



# GENERAL DIRECTIVE

Grand Traverse Metro Emergency Services Authority

Directive Number: <b>202.00</b>	Effective Date:	01/01/2023 (part-time revision 02/10/2023)
	Revision Dates:	See below
	Reviewed Date:	07/08/2022
Section:	<b>General Information</b>	
Subject:	<b>FITNESS FOR DUTY</b>	
By Order of Fire Chief Patrick J. Parker		

## I. Scope

This guideline will establish a Fitness for Duty standard for all employees of Grand Traverse Metro Emergency Services Authority (GTMESSA) as well as pre-employment screening.

## II. Purpose

The physical health, fitness for duty, and safety of all personnel are priorities of GTMESSA. Emergency services are a physically demanding profession which requires personnel to be fit to perform their duties. Fitness and medical requirements have been established for all employees of GTMESSA. The Fitness for Duty component will ensure that all personnel can perform those critically essential functions.

## III. Response

The Fitness for Duty shall involve the following components:

### A. Annual Medical Evaluation

All GTMESSA employees shall submit to an annual medical evaluation. The annual medical evaluation will be performed by GTMESSA's physician at the Munson Occupational Health and Medicine. This evaluation will be in accordance with the National Fire Protection Association (NFPA) 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments. At the same time as the evaluation, the GTMESSA physician will determine if the member is medically fit to wear a respirator in accordance with the Respiratory Protection Plan (SOG806.11). The GTMESSA physician will provide a pass/fail report to the Chief of the Department, or its designee.

Results from the annual medical Fitness for Duty Evaluation performed by GTMESSA's physician including, but not limited to, lab test results, will be disclosed to the Wellness Coordinator and the Human Resource Manager as part of the Wellness Assessment. Participation in the Annual Medical Evaluation, Wellness Assessment, and Physical Ability Test is mandatory for all suppression staff as a condition of continued employment with GTMESSA.

Any employee not certified as meeting the medical requirements of NFPA 1582, shall be placed on administrative leave while a course of action is determined by the GTMESSA physician, the Chief, and its designee.

## **B. Wellness Assessment**

All GTMESA full-time and part-time employees (Probationary Candidate (PC) with fire certification included) shall submit to an annual assessment by the Wellness Coordinator. PC without fire certification may elect to participate. The assessment will provide follow up from the medical evaluation, at which time the Wellness Coordinator will set up a program based on information gained by test results. The program will encompass nutrition, physical activity/workout and education information.

American College of Sports Medicine (ACSM) Guideline for Exercise Testing and Prescription is the gold standard for our program. Members shall meet fair or better standard for body composition and average or better standard of estimated VO2 Max.

Should the Wellness Assessment results fall below fair or average, the employee shall be put on a quarterly review and reassessment by the Wellness Coordinator for one full year. If after one year, there is no improvement, the employee will be referred to the Chief for determination of employment status.

## **C. Physical Ability Test (PAT)**

An annual PAT shall be required by all GTMESA full-time and part-time operational employees (PC with fire certification included in PAT) to determine if the employee can perform critical essential firefighting functions. PC without fire certification may elect to participate in PAT. The PAT will take place at a predetermined location in the month of October. If an employee is unable to participate in the regularly scheduled PAT, they will be prohibited from working until its completion. Exact dates and times shall be established by the Wellness Committee. PAT shall be successfully completed during the pre-employment process for any/all candidates.

If a firefighter is off work due to medical leave and unable to perform the essential functions of their job (off work in totality, on light duty, etc.) for 180 days or more, they are expected to complete the PAT prior to returning to work after being fully released (no restrictions) to work.

The following shall be adhered to, based on recommendations of the Wellness Committee:

1. The testing area shall be kept clear of all personnel except for the following:
  - a. The Proctor: Oversees the time of the test and provide direction.
  - b. Safety: Ensure all stages of the test are conducted safely and assist were needed (i.e.: ladder, equipment set up).
  - c. Medical: Take vitals (pre/post) and observation of member during testing.
  - d. Member being tested.
2. Vitals shall be taken pre-test, post-test and prior to release as recommended by the EMS Director and Occupation Medical Physician.
  - a. All medical information shall be written in a designated binder provided at the testing site.
  - b. Vitals must meet the following criteria before an employee is released:
    1. Pulse must be 120 bpm or below
    2. Blood Pressure 160/90 or below
    3. Respirations 16 per minute or less
    4. SPO2 must be 94% or greater
    5. No symptoms of dizziness or nausea
3. During testing, the member shall wear the following:
  - a. Bunker Pants with Fire Boots

- b. Fire Helmet
  - c. Fire/Extrication Gloves
  - d. 35# weighted vest
  - e. No coat or air pack/mask will be used
4. The Wellness Committee shall approve personnel to administer the test.
  5. Given the nature of the firefighter job and the consequence of error associated with an applicant or incumbent who is unable to perform the critical duties, adjusting a PAT cutoff score based on age or gender, for either applicants or incumbents, violates the CRA of 1991 and the ADA of 1990.
  6. The maximum allowed attempts at each evolution for PAT will be five (5) attempts. This is not a timed event. The PAT will cease after the 5<sup>th</sup> attempt and the member shall be referred to the Wellness Coordinator for further guidance and evaluation. The member will follow the plan set forth by the Wellness Coordinator and successfully retest in six (6) months. Failure to successfully retest in 6 months will result in termination of employment.

Participation in evolutions shall be forward continuous in movement.

A member may not retest on the same day but must make one additional attempt within a 14-day period.

7. All testing documentation with vitals shall be signed by all parties involved and filed as a permanent record in the employee's medical file.
8. The designee(s) of the Wellness Committee shall be the administrator of the agility test.

#### **D. Fitness for Duty**

All full-time suppression employees are required to complete one (1) hour of fitness while on duty. All part-time suppression employees working 0700-1900 (12 hours) or 0700 – 0700 (24 hours) are required to complete one (1) hour of fitness while on duty. It is recognized that extenuating circumstances may excuse the mandatory exercise workout period considering extreme physical workload such as training and response. Only the Shift Supervisor is allowed to excuse the mandatory workout requirement. Not working out while on duty will result in disciplinary action, up to and including termination of employment.

Workout sessions shall be documented in Target Solutions. Logs will be reviewed by the Captains and Chiefs. Fitness for Duty participation is part of each employee's annual review.

All forty (40) hour employees are allowed one (1) hour of fitness three (3) days a week. This time will be coordinated with the employee's supervisor.

**SOG 202.00** Authorized by: *Chief Pat Parker*

Chief Patrick J. Parker

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2/10/23 edit to include part time suppression employees.