

TEXAS CITY FIRE DEPARTMENT OPERATING GUIDELINES		
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Introduction

The following document contains the Wellness/Fitness Policy. Making the adjustment to our daily schedules will require the cooperation of all employees. The overall health benefit obtained by participating in this program will be well worth the effort. Few professions require all-out physical exertion, starting from a sedentary posture and transitioning to all-out exertion without any warm-up time. This is a significant factor in injury and cardiovascular problems within the fire service. Those who are in good physical condition seem to suffer fewer problems than those people who are not adequately conditioned. It is the goal of the Texas City Fire Department to help all fire department employees improve their overall health, fitness, and performance of their duties. The wellness/fitness ⁵**SOG** is designed to promote a safe and clear objective for all that participate and to provide a supportive and productive atmosphere in which to do so

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⁵**Section 1 - Scope**

1.1.1 The Texas City Fire Department has developed this program using information contained in NFPA 1582 along with essential job tasks relevant solely to the Texas City Fire Department. NFPA Standards are, by design, minimum standards and nothing contained in NFPA 1582 is intended to restrict any jurisdiction from exceeding the minimum requirements as stipulated in 1.2.3 of the Standard.

1.2.1 This program will:

- 1.2.1.1 Be positive and **non-punitive** in design with respect to desired outcome to the extent provided by applicable policy and/or law.
- 1.2.1.2 Require mandatory participation by all uniformed personnel in the department
- 1.2.1.3 Make considerations for age, gender, and position in the department, ⁴when applicable
- 1.2.1.4 Allow on-duty time for active participation utilizing facilities and equipment provided by or arranged for by the Texas City Fire Department
- 1.2.1.5 Provide rehabilitation and remedial support for those in need to the extent provided by applicable policy and/or law.
- 1.2.1.6 Contain training and educational components within budgetary parameters.
- 1.2.1.7 Provide peer review and monitoring
- 1.2.1.8 Be reasonable and equitable to all participants

Section 2 – Responsibility

2.1.1 Overall health and wellness and compliance with this directive is the responsibility of each ⁴member. Administrative personnel and supervisory staff, ⁴[Captains and Acting Captains] are charged with the responsibility to ensure ⁴daily compliance with this policy for all personnel within their ⁴permanent or temporary command.

Section 3 - Program Benefits to the Community and Department

⁴Employee:

- 3.1.1 Weight reduction and/or control
- 3.1.2 Lower cholesterol and blood pressure levels
- 3.1.3 Decreased risk of death, injury, or disability from disease
- 3.1.4 Improved performance in physical activities
- 3.1.5 Reduction of anxiety, stress, tension, and depression
- 3.1.6 Increased energy, general vitality, and mental sharpness
- 3.1.7 Enhanced capacity to recover from strenuous and exhaustive work
- 3.1.8 Increased tolerance from heat stress and more effective body cooling
- 3.1.9 Improved mobility, balance, and coordination

⁴Customer:

- 3.1.10 Reduce costs incurred by pension fund associated with disability claims
- 3.1.11 More effective response due to improved levels of physical and mental preparedness
- 3.1.12 Improved cost-effectiveness through reduced injury rates and sick leave usage thereby controlling overtime costs associated with filling vacancies

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- 3.1.13 Improved compliance with federal, state, local laws related to issues including infectious disease training and testing, and breathing apparatus certification
- 3.1.14 Improved and consistent public service due to reduced disability costs related to uniformed personnel
- 3.1.15 Reduce health care costs for employees and employer

Section 4 - Key Points

- 4.1.1 Confidentiality of behavioral, medical, and fitness evaluations
 - 4.1.1.1 All medical information obtained from medical and physical evaluations is confidential. [The department will only have access to information regarding fitness for duty, fitness and/or ⁵**personal wellness profile** resulting from fitness assessments, necessary work restrictions, and appropriate accommodations].
 - 4.1.1.2 All medical information will be maintained in separate files from all other personnel information as required by applicable standards and/or law.
- 4.2.1 Physical fitness and wellness programs are intended to be educational and rehabilitative by design.
- 4.3.1 Performance testing promotes progressive 4.4.1 Texas City Fire Department has a commitment to a positive individualized wellness/fitness program wellness improvement.
- 4.5.1 Texas City Fire Department’s approach to a holistic wellness program includes:
 - 4.5.1.1 Medical examinations
 - 4.5.1.2 Immunizations
 - 4.5.1.3 Mandatory fitness/exercise participation
 - 4.5.1.4 Fitness assessments and nutritional counseling
 - 4.5.1.5 Injury Rehabilitation
 - 4.5.1.6 Behavioral health
 - 4.5.1.7 Periodic program review and modification
- 4.6.1 All uniformed members of the department will be required to participate in all components of the wellness/fitness program

Section 5 - Medical Component

- 5.1.1 All uniformed members of the department will undergo a comprehensive mandatory annual medical examination by a licensed physician selected by the department. This examination is designed to help identify health problems affecting the individual, his/her department, and the professional fire service. ⁴This examination will take place during the employee’s birth month beginning in May 2010 and continuing.
- 5.1.2 The medical component will consist of:
 - 5.1.2.1 Physical examination
 - 5.1.2.2 Laboratory tests
 - 5.1.2.3 Vision tests
 - 5.1.2.4 Hearing evaluation
 - 5.1.2.5 Spirometry
 - 5.1.2.6 ECG Screening

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- 5.1.2.7 Cancer Screening
- 5.1.2.8 Immunizations and infectious disease screening
- 5.1.2.9 Referrals
- 5.1.2.10 Data Collection

Section 6 - Fitness Component

- 6.1.1 The department will provide workout scheduling, resource support, and/or access to resources on duty to support an individualized fitness program.
- 6.2.1 The fitness component will consist of:
 - 6.2.1.1 Medical clearance
 - 6.2.1.1.1 Prior to involvement in the program, all uniformed personnel will be medically cleared to participate
 - 6.2.1.1.2 When performing annual fitness assessments, the medical examination will be given prior to the assessment
 - 6.2.1.2 Annual Fitness Evaluation
 - 6.2.1.2.1 Weight and Body composition
 - 6.2.1.2.2 Muscular Strength Evaluation
 - 6.2.1.2.5 Muscular Endurance Evaluation
 - 6.2.1.2.7 Flexibility Evaluation
 - 6.2.1.3 Personal Wellness Profile
 - 6.2.1.4 Access to equipment and facilities
 - 6.2.1.5 The incorporation of fitness into the department's philosophy
 - 6.2.1.6 Fitness self assessments
 - 6.2.1.7 On duty time for exercise
- 6.3.1 Daily Exercise regimens may [only] vary due to emergency calls and other duties scheduled by the department. Employees will be provided 60-90 minutes every shift for fitness activity under normal circumstances. Uniformed personnel working a 40-hour week or other similar administrative shift will be provided the opportunity to exercise as directed by fitness prescriptions. [Exercise periods for staff personnel will be allotted by fire administration. The workout period for operational personnel will be from ³1730 hrs to ³1900 hrs. If interrupted by emergency calls or other activities scheduled by the department employees may be allowed to exercise between the hours of ³1900 and 2130]. ¹Employees shall be fully prepared for normal work activities at the close of the workout period. Exercise requirements may be monitored for compliance. It is the direct responsibility of each employee and supervisor to ensure compliance with this requirement for scheduled exercise regimens.
- 6.10.1 An annual fitness evaluation and assessment will be conducted for all uniformed members of the department on an annual basis. ⁴This evaluation and assessment will take place during the employee's birth month beginning in May 2010 and continuing.
 - 6.10.1.1 The assessment will evaluate:
 - 6.10.1.1.1 Aerobic capacity
 - 6.10.1.1.2 Muscular strength
 - 6.10.1.1.3 Muscular endurance
 - 6.10.1.1.4 Flexibility

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6.10.1.1.5 The goal of this evaluation is solely for personal fitness improvement. Individuals will not be compared to any standard of performance.

6.10.1.1.6 Personnel are expected to improve with an assessment and a personalized exercise program.

6.11.1 Exercise attire and readiness for duty are governed by departmental rules and regulations.

6.12.1 Employees will remain available for emergency response at all times in [appropriate attire].

⁴Section 7 – Job Simulation Physical Ability Test

7.1.1 The department will administer test to ensure that all personnel who may be required to perform firefighting tasks are physically ⁵**capable of performing** such tasks. Each employee must participate in the job simulation physical ability test and achieve a score at or below the minimally qualified level. Annual Testing will occur during the month of October.

7.1.2 Job simulation physical ability test consists of seven (7) components:

7.1.2.1 Aerial Ladder Climb – Non-timed event

7.1.2.2 Charged Line Advance – Time begins

7.1.2.3 Forcible Entry

7.1.2.4 Victim Search

7.1.2.5 Equipment Carry

7.1.2.6 Ladder Carry

7.1.2.7 Equipment Hoist – Time Ends

7.1.3 Minimally qualified physical performance has been determined by field testing incumbent firefighters. Because the nature of the job is demanding the performance standard does not vary based on one's age or gender, therefore the minimally qualified score will not be adjusted based on age or gender. According to Title VII of the Civil Rights Act (revised 1997) all jobs should have a single performance standard regardless of age, gender, etc.

7.1.4 Cut-off scores and testing requirements are established as follows:

7.1.4.1 Superior Performance 4:00 minutes or less – Retest every 3 years

7.1.4.2 Average Performance 5:15 minutes or less – Retest every 2 years

7.1.4.3 Moderate Performance 6:30 minutes or less – Retest every year

7.1.4.4 Minimal Performance 7:44 minutes or less – Retest every six (6) months

7.1.4.5 Beyond Minimal Standard Over 7:44 minutes – Retest every three (3) months

Section 8 - Rehabilitation Component

8.1.1 The department will provide a progressive individualized injury, fitness and medical rehabilitation program for bonafide job related injuries/illnesses that will ensure full rehabilitation of any affected uniformed employee and a safe return to duty status to the extent provided by applicable policy and/or law.

8.1.2 The rehabilitation component will include:

8.1.2.1 A fire department medical liaison familiar with job requirements and nationally recognized fitness for duty standards.

8.1.2.2 A physical therapy organization familiar with job requirements and fitness for duty standards.

8.1.2.3 An alternate duty program to the extent provided by applicable policy and/or law.

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- 8.1.2.4 Periodic reevaluation following return to duty.
- 8.1.2.5 A personalized wellness profile that considers job requirements and the individuals past medical history.
- 8.1.2.6 A comprehensive injury prevention program.
- 8.1.2.7 Medical treatment, fitness training, physical and occupational therapy to the extent provided by law.

Section 9 - Behavioral Health Component

- 9.1.1 The department will support a behavioral health plan, which may be delivered either through internal or external resources, based on specific elements.
- 9.2.1 The behavioral health component will provide for:
 - 9.2.1.1 Professional and coordinated assistance to the extent possible and/or provided by health care coverage.
 - 9.2.1.2 Effective marketing of behavioral health services.
 - 9.2.1.3 Nutrition education.
 - 9.2.1.4 Substance abuse/addiction.
 - 9.2.1.5 Tobacco use cessation.
 - 9.2.1.6 Employee assistance programs if provided by health care coverage.
 - 9.2.1.7 Stress management.
 - 9.2.1.8 Critical Incident Stress Management (CISM).
 - 9.2.1.9 Comprehensive counseling services.
 - 9.2.1.10 Chaplain services for spiritual needs.
- 9.3.1 As with the other components, the services available through behavioral health will ensure the confidentiality and privacy of personnel.

Section 10 - Tobacco Cessation Policy

- 10.1.1 All fire department employees hired after January, 2001 will be tobacco free upon their employment of the Texas City Fire Department and throughout the duration of their service to the Texas City Fire Department.
- 10.2.1 Current fire department employees must follow the directives and policies in place governing the use of tobacco and tobacco products.
- 10.3.1 A tobacco cessation program will be made available to incumbent tobacco users if requested by the individual.

Section 11 - Program Review

- 11.1.1 Fire Administration shall ensure periodic program review and modifications as indicated. The Fire Department Safety Officer will be responsible for this activity.

Section 12 – Employees Governed by Pre-Employment Contracts

- 12.1.1 The specific terms and conditions embodied in individual employee pre-employment contracts will take precedence over, and supercede the provisions of this policy when in conflict therewith.



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¹Amended 05-09-2005

²Amended 03-28-2006

³Amended 04-25-2007

⁴Amended 05-03-2010

⁵**Amended 06-09-2010**

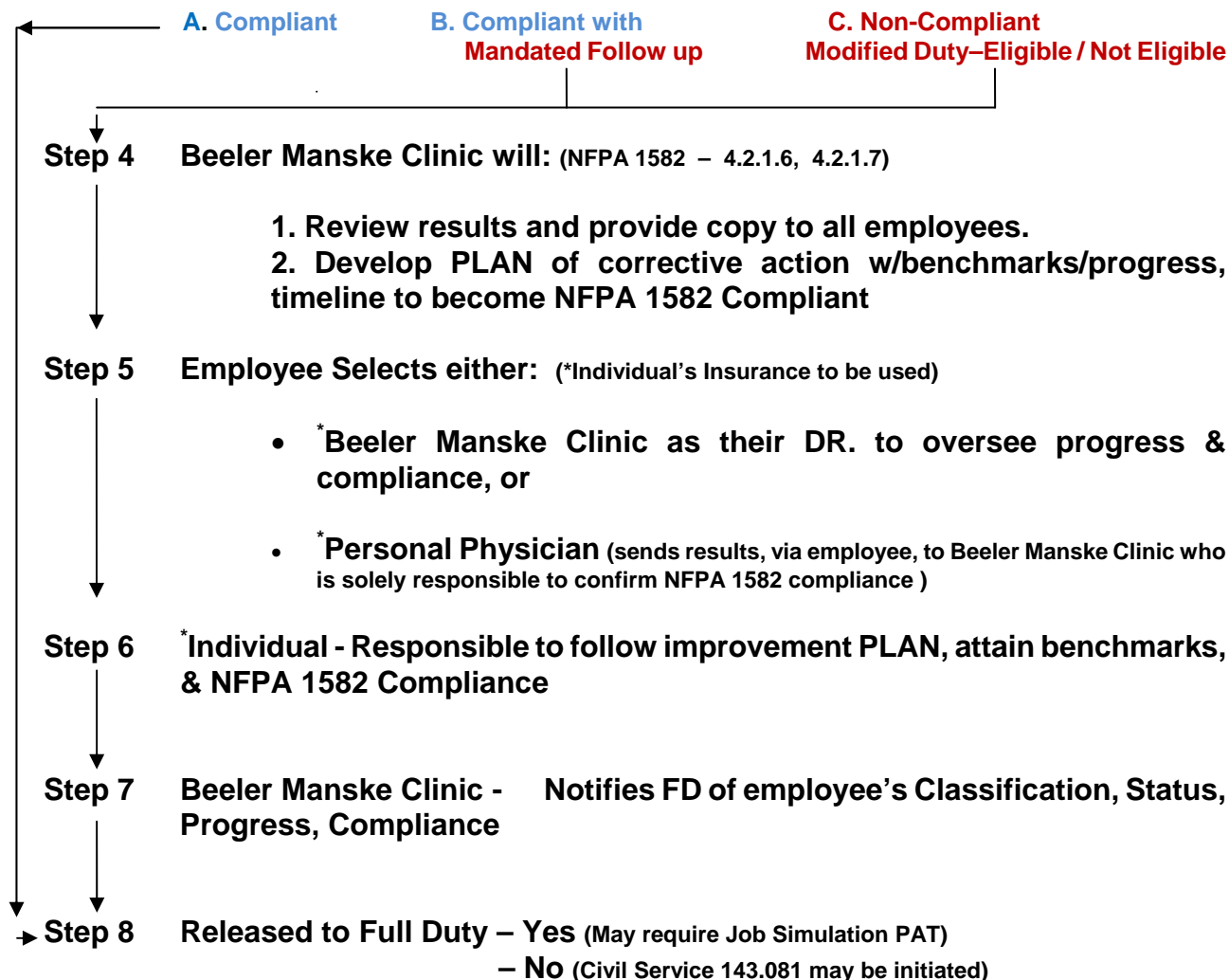
⁴**Appendix A NFPA 1582 Medical Component Flow Chart** (March 26, 2010)

Step 1 Date of Birth Triggers - Annual Medical Exam (CITY'S COST - for tests in Chapter 7)

Step 2 Beeler Manske Clinic - Conducts Exam for 1582 Compliance (Medically certifies to safely perform essential job tasks)

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Step 3 Beeler Manske Clinic - Classifies Employee & status as:



⁴**Appendix B - The Job Simulation Physical Ability Test Instructions**

Test consists of seven (7) different events on a timed course laid out as indicated in the attached diagram.

The first event is the Aerial Ladder Climb:

The ladder is fully extended to 100 feet and elevated to 60 degrees. The firefighter must climb to the top of the ladder and come back down safely. The firefighter is not timed on this event and pass or fail is based on

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completion of the event.

Once returning to the ground the firefighter is permitted to rest for a minimum of three (3) minutes before beginning the remainder of the test, which is timed from the beginning of event two (2), Charged Line Advance, until completion of event seven (7), Equipment Hoist.

The second event is the Charged Line Advance:

The firefighter advances a one and three-quarter inch hose line, charged to 100 psi, 150 foot. (Time for this and the remaining events begins when the firefighter passes the start line.) The firefighter may use any method he/she desires to advance the line but the event is not complete until the nozzle reaches the finish line. The firefighter fails if he/she quits the event before reaching the specified distance or runs out of time.

The third event is Forcible Entry:

The firefighter uses a nine (9) pound shot mallet to strike the target on a Keiser™ Sled and advance the target a specified distance (3 feet). The firefighter fails if he/she quits the event before reaching the specified distance or runs out of time.

The fourth event is the Victim Search:

The firefighter drags a dummy, 165 lb. Rescue Randy a total of 50 feet, by dragging the dummy 25 feet, then around a barrel, and 25 feet back to the start/finish line. The firefighter fails if he/she quits the event before reaching the specified distance or runs out of time.

The fifth event is the Equipment Carry:

The firefighter picks up a K-12 saw and a ventilation chain saw from atop two 55 gallon drums and carries both tools a total of 100 feet by walking 50 ft, then around a barrel, and 50 back to the start/finish line. The firefighter fails if he/she quits the event before reaching the specified distance or runs out of time or drops either piece of equipment at any time during the event.

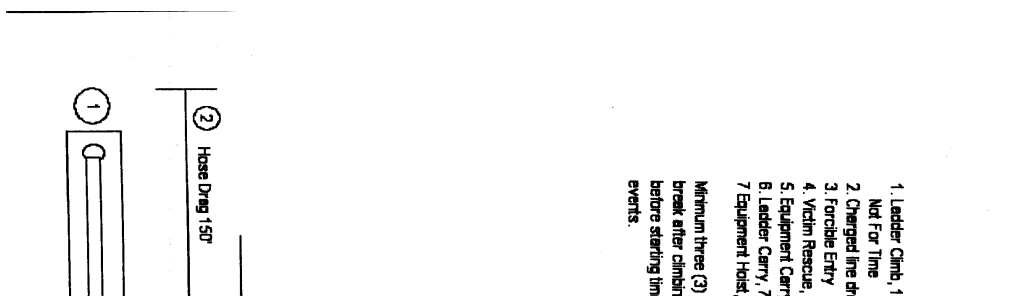
The sixth event is the Ladder Carry:

The firefighter picks up a 14 foot roof ladder off of a rack that holds the ladder 5 feet, from the bottom beam, off of the floor. The firefighter carries the ladder a total of 75 feet by walking 37 ½ feet, around a barrel, and then 37 ½ feet back to the start/finish line. The firefighter fails if he/she quits the event before reaching the specified distance or runs out of time or drops the ladder at any time during the event.

The seventh event is the Equipment Hoist:

The firefighter uses a one half inch rope through a pulley to hoist one section of 3 inch supply hose twenty (20) feet off the floor and returns the hose to the floor without dropping the hose. The firefighter fails if he/she quits the event before reaching the specified distance or runs out of time or drops the hose at any time during the event.

⁴Appendix C - The Job Simulation Physical Ability Test Course Layout



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