

# Miami Township Fire and EMS Operating Procedures



<b>TITLE:</b>	PHYSICAL FITNESS OPERATING PROCEDURE	#1401	
<b>EFFECTIVE DATE:</b>	09/15/2015	<b>DATE AMENDED:</b>	
<b>REVIEW DATE:</b>	03/15/2016	<b>APPROVED BY:</b>	Chief Steve Kelly

*This Operating Procedure shall take effect immediately and shall remain in effect until*

## PURPOSE

Establish an Operating Procedure (OP) to provide the minimum physical requirements for Miami Township Fire and EMS (MTF&EMS) personnel to enable them to develop and maintain an appropriate level of fitness to safely perform their assigned duties.

## SCOPE

This Procedure applies to all applicable MTF&EMS personnel.

This procedure will provide the minimum requirements of mandatory participation in the physical fitness program and Physical Fitness Assessment (PFA).

## DEFINITIONS

### Physical Fitness Assessment

Required physical fitness assessment performed by the Peer Fitness Trainers (PFT).

### Applicable Department Personnel

Uniformed department personnel not including the clerical staff and non-emergency volunteers.

### Daily Physical Fitness Routine

Daily required physical fitness of on-duty personnel.

### Fitness Remediation Period (FRP)

An individualized health and wellness plan that focuses on improving overall health and the employee's ability to successfully perform relative job tasks.

### Marked Improvement

Clearly noticeable progress of an employee's fitness ability that is evident by an improvement in the components of the PFA.

## PROCEDURE

### A. General

1. The job of a firefighter is physically demanding. Above average aerobic capacity, flexibility, strength, and muscular endurance are all necessary attributes to perform the job of firefighting in a safe and efficient manner.
2. It is the responsibility of each employee to maintain physical and mental readiness equivalent to the demands of their respective positions.
3. A committee shall be established to develop the fitness program (in conjunction with a healthcare or fitness professional), proctor the PFA and monitor individual fitness.

# Miami Township Fire and EMS Operating Procedures

**TITLE:**

PHYSICAL FITNESS OPERATING PROCEDURE

#1401

## **B. Peer Fitness Committee/Trainer**

1. The committee will include the following department members:
  - a. At least two full-time members from each shift.
  - b. One Committee Chair appointed by the Fire Chief.
  - c. Adhoc members as needed (Fire Chief, representative of the Operating Procedures Committee, etc.).
2. Committee duties include:
  - a. Develop the minimum requirements of a mandatory physical fitness program and PFA.
  - b. Proctor The PFA
    - Maintain a record for each department employee to be used as a benchmark.
  - c. Serve as a resource to department members for individualized training and instruction.
  - d. Monitor inconsistencies and improvements needed to the physical fitness program.

## **C. Daily Physical Fitness Routine**

1. All applicable personnel shall participate in a physical fitness routine while on-duty as defined below. Exceptions to this rule include, but are not limited to incident responses, department events, other unplanned and unscheduled activities, etc.
  - a. 40-hour Personnel – Minimum of thirty (30) minutes, three (3) days per week.
  - b. 24/48-hour Personnel – Thirty to sixty (30-60) minutes every tour is recommended. The crew should attempt to conduct physical fitness together to promote camaraderie and the team concept.
2. As a general rule, the Daily Physical Fitness Routine should occur between 15:00 and 16:00 hours each shift.

## **D. Physical Fitness Assessment**

1. The PFA will occur annually at least once a year, but no more than twice a year.
2. All applicable department personnel shall participate in the PFA.
  - a. The PFA shall be conducted by the PFT.
  - b. The results of the PFA shall be kept confidential and shall not be punitive.
3. The PFA shall consist of the following components:
  - a. International Association of Firefighters (IAFF) Wellness/Fitness Initiative (WFI) Fitness Assessments components:

# Miami Township Fire and EMS Operating Procedures

**TITLE:**

PHYSICAL FITNESS OPERATING PROCEDURE

#1401

- Each of the components should be measured as per the *IAFF WFI Fitness Assessment Protocols* described in “*The Fire Service Joint Labor Management Wellness-Fitness Initiative, 3<sup>rd</sup> Edition*” document:
  - Body Compositions/Skinfold Measurements
  - Aerobic Capacity: Treadmill/Stepmill
  - Muscular Strength: Hand Grip, Static Arm and Static Leg
  - Muscular Endurance: Push-ups and Prone Static Plank
  - Flexibility and Reach: Sit and Reach
- b. Simulated Fireground Test (SFT) – a time limit of no more than seven (7) minutes.
- 4. The PFA will be conducted during spring and fall months.
- 5. It is the responsibility of the committee to coordinate the scheduling of the PFA with the Training Captain and the Shift Captains.
- 6. Failure to pass the PFA on the first attempt will result in that employee’s participation in a FRP with a PFT.

## **E. Hiring Process**

1. The Training Division, with assistance from the Peer Fitness Committee, will manage the physical ability testing component of the hiring process for any candidate for employment.
2. Candidates for employment will participate in the SFT within a time limit of no more than seven (7) minutes.
  - a. Any candidate for employment who cannot complete the SFT within seven (7) minutes will be disqualified from the hiring process.
3. Newly hired employees will participate in the *IAFF WFI Fitness Assessment* during their orientation process.

## **F. Reference Forms**

All forms are located in the Operating Procedure Reference Material Folder of the G:drive (*G:\Operating Procedures\Miami Township Fire and EMS Operating Procedures Manual\Operating Procedures Reference Material*).

1. The referred to source for rules pertaining PFA will be the *IAFF WFI Fitness Assessment Protocols, Appendix A*.