

WEST SAND LAKE FIRE DISTRICT #1

Physical Exam Policy

Revised Date: February 24, 2021

PURPOSE: To ensure that Members of the West Sand Lake Fire Department receive, and successfully complete, an annual physical examination specified by the Board of Fire Commissioners and/or the Chief, to maintain an appropriate standard for duty, and in compliance with applicable Federal and State regulations, and NFPA standards.

SCOPE: This Policy shall apply to all Members who participate in emergency operations or are otherwise required by the Chief to undergo a physical.

AUTHORITY: This Policy is established by the Board of Fire Commissioners of the West Sand Lake Fire District #1, which is responsible for its administration.

POLICY/GUIDELINE:

1. It shall be the responsibility of the West Sand Lake Fire District to provide an annual physical examination to Members of the Fire Department.
2. The Board shall designate an approved provider for these physicals.
3. Only the results of the Board's approved provider shall be considered as to a Member's fitness for duty, except as described in Item 9-b below.
4. The Chief shall, on an annual basis, contact the Board's provider and arrange for the date(s) and time(s) that physicals may be conducted.
5. These physicals shall be conducted on Fire District property, using Fire District buildings and other resources as necessary, during evening hours.
6. All members shall submit to a medical exam during one of the on-site sessions scheduled by the Chief, unless otherwise deferred.
7. Members who are unable to receive their physical during the scheduled date(s) and time(s) shall request a deferral from the Chief. This request shall be made in writing and is subject to approval by the Chief and the Board. Said request shall include the following:
 - a. Member's name and rank.
 - b. Reason for request (work schedule, vacation, etc.).

- c. Alternative date(s) and time(s) that the Member expects to be able to undergo his or her physical.
 - d. Member's signature and date.
- 8. If a deferral is granted, the Member must undergo his or her physical at the authorized provider's facility, during the facility's normal business hours.
- 9. Requirements of New Members:
 - a. Newly recruited members shall be placed in light-duty status until such time as the Chief is informed that they have successfully completed their physical exam.
 - b. Members who have transferred from other departments may submit documentation of a physical to the Chief. The Chief then has the option to place the transferee in full-duty status.
- 10. The authorized provider shall make available all tests that may be necessitated by NFPA and/or OSHA regulations including the following:
 - a. Vision
 - b. Hearing
 - c. Electrocardiogram (EKG), for Members over Age 40.
 - d. Fit test (for respirators and/or SCBA masks).
 - e. Pulmonary function test (PFT).
 - f. Vaccinations (and/or titers) as deemed necessary by the Chief.
 - g. Physical exam.
- 11. Following the completion of the exam, the authorized provider shall assign a rating to each Member, denoting his or her fitness for duty:
 - a. Class A – All duties, including interior firefighting.
 - b. Class B – Exterior firefighting duties only, respirator use permitted.
 - c. Class C – Exterior firefighting duties only, respirator use not permitted.
 - d. Class D – Not permitted to respond to emergencies.
- 12. Members may "opt out" of one or more of the aforementioned tests. However, their rating may be adversely affected by this decision.
- 13. Members who fail to obtain their physical exam as scheduled shall be placed on light-duty status until the medical certification has been received from the contract provider by the Fire District.
- 14. All physicals and related tests performed by the Fire District's authorized provider shall be at no cost to the Member.

15. The Fire District shall keep on file the Medical Certification of the Firefighter Physical Examination. Sealed medical records from the medical provider shall be transmitted to the patient for their files.

ENFORCEMENT: It is the responsibility of the individual Firefighter to sign up for and submit to their annual physical. Members who do not receive their physicals during the established timeframe shall not respond to the scene of an emergency call until such time as the situation is resolved. The Chief shall submit a list of Firefighters who are not in compliance with this policy to the Board, and to the Fire Company, for further action.

REVISION HISTORY:

| Date | Action | Author |
|------------|------------------------|------------------|
| 02/03/2021 | Original Draft | Policy Committee |
| 03/16/2021 | Added Revision History | Deutsch |
| 03/17/2021 | Final Draft | Deutsch |
| 03/18/2021 | Approval | BOFC |
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