

**CITY OF AUBURN HILLS
FIRE DEPARTMENT
PERSONNEL GUIDELINE**

SUBJECT: Physical Fitness Guidelines		NUMBER: 133
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INTRODUCTION

A. Purpose:

These Physical Fitness Guidelines are designed to facilitate an optimal level of fitness, improve the level of service provided to our customers, and reduce those accidents or injuries caused by poor conditioning. These guidelines explain the conditions, responsibilities, and parameters of the program.

B. Scope:

These guidelines apply to all members of the Auburn Hills Fire Department.

C. Waiver:

A licensed physician shall certify in writing to the City if the employee is unable to participate in the program based on an examination that includes consideration of the following:

- Medical history
- Occupational history
- Height and weight
- Vital signs
- Dermatological system
- Ears, eyes, nose, mouth, throat
- Cardiovascular system
- Respiratory system
- Gastrointestinal system
- Genitourinary system
- Endocrine system
- Musculoskeletal system
- Neurological system
- Audiometry
- Visual acuity and peripheral vision testing
- Pulmonary function testing
- Laboratory testing (including cholesterol)

Diagnostic imaging (if indicated)
Electrocardiography (if indicated)

II. PERIODIC MEDICAL EVALUATION: (See Attachment A)

A. All affected employees shall be certified by a licensed physician as to their ability to participate in the physical fitness program the essential functions of their job without posing a direct threat to themselves or others.

1. Medical evaluations and examinations shall be obtained according to attachment (A) unless indicated otherwise by a licensed physician, Fire Chief or Designee.
2. Employees shall obtain the required medical examinations from a participating physician within the City Designated Occupational Medicine Facility.
3. The cost of medical examination shall be covered wholly by the City.
4. Medical examinations may include but not limited to examination of the following components:

Medical history

Occupational history
Height and weight
Vital signs
Dermatological system
Ears, eyes, nose, mouth, throat
Cardiovascular system
Respiratory system
Gastrointestinal system
Genitourinary system
Endocrine system
Musculoskeletal system
Neurological system
Audiometry
Visual acuity and peripheral vision testing
Pulmonary function testing
Laboratory testing (including cholesterol)
Diagnostic imaging (if indicated)
Electrocardiography (if indicated)

5. The licensed physician shall certify in writing to the City if the employee is unable to perform the essential functions of his/her job and to participate in the program based on the above criteria. If an employee is not able to perform the essential functions of his/her job without posing a direct threat to himself/herself or others, the reason for the inability shall be indicated, and the employee will be placed on medical leave in accordance with personnel guideline # 128.

III. RESPONSIBILITY

A. All Affected Employees:

1. Shall exercise each on duty shift for one hour or as otherwise designated by supervisor. Paid-on-call will exercise three times per week, one hour each session.
2. Those unable to participate shall submit a written memorandum through channels to the Chief or their designee stating the reasons they are unable to participate.
3. Exclusion from the Physical Fitness Program: An employee has a medical condition that prevents him/her from participating in the Physical Fitness Program must submit a doctor's statement to the Chief or their designee. The doctor's statement must explain the reason(s) for the exclusion, the treatment being given and the employee's prognosis. The Chief or their designee will advise Human Resources, to determine if the individual is able to remain on duty.

B. Officers:

1. Shall monitor employee participation.
2. Shall exercise periodically with assigned employees to ensure continued participation, progress, and accountability.
3. Shall notify the Chief or their designee, each shift or week, as to those individuals not participating in the Physical Fitness Program and the reason for non-participation.

C. Assistant Fire Chief of Operations

1. Shall be responsible for the program implementation
2. Shall take appropriate action, including disciplinary procedures if indicated, on all notices of non-participation of personnel.

IV. EVALUATION

1. Pre-testing assessment of all employees will be conducted to determine their level of physical fitness, and their ability to participate in the program.
2. Periodic testing will be conducted to evaluate employee progress.
3. Meal planning and weight control guidance will be available to assist personnel in the selection and preparation of foods that provide nutritional value conducive to physical fitness.
4. Smoking cessation programs will be available for those who choose to participate.

GUIDELINE:

A. Exercise Program:

1. Participation is mandatory for all employees covered by this guideline except as otherwise provided for in Section VI C. A minimum of one hour will generally be provided for physical fitness training for every work shift.
2. The exercise program shall consist of three parts as follows:
 - a. Warm-up and flexibility
 - b. Approved cardiovascular conditioning
 - c. Strength conditioning

Station members should exercise together when practical.

3. Health Concerns: Employees and supervisors should be aware of signs of overexertion when exercising. The following are signs to watch for: tightness or pain in the chest, numbness or pain in the arms, severe breathlessness, lightheadedness, dizziness, loss of muscle control, nausea, muscle pain, or profuse sweating. If any of these symptoms develop, stop the activity immediately. Injuries sustained during supervised physical fitness exercise will be handled by the immediate supervisor in the same manner as any other injury. (See Safety Guideline # 302)
4. Privacy: All records generated by the physical fitness program are confidential records and shall be maintained in employee medical file. No individual results from the periodic assessments and/or physical fitness tests will be released to unauthorized individuals. Access to the files is limited to the Fire Chief, and/or designee, the Employee's Physician and the employee or his designee unless otherwise required by law.
5. Fitness Evaluations: In combination with the physical examination all affected employees will be evaluated in five (5) areas that are vital to total fitness:
 - a. Flexibility
 - b. Muscular Endurance
 - c. Body Composition
 - d. Muscular Strength
 - e. Aerobic Capacity
6. Physical Training Injuries: One of the primary objectives of a physical fitness program is to prevent or reduce injuries and illness. The injuries that occur shall be analyzed. All injuries, as a result of the Physical Fitness Program, while on duty, will be considered on-the-job injuries. Participating in other sports or athletics, other than the prescribed program

sanctioned by the Fire Department, are not approved or allowed while on duty. On duty injuries related to the Physical Fitness Program will be reported in accordance with Departmental guideline. (See Guideline #302)

7. All activities must display a high fitness, non-recreational image. Employees may not participate in any competitive fitness activities while on duty.
8. Paid-on-call firefighters and officers shall participate in a physical fitness program a minimum of 3 times each week for not less than 30 minutes not to exceed 1 hour.

B. Time Period:

1. Personal

- a. Shall exercise each on duty shift or as otherwise directed by supervision. Participation in this program may not interfere with other assigned duties as determined by supervision.
- b. If interrupted by an emergency response, the exercise period is to resume immediately thereafter when practical.
- c. Employees shall be ready for other activities within 15 minutes after completion of the exercise period.

C. Dress:

1. Approved exercise clothing shall consist of:

- a. Shorts (no spandex)
- b. T-shirt
- c. Warm-up or sweat suits (optional)
- d. Footwear
- e. Appearance- must be clean and presentable at all times.

2. Turnout clothing/jump suits shall be readily available during exercise.

3. Each employee is responsible for their physical fitness clothing and is to keep it neat, clean, and in proper condition.

D. Location:

Employees shall complete exercise at their assigned work site or at the Public Safety facilities.

1. Employees will be allowed to use the approved nearby parks, tracks and other athletic facilities for physical fitness training. Use of these facilities for sports or games is not permitted. Employees must receive permission

from supervision to leave their work site to exercise at an off site location and will generally be required to exercise in pairs.

2. Apparatus shall be parked to ensure immediate response and security.
3. Radio volume shall not exceed a level where nearby residents may be disturbed.
4. All activities, such as jogging, must be confined to a reasonable distance to assigned apparatus, and capability of two-way-radio communication with the communication center shall be maintained at all times.

VI. PROCEDURES

- A. Stretching shall be exercise designed to warm-up muscles, increase range of motion and flexibility, and decrease the potential for injury. To be performed for a period of ten minutes immediately before and after cardiovascular conditioning.
- B. Cardiovascular conditioning shall be any approved exercise, within each individuals target heart rate, to be performed continuously for a minimum of 30 minutes.

1. Target heart rate computation:

- a. 220 minus age.
- b. Multiply remainder by .7 and .8
- c. Range between both products is an individual target heart rate. Example: 45 year old
 - a. $220 - 45 = 175$ beats per minute
 - b. $175 \times .7 = 123$ and $175 \times .8 = 140$ beats per minute
 - c. Individual target heart rate equals 123 to 140 per minute.

2. Continuous means a constant, steady uninterrupted pace.

3. Walking is a virtually injury-free form of aerobic exercise that will improve cardiovascular conditioning.

4. Strength conditioning may consist of exercise with weights or calisthenics such as push-ups, pull-ups, and dips and shall be performed for a minimum of ten-minutes.

5. These procedures may be varied based upon specific requirements prescribed by a licensed physician.

- C. Agility Test:

As part of this program, employees may elect to take the entry-level agility test once per year. Employees who successfully complete the agility test have the option not participating in this program for the subsequent one-year period. Employees who do not successfully complete the entry level agility test must participate in this program. The Agility test will be conducted the last Saturday in the month of May.

VII. DISCIPLINE

Non –compliance with the requirements of this program will subject the employee to disciplinary action.

Attachment A

Fire Department Periodic Physical Exam (Fulltime & Paid-on-call)

Frequency of exams based on NFPA recommendations
Age 20-29 every 3 years

Age 30-39 every 2 years
Age 40+ every year

Complete history and physical examination
Audiometry
Pulmonary Function Test
Titmus Vision/color vision test
Electrocardiogram (if indicated)
Chest x-ray two view with interpretation (if indicated)
Treadmill stress test (if indicated)