

To: jeevacation@gmail.com[jeevacation@gmail.com]; Craig Martin[REDACTED]
Cc: Jeffrey Epstein[jeevacation@gmail.com]
From: Steve Hanson
Sent: Fri 5/4/2012 3:29:00 PM
Subject: RE: Staffing Guide

Craig,

Not at all knowing the extent of information you, and mainly Jeff possess regarding the running of the island, I have a few comments.

1. First, I feel after construction is complete, you should pull back staff to bare bones. Review of all is below.
2. I would interview for landscaping and housekeeping, part time - back up employees. Have a pool of workers for each area, trained prior as to the island's needs and on an "as needed" employment. Remember, you have yourself who will be responsible to oversee all work, two island managers, a Head Engineer, Head Grounds men – seems like you're way management heavy, but see below.

	May 5th	Sept 1st	Dec 1st
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Island Managers 2 Brice [REDACTED] management of housekeeping?

Head Engineer/ Maintenance

1	1	1
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Boat Captains- Don't understand why you need more than 1 Captain with a good boat mate, who can also help engineer with small boat maintenance issues and

2	2	2(1)
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can run the smaller boats on his own for just straight transportation, as needed.

Boat Mate 1 1 1

Engineering-With a head engineer, do you need more than 1 other to be a back up for the R.O. plant along with your idea of a part time marine mechanic – but wouldn't reality be, regarding any boat issue –for any major repairs goes into port? Also, are not more of Jeff's boats rather new maintenance fees? 4 2 2(1)

Maintenance 5 3 2

Head Grounds Man-With a head grounds man, I would cut back landscaping to 3 from 5 and see what can not get completed. 1 1 1

Landscaping-You now have a head engineer, boat mate, another engineer – who all should be helping with different aspects of maintenance. Not knowing the R&M of the buildings are two additional maintenance men needed vs 1 and twice a year seasonal hire? Need your input, but I would rather in all departments asap cut back to bare bones and see what can not be completed vs having each department work into the pace of keeping all employed and everyone looking busy. 7 7 -5(3)

Housekeeping-Same here, I would go down to 1 or maybe 2 and have [REDACTED] 4 3 3(2)

Part Time Housekeeping 1 4(2)

Total

25 21 18

Stephen Hanson

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From: Craig Martin [mailto:████████████████████]
Sent: Thursday, May 03, 2012 5:15 PM
To: Steve Hanson
Subject: Fw: Staffing Guide

Steve;

This is the original list I sent Jeffery. I was proposing a second draw down after all construction work is finished.

Please see below.

I have sent two additional employment lists for you to look at.

Craig

----- Forwarded Message -----

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From: Jeffrey Epstein <jeevacation@gmail.com>
To: Craig Martin <[REDACTED]>
Sent: Monday, April 23, 2012 5:31 PM
Subject: Re: Staffing Guide

you and i will discuss tomoorow.. I agree, i am not sure why we need a new shed. . plus plus

On Mon, Apr 23, 2012 at 5:29 PM, Craig Martin <cmartin261@yahoo.com> wrote:

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 preform other duties as yet.

Proposed Staffing Guide

	May 5th	Sept 1st	Dec 1 st
Island Managers	2		
Head Engineer/ Maintenance	1	1	1
Boat Captains	2	2	2
Boat Mate	1	1	1
Engineering	4	2	2
Maintenance	5	3	2

Head Grounds Man	1	1	1
Landscaping	7	7	5
Housekeeping	4	3	3
Part Time Housekeeping		1	1
Total	25	21	18

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Jeffery;

Here are some thoughts on support staffing.

Engineering/Maintenance

For Discussion only;

As discussed most of the islands staffing is now involved in construction not on island maintenance. As the construction winds down the staff in engineering, maintenance and marine services should have more time to perform their permanent jobs. If we can teach them to multi-task we should be able to shrink the staff.

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

Management is currently looking at the staffing by who is there and how they fit into the current/new staffing structure. We need a new structure. If you look at the staffing from a larger/different perspective, though, you would have a smaller staff that is trained in multi 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 several months to accomplish but could be done. We need a new org chart in this area.

Examples;

Maybe there is a marine mechanic that is the second boat driver who also runs the RO plant and is the island mechanic. When the island stops maintaining construction equipment and much of the equipment leaves the island and there is fewer boats to maintain, this may be possible.

Head Engineer that is also a carpenter or a plant operator.

Painter/ Carpenter/maintenance combined.

Electrician/ plant operator/irrigation (electronic side) technician.

These are just suggestion for discussion, but I think you can see where we could be going.

Structure;

Currently engineering reports to Aaran, 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.

Areas 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 is 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 re purposed/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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