**Employee Newsletter**  
**November 2019**  
**Thank You, Veterans!!!**

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**Thinking Ahead to Year End**

Thinking ahead to year end and use of vacation time, the last date to use vacation before we process the rollover of excess vacation time into sick will be January 4, 2020 this year. That gives you almost an extra week to plan to use any hours you don’t wish to convert to sick time. So get your calendars out and schedule those days off if you’re lucky enough to have an excess of vacation time.

**However,** if you aren’t one of those folks with tons of vacation hours, you probably want to try to have at least a week saved up in case we have weather in January and February that prevents your coming to work. I know folks hate to use their vacation hours for this, but if you are unable to get to work and want to get paid, that’s what you’ll have to do. Departments may require employees to use accrued time rather than take leave without pay, so know your department’s policy on this.

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**Last Pay Day of 2019**

The last pay date in 2019 is December 27th. The period ends on December 21st. We will have to have the file ready to upload to the bank on Friday, December 20th, because many of us bank at the Credit Union and they get the same holidays that we do, so they are closed the 24th, 25th and 26th as we are.

Time sheets will be due in Finance by 10 am on **Thursday, December 19th** so we can complete the payroll and have the payroll file ready to send to the bank on Friday, December 20th to ensure you get paid on the 27th. This will mean estimating time worked for some of you, but that is the best we can do when we have pay days that fall like this.

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**AirMedCare benefit—new enrollment period**

Medical emergencies can happen anywhere, anytime. That’s why Erlanger LifeSource is here! We can provide fast, safe air ambulance transport to emergency trauma care with our team of expertly trained, highly-skilled nurses, medics and pilots. That emergency air transport can cost you thousands of dollars, BUT with an AirMedCare Network (AMCN) membership, for $60 a year, a discounted rate provided through our partnership with the Cherokee County Government, you and your entire household can have financial peace of mind knowing you’ll have no out-of-pocket expense related to your AMCN emergent provider flight. As a member of the AirMedCare Network, you will be covered by all AMCN providers – that’s over 320 locations across 38 states! Join America’s largest air medical membership network!

We will be doing enrollments again for this benefit for those who wish to participate. The rates are slightly higher than last year, $60 for 1 year, $170 for three years, $275 for 5 years and $520 for 10 years. You will only need to re-enroll if you chose a one year membership last year or if you didn’t enroll last year, but now wish to participate. The way to tell what you did is to look at your check stub and see the amount for AIRMED—if it’s $50 and you want to keep the benefit, you will need to re-enroll. The benefit will be effective January 1. Shane Headrick, the AirMedCare representative, will be here to enroll anyone interested during the week of December 3 - 10. Deductions will begin in January. I will include the schedule in December’s newsletter. Late enrollment will absolutely not be allowed this year. **We allowed a few people to enroll late last year and it was a bookkeeping nightmare, so you either enroll by the 10th or you will have to wait until next year.**

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**3 PAY DAYS IN NOVEMBER**

This is a reminder that there are 3 pay days in November. Time sheets are due in finance by 10 am on Tuesday, November 12th and by 10 am on **Friday, November 22nd** so pay can be deposited on Wed., Nov 27th. Please make a note of this and make sure to get your time sheet to your department on time. No vacation or sick accrual on the November 27th pay day.
Pictures above and to the left are of Paramedic Dave Bledsoe, and Advanced-EMT Terry Parker giving a walk-through of an ambulance at the Oaks Academy in Marble (grades 1-12) on September 6th. They taught students when and why to call an ambulance.

To the right and below are of various folks attending a class at Murphy High School in the Career and Technical Pathways class. Each person did a short presentation on how to get to their particular job function, all in public safety.

The photo on the left is of Paramedics Shannon Jones and David Reid at The Learning Center. They did a presentation about when to call 911 and allowed the children to tour the back of the ambulance.

Question: Does an apple a day keep the doctor away?
Answer: Only if you aim it well enough.
Don’t forget to set your clocks back an hour Saturday night, November 2nd. Daylight savings time ends at 2 am on November 3rd. Have a safe weekend.

Our Solid Waste department was invited to The Learning Center on October 11 to talk to the students about out landfill and the benefits of recycling. Rob Ward, our Solid Waste Director, explained how our landfill fees help to pay for the next phase of the landfill currently under construction. This was followed by a question and answer session from the students.

Dick Godfrey, one of our solid waste drivers, received a standing ovation from over 50 students when he dumped a green box into the new Peterbuilt McNeilus front loader and let off a blast from the air horns.

The hope is that the children will go home and stress the importance of sorting recycling materials to the whole family.

"Be thankful for what you have. Your life, no matter how bad you think it is, is someone else's fairytale." - Walt Disney
Home Fires

In just two minutes, a fire can become life-threatening. In five minutes, a residence can be engulfed in flames.

Learn About Fires

- **Fire is FAST!** In less than 30 seconds a small flame can turn into a major fire. It only takes minutes for thick black smoke to fill a house or for it to be engulfed in flames.
- **Fire is HOT!** Heat is more threatening than flames. Room temperatures in a fire can be 100 degrees at floor level and rise to 600 degrees at eye level. Inhaling this super-hot air will scorch your lungs and melt clothes to your skin.
- **Fire is DARK!** Fire starts bright, but quickly produces black smoke and complete darkness.
- **Fire is DEADLY!** Smoke and toxic gases kill more people than flames do. Fire produces poisonous gases that make you disoriented and drowsy. Asphyxiation is the leading cause of fire deaths, exceeding burns by a three-to-one ratio.

Before a Fire

Create and Practice a Fire Escape Plan

In the event of a fire, remember that every second counts, so you and your family must always be prepared. Escape plans help you get out of your home quickly.

Twice each year, practice your home fire escape plan. Some tips to consider when preparing this plan include:

- Find two ways to get out of each room in the event the primary way is blocked by fire or smoke.
- A secondary route might be a window onto a neighboring roof or a collapsible ladder for escape from upper story windows.
- Make sure that windows are not stuck, screens can be taken out quickly, and that security bars can be properly opened.
- Practice feeling your way out of the house in the dark or with your eyes closed.
- Teach children not to hide from firefighters.

SMOKE ALARMS

A working smoke alarm significantly increases your chances of surviving a deadly home fire.

- Install both ionization AND photoelectric smoke alarms, OR dual sensor smoke alarms, which contain both ionization and photoelectric smoke sensors.
- Test batteries monthly.
- Replace batteries in battery-powered and hard-wired smoke alarms at least once a year (except non-replaceable 10-year lithium batteries).
- Install smoke alarms on every level of your home, including the basement, both inside and outside of sleeping areas.
- Replace the entire smoke alarm unit every 8-10 years or according to manufacturer’s instructions.
- Never disable a smoke alarm while cooking – it can be a deadly mistake.

MORE FIRE SAFETY TIPS

- Make digital copies of valuable documents and records like birth certificates.
- Sleep with your door closed.
- Contact your local fire department for information on training on the proper use and maintenance of fire extinguishers.
- Consider installing an automatic fire sprinkler system in your residence.