140 | 14,628 | 15,619 | 13,502 | 14,500 | 14,500 | 195,768 |
| Life | 750 | 798 | 798 | 758 | 815 | 789 | 828 | 864 | 864 | 785 | 712 | 712 | 9,474 |
| Dental | 988 | 900 | 2,001 | 1,085 | 1,175 | 795 | 1,000 | 963 | 963 | 1,804 | 865 | 865 | 13,405 |
| Retirement | 8,549 | 13,679 | 8,922 | 8,933 | 9,007 | 9,252 | 14,348 | 9,322 | 9,277 | 9,798 | 9,191 | 9,191 | 119,469 |
| Subtotal | 1,250 | 1,276 | 1,879 | 1,512 | 749 | 919 | 626 | 888 | 1,111 | 1,926 | 1,280 | 1,280 | 14,696 |
| Fuel | 48 | 592 | 181 | 40 | 24 | 15 | 1,479 | 712 | 33 | 33 | 565 | 565 | 4,199 |
| Maintenance | 47 | 60 | 60 | 40 | 124 | 15 | 1,962 | 237 | 237 | 237 | 19 | 19 | 2,523 |
| License Ops | 705 | 705 | 705 | 705 | 705 | 705 | 706 | 705 | 705 | 705 | 615 | 615 | 8,282 |
| Supplies | 2,178 | 2,178 | 2,178 | 2,178 | 2,178 | 2,178 | 2,179 | 2,178 | 2,178 | 2,178 | 2,491 | 2,491 | 26,763 |
| Auto Insurance | 3,046 | 2,163 | 1,238 | (2,659) | 1,577 | (2,125) | 1,721 | 2,374 | 70 | (793) | 3,462 | 3,462 | 13,535 |
| Liability | 10,549 | 2,027 | 15,994 | 22,551 | 1,407 | 2,280 | 5,030 | 355 | 613 | 613 | 3,077 | 3,077 | 66,960 |
| Ems Supplies | 898 | 771 | 771 | 960 | 1,155 | 3,592 | 537 | 1,131 | 490 | 585 | 1,077 | 1,077 | 12,273 |
| Misc and Cloth/SCBA | 467 | 344 | 344 | 671 | 1,306 | 4,918 | 3,209 | 4,164 | 262 | 262 | 2,500 | 2,500 | 20,341 |
| Tech Svc | 17,775 | 9,822 | 23,701 | 26,139 | 9,225 | 12,482 | 17,449 | 12,507 | 4,554 | 5,746 | 15,274 | 15,274 | 169,949 |
| Trav/Train | 1,450 | 1,830 | 1,050 | 3,740 | 1,350 | 2,250 | 1,200 | 2,340 | 1,200 | 1,860 | 2,308 | 2,308 | 22,885 |
| Subtotal | 1,450 | 1,830 | 1,050 | 3,740 | 1,350 | 2,250 | 1,200 | 2,340 | 1,200 | 1,860 | 2,308 | 2,308 | 21,936 |
| Medical Exp | 1,082 | 857 | 660 | 953 | 536 | 264 | 761 | 230 | 2 | 387 | 392 | 392 | 6,517 |
| Postage | 298 | 298 | 298 | 298 | 298 | 673 | 296 | 298 | 519 | 770 | 289 | 289 | 4,326 |
| Office Exp | 519 | 1,327 | 1,397 | 2,497 | 1,270 | 1,149 | 4,580 | 1,998 | 1,183 | 1,261 | 1,846 | 1,846 | 369 |
| Equip Rent | 65 | 77 | 77 | 1,050 | 360 | 77 | 43 | 169 | 35 | 73 | 73 | 73 | 20,873 |
| Telephone | 163 | 78 | 78 | 78 | 46 | 77 | 29 | 74 | 558 | 35 | 192 | 192 | 1,833 |
| Utilities | 362 | 229 | 514 | 1,029 | 125 | 594 | 29 | 74 | 558 | 4,882 | 577 | 577 | 964 |
| Rep & Maint | 9 | 108 | 70 | 1,302 | 26 | 26 | 3,881 | 284 | 85 | 3,377 | 19 | 20 | 231 |
| Advertising | 3,948 | 4,649 | 4,066 | 10,649 | 3,985 | 20,431 | 10,790 | 5,109 | 3,547 | 12,856 | 13,035 | 13,035 | 6,594 |
| Dues & Sub | 919 | 919 | 919 | 919 | 919 | 919 | 919 | 919 | 919 | 919 | 1,500 | 1,500 | 3,176 |
| Audit Costs | 160,811 | 198,508 | 151,732 | 161,624 | 138,453 | 158,516 | 216,029 | 145,562 | 136,578 | 151,594 | 167,263 | 250,803 | 99,858 |
| Backgroup Ck | 359,319 | 511,051 | 672,675 | 811,128 | 969,644 | 1,185,673 | 1,467,813 | 1,619,407 | 1,786,670 | 2,037,473 | 2,037,473 | 2,037,473 | 189,639 |
| Other/Unemployment | 919 | 919 | 919 | 919 | 919 | 919 | 919 | 919 | 919 | 919 | 1,500 | 1,500 | 12,190 |
| Third Party Billing | 160,811 | 198,508 | 151,732 | 161,624 | 138,453 | 158,516 | 216,029 | 145,562 | 136,578 | 151,594 | 167,263 | 250,803 | 99,858 |
| Subtotal | 3,948 | 4,649 | 4,066 | 10,649 | 3,985 | 20,431 | 10,790 | 5,109 | 3,547 | 12,856 | 13,035 | 13,035 | 189,639 |
| Equipment Dep. | 919 | 919 | 919 | 919 | 919 | 919 | 919 | 919 | 919 | 919 | 1,500 | 1,500 | 12,190 |
| Cumulative Expenses | 160,811 | 198,508 | 151,732 | 161,624 | 138,453 | 158,516 | 216,029 | 145,562 | 136,578 | 151,594 | 167,263 | 250,803 | 99,858 |

Ambulance Fee Monthly Budget
July 2018 - June 2019

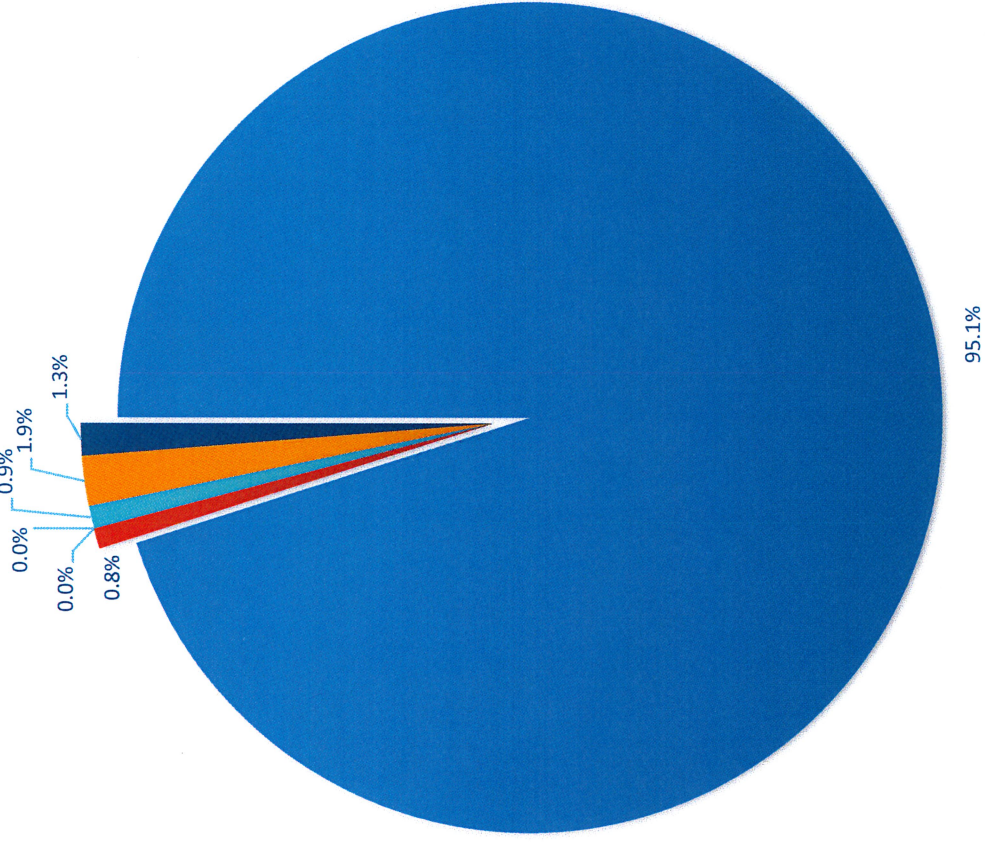
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| Expenses | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June | Total |
|---------------------|----------------|---------------|---------------|---------------|---------------|---------------|----------------|---------------|---------------|---------------|---------------|---------------|----------------|
| | 2 | 3 | 2 | 2 | 2 | 2 | 3 | 2 | 2 | 2 | 2 | 2 | 26 |
| | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Budget | Budget | Budget |
| Full Time | (46,107) | 29,677 | 21,355 | 27,330 | 30,181 | 31,403 | 43,297 | 22,828 | 22,501 | 22,311 | 29,936 | 41,500 | 276,212 |
| Part Time - Ops | 17,686 | 29,475 | 24,807 | 17,716 | 15,658 | 24,403 | 32,808 | 15,066 | 16,661 | 15,219 | 15,000 | 15,000 | 239,499 |
| Overtime - OPS | 12,833 | 7,570 | 6,385 | 6,330 | 9,960 | 11,163 | 17,601 | 4,187 | 2,413 | 1,479 | 6,503 | 6,503 | 92,927 |
| Medical Director | | | | | | | | | | | | | |
| Worker Comp | 2,651 | 2,651 | 2,651 | 2,652 | 2,651 | 2,651 | 2,651 | 2,651 | 2,651 | 2,651 | 2,700 | 2,700 | 31,911 |
| FICA/Med | 3,836 | 5,080 | 4,008 | 3,915 | 4,252 | 5,106 | 7,153 | 3,207 | 3,169 | 2,973 | 3,335 | 3,335 | 49,370 |
| Subtotal | (9,101) | 74,453 | 59,206 | 57,943 | 62,702 | 74,726 | 103,510 | 47,939 | 47,395 | 44,633 | 57,475 | 69,039 | 689,919 |
| Hosp | 1,773 | 2,795 | 1,478 | 1,472 | 1,454 | 1,999 | 1,999 | 2,017 | 2,035 | 2,035 | 2,500 | 2,500 | 24,057 |
| Life | 158 | 195 | 174 | 227 | 298 | 256 | 281 | 212 | 212 | 187 | 217 | 217 | 2,634 |
| Dental | 183 | 219 | 377 | 149 | 144 | 188 | 188 | 188 | 188 | 188 | 218 | 218 | 2,448 |
| Retirement | (4,098) | 3,868 | 3,235 | 3,532 | 4,210 | 4,467 | 6,311 | 2,808 | 2,437 | 1,735 | 3,875 | 3,875 | 36,255 |
| Subtotal | (1,984) | 7,077 | 5,264 | 5,380 | 6,106 | 6,910 | 8,779 | 5,225 | 4,872 | 4,145 | 6,810 | 6,810 | 65,394 |
| Fuel | | | | | | | | | | | | | |
| Maintenance | | | | | | | | | | | | | |
| License Ops | | | | | | | | | | | | | |
| Supplies | | | | | | | | | | | | | |
| Auto Insurance | | | | | | | | | | | | | |
| Liability | 1,450 | 1,450 | 1,450 | 1,451 | 1,450 | 1,450 | 1,450 | 1,450 | 1,450 | 1,450 | 1,450 | 1,450 | 17,401 |
| Ems Supplies | | | | | | | | | | | | | |
| SCBA/Misc and Cloth | | | | | | | | | | | | | |
| Tech Svc | | | | | | 1,294 | | | | | | | |
| Trav/Train | | | | | | | | | | | | | |
| Subtotal | 1,450 | 1,450 | 1,450 | 1,451 | 1,450 | 2,744 | 1,450 | 1,450 | 1,615 | 1,450 | 1,450 | 1,450 | 17,401 |
| Prof Svc | | | | | | | | | | | | | |
| Medical Exp | | | | | | | | | | | | | |
| Postage | | | | | | | | | | | | | |
| Office Exp | | | | | | | | | | | | | |
| Equip Rent | | | | | | | | | | | | | |
| Telephone | | | | | | | | | | | | | |
| Utilities | | | | | | | | | | | | | |
| Rep & Maint | | | | | | | | | | | | | |
| Advertising | | | | | | | | | | | | | |
| Dues & Sub | | | | | | | | | | | | | |
| Audit Costs | | | | | | | | | | | | | |
| Background Ck | | | | | | | | | | | | | |
| Other (Cars/Gear) | | | | | | | | | | | | 16,000 | 16,000 |
| Third Party Billing | | | | | | | | | | | | | |
| Subtotal | - | - | - | - | - | - | - | - | - | - | - | 16,000 | 16,000 |
| Equipment | | | | | | | | | | | | | |
| | (9,635) | 82,980 | 65,920 | 64,774 | 70,258 | 84,380 | 113,739 | 54,614 | 53,882 | 50,228 | 65,735 | 93,299 | 790,173 |
| Cumulative Expenses | 73,345 | 139,265 | 139,265 | 204,039 | 274,297 | 358,677 | 472,416 | 527,030 | 580,912 | 631,140 | 696,875 | 790,173 | |

Fiscal Year FY2019
 Pay Period (All)
 Department (All)
 Pay Month 4/1/2019

Fiscal Year Pay Period Department Pay Month
 Worked Reg. Worked OT Holiday Holiday OT Personal Leave Medical Leave Comp. Time

Hours by Type



| Values | Percentage |
|----------------|------------|
| Worked Reg | 5370 |
| Worked OT | 45 |
| Holiday | 0 |
| Holiday OT | 0 |
| Personal Leave | 50 |
| Medical Leave | 110 |
| Comp. Time | 72 |

Worked OT/Total 0.8%
 Worked OT/Worked Total 0.8%