
From: Craig Martin [REDACTED]
Sent: Monday, April 23, 2012 9:30 PM
To: Jeffrey Epstein
Cc: Craig Martin
Subject: Staffing Guide

Here is a proposed draw down of staffing. As construction ends we will have to retrain staff to fit into their new roles. This does not take into account retraining the boat captains to perform other duties as well.

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Proposed Staffing Guide

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May 5

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Island Managers = 2

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</=d>

Head Engineer/ Maintenance 1

1

1

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Boat Captains <=d align="right">2

2

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2

Engineering 4

=0A 2

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Maintenance</=d> 5

As discussed most of the islands staffing is now i=olved in construction not on island maintenance. As the construction wi=ds down the staff in engineering, maintenance and marine services should=have more time to perform their permanent jobs. If we can teach them to =span id="misspell-1" class="">multi-task we should be able to=shrink the staff.

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Between engineering and ma=ntenance there are currently 9 people. Marine services has 3pp plus the =ead engineer position (Arran=, makes the total support staff 13pp. This is an extremely large support=staff for the island.

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Management is curren=ly looking at the staffing by who is there and how they fit into the cur=ent/new staffing structure. We need a new structure. If you look at the =taffing from a larger/different prospective, though, you would have a sm=ller staff that is trained in multi=/span> areas. We need more out of the box thinking. To get to this point=the current staff might have to be retrained or replaced. This may take =veral months to accomplish but could be done. We need a new org chart i= this area.

Examples;<=b>

May=e there is a marine mechanic that is the second boat driver who also run= the RO plant and is the i=land mechanic. When the island stops maintaining construction equipment =nd much of the equipment leaves the island and there is fewer boats to m=intain, this may be possible.

Head Engine=r that is also a carpenter or a plant operator.

Painter/ Carpenter/maintenance combined.

Structure;

Currently engineering reports to Aaron, maintenance to Brice, marine to both.

Future; There should be one person to handle all. They can then supervise all support staff and deploy them as needed.

Landscaping might want to fall here also.

Area of work/Buildings. Although this may sound trivial I do not believe the staff should be spread out in 3 or 4 different buildings. This makes it very difficult to supervise them and to have them multi task .

Currently, carpentry is in the building by the dock, electricians in the RO building, mechanics in the shed and management in a separate building. It is almost impossible to manage and supervise the staff that way.

All the work spaces are over sized and could be smaller and more efficient if redesigned correctly. I would also avoid walls and use more fencing/windows where possible. You need to be able to see the staff working.

Example (for discussion)

In the RO building have a carpenter shop, paint, electrical, plumbing and a glass enclosed managers office. I believe this may fit.

To accomplish this;

Quads would go to dock side building.

Storage to dock side building.

Electrical shop to shrink.

Engineering storage to the two empty generator bays.

The proposed new metal building would be a great asset but if you do not want to spend \$250,000 on the building you could; Clean up current mechanics building.

Throw out much of the material there.

Keep sensitive equipment/machinery in dockside building. There are 3 more containers in that building using valuable space as well as a large carpenter shop, large marine services shop that would have to be repurposed/moved/reconfigured.

Larger equipment would be kept in current engineering shed/structure.

These are just some ideas for discussion.

The point is the way the support staff is currently structured will lead to a larger staff than you want. I believe we should start with making the physical plant more efficient and then reducing the staff.

Craig

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