



# City of Winter Park Fire-Rescue Standard Operating Guideline

# 100.09

**Title: Annual Medical & Physical Fitness Requirements**

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**Purpose:** To maintain our firefighters for the physical and mental stress of the profession, the following medical and physical fitness requirements are hereby established for all uniformed employees of the department.

**Scope:** This procedure is designed to reduce the amount of physical stress and potential for injury for uniformed employees. The tests and programs included herein are designed to both evaluate and diagnose any potential physical problem that may be magnified during operations. In addition, the examining physician will be familiar with the "Medical Requirements for Firefighter Candidate" form required by the State of Florida. This form will be completed on all position candidates by the City provided physician at the time of employment.

## **General: Medical Fitness Requirements**

### **100.09.01. Pre-Placement Physical:**

- Vital signs:  
Height, weight, temperature, blood pressure, pulse & respirations
- Vision screening:  
Uncorrected, corrected, color depth, peripheral vision, tonometry
- Lab work  
HEMGTD, Micro UA Dip, CMET, Lipids
- EKG / resting and stress
- Spirometry
- Audiometry
- Physical examination by a physician to include Pap, Pelvic and Rectal
- DFWP 10 panel Urine Drug Screening
- PPD
- Tetanus Toxoid
- Chest x-ray – baseline and every 5 years
- MMR, Polio, Hepatitis B or titer as needed
- Hepatitis C Screening
- Hepatitis A Screening
- HIV
- PSA

Documentation of vaccination to Rubella (MMR) and Poliomyelitis should be made of these immunizations per recommendations for "Guide for Adult Immunization for Health Care Workers"

NOTE: Hepatitis B immunizations will be scheduled at the pre-placement exam as well as immunization for MMR

**100.09.02. Employee Annual Physical:**

A complete medical evaluation will be conducted by an agency selected by the City. The following tests will be performed as part of this evaluation. The employee will be made aware of any deficiencies in their personal fitness. The City will only be made aware of those issues, which make the employee unfit for duty. All referrals to the employee's Primary Care Physician PCP will be handled by the employee and will be the responsibility of the employee's insurance for payment.

Standard Testing:

- HEMGTD
- PSA
- UA Dip
- CBC
- CMET
- Lipids
- Vital Signs
- Height, weight, temperature, blood pressure, pulse and respiration
- Titmus Vision Screening
- DFWP 10 Panel Urine Drug Screen
- Spirometry
- Audiometry
- Vision screening
- Lower back flexibility
- Abdominal endurance
- Cardiovascular Fitness

Stress Test EKG as follows:

Age 39 and under - baseline & repeated every two years

Age 40 and over - baseline and every year

- Hepatitis A Screening
- Hepatitis C Screening
- Exercise consultation and prescription
- Physical examination by a physician
- PPD
- HIV (OPTIONAL) may be made at the employees request

NOTE: All information collected in the course of the above-listed medical examinations is considered confidential and shall be kept in separate files apart from employee personnel files. Access to such information will be limited in accordance with applicable federal, state and local law.

### **100.09.03. Employee Physical Fitness Maintenance System:**

Firefighting is considered one of the most physically demanding professions in the world. In order to continue to maintain the highest possible level of personal fitness, the City requires that all uniformed fire department personnel participate in a structured fitness program.

It remains the goal of this program to prepare physically all uniformed employees for the riggers of fire service duty and to reduce on the job injuries.

Upon completion of the annual medical physical, each employee shall be provided a prescription for personal fitness improvement. It will be the responsibility of each employee and their supervisor to see that their level of fitness to perform the job duties of a firefighter are maintained at all times. If deficiencies are indicated, the employee, with the help of their supervisor and the department's designated fitness coordinator, will develop an action plan to improve in those areas indicated.

The results of each employee's commitment to personal fitness will be noted on every quarterly and annual evaluation. It will be the responsibility of each supervisor to document either the participation or non-participation of the employee. In addition, the supervisor should indicate any continuing problems noticed during the period, which would indicate the employee's inability to perform basic fire ground functions.

These basis physical functions should include, but are not limited to:

- Walking a significant distance, including stairs while carrying at least 25 lbs. of equipment, without difficulty
- Climbing all types of fire department ladders, including aerial devices
- Bending over to pick up tools and equipment
- Donning of full protective clothing and SCBA within the State of Florida, Firefighter Minimum Standards time requirements

To provide each uniformed member of the department with the opportunity to maintain their fitness, the City will provide the following:

- Annual medical physical to include fitness prescription.
- 1.5 hours per duty day for 24 shift personnel and 3 hours per week for 40 hour personnel, as available, to use for approved fitness related activities which include:
  - Use of fitness facilities at the City's New England Avenue Community Center.
  - Use of fitness equipment located in each fire station.
  - Use of other facilities, which achieve a quality level of fitness. i.e. jogging around station facilities.
  - Other authorized fitness activities as approved by the Fire Chief.

#### **100.09.04. Peer Review Process:**

##### Overview:

The success of this program depends on a personal commitment to fitness. Each employee must make a commitment to participate to a level, which provides a continued positive impact to his or her performance on the job. In order to address those employees who, in the opinion of their supervisors, fail to meet this goal a *Peer Review Committee* shall be maintained.

##### Peer Review Committee:

The make up of the PRC will satisfy the requirements of Article 21 *Physical Fitness* of the current collective bargaining agreement. Two employees will be selected by Local 1598, and two by the Fire Chief. Terms shall be for no more than one year, selected annually. Individuals may serve more than one term.

- The Deputy Fire Chief will be a non-voting member of the Committee and serve as the moderator.
- During an individual evaluation, the Committee may call upon outside professionals for input. Use of these individuals should be coordinated through the moderator.

The PRC will meet on a quarterly basis for the purpose of monitoring the progress of the department's fitness program, and as needed to evaluate individual employee situations.

It will be the goal of the PRC:

- To assist the department in the continued progress of the fitness program.
- To make recommendations for improvements to the program.
- To make recommendations to the Fire Chief for action in those cases where an employee has received a negative fitness performance evaluation from their supervisor.

PRC Review Process:

All employees who fail to receive a positive fitness performance evaluation from their supervisor will be referred to the PRC for review. The intent of the PRC, when dealing with employee fitness situations is to first establish if the employee is physically able to perform regular fitness exercises and required job duties. This may require that an additional “fit for duty” examination be performed. Secondly, the PRC should work towards seeing that, if able, the employee leaves the meeting with a plan to improve his or her fitness regiment, which is agreed upon by everyone.

Supervisors, their subordinate and the subordinate’s representative, if requested, shall meet with the PRC within 14 calendar days after submittal of a negative report to the Moderator of the PRC. Upon receipt of a negative performance report, the Moderator shall forward copies of the report to all PRC members, through the chain of command and set the date for the first meeting.

All meetings of the PRC shall be conducted under Robert’s Rules of Order and will require a quorum of three members. The PRC Moderator shall be required to take minutes of each meeting to include audio recordings.

PRC Action Plan:

It is the intent of the PRC to see that all employees have the opportunity and ability to maintain a level of physical fitness to perform the job of a firefighter. With this in mind, the PRC will make written recommendations to the Fire Chief within 10 working days of the final meeting with the employee. Copies of the final PRC report will be made available only to employee and the Fire Chief.

As soon thereafter, the Fire Chief will schedule a meeting to discuss the action plan with the employee and their supervisors. The intent of this meeting is to reinforce to the employee the importance placed by the department on being physically prepared to do the job and to discuss the options for future participation in the fitness program.

As a result of this meeting, the Chief may take whatever action necessary for the safety of the individual and the other members of the department.

If the employee has a medical release for full duty from the City's designated physician, and has no other valid reason for failing to participate in meeting the outlined fitness recommendations, the employee shall be subject to the progressive discipline policy as described in the City's Personnel Policy Manual.

A report from the Fire Chief will be forwarded to the PRC outlining the agreed upon action plan for the individual employee. The PRC will review the plan and will schedule progress meetings at 30, 60 and 90 days from the date of the meeting with the Fire Chief. Progress reports will be completed and sent to the Fire Chief following each meeting.

Once an employee has been placed before the PRC for review, their progress shall be reviewed for a period of 6 months, at which time a final meeting will be held.

A final report from the PRC will be completed and forwarded to the Fire Chief with a copy of the report placed in the employee's personal file. Employees who fail to meet the requirements of the fitness program will be subject to additional reviews by the PRC.

Multiple PRC Reviews:

The PRC may review an employee more than once. If in the future, the employee again fails to meet the department's fitness requirements, the case will be reviewed by the PRC through the aforementioned procedure.

All sustained PRC reviews shall be taken into consideration during any future recommendations and or discipline.



James E. White  
Chief of Department