



FIRE RESCUE

ALBEMARLE COUNTY

STANDARD ADMINISTRATIVE POLICY

Subject:	Fitness & Wellness
Reference Number:	SAP-DEP-005
Effective Date:	1 January 2004
Last Revision Date:	15 November 2007

Signature of Approval:

J. Dan Eggleston, Chief

Purpose:

The purpose of this Standard Administrative Policy is to establish a standard for maintaining total body fitness and wellness among all Albemarle County Department of Fire Rescue personnel.

Scope:

This policy applies to all Department of Fire Rescue personnel.

Policy:

A. Fitness & Wellness Initiative

1. By means of this policy, the Department of Fire Rescue adopts the *IAFF/IAFC Wellness & Fitness Initiative, Second Edition* as its recommended guidelines for fitness & wellness programs and assessments.
2. Additionally, the department uses all or part of *NFPA 1583: Standard on Health Related Fitness Programs for Firefighters, 2008 Edition* as a resource for fitness and wellness programs and *NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments, 2007 Edition*.

B. Personal Fitness Training

1. All uniformed Albemarle County Department of Fire Rescue personnel shall accomplish a minimum of four (4) hours of cardiovascular and strength training per calendar week.
2. All non-uniformed personnel shall be afforded an opportunity to accomplish up to two and one-half (2.5) hours of exercise per calendar week. This is dependent upon staffing and flex-time availability.
3. The required fitness training will be completed either on-duty or off-duty, but is not compensable time if off-duty.
4. Class E uniforms shall be worn when on-duty.

C. Fitness Assessments

1. Fitness assessments will be conducted annually based on the *IAFF/IAFC Wellness & Fitness Initiative, Second Edition*.
2. Certified Peer Fitness Trainers (PFT) will conduct the annual fitness assessments.
3. All uniformed personnel shall participate in a mandatory, annual, non-punitive, and confidential fitness assessment, following medical clearance.
4. Once the fitness assessment is completed, the PFT should provide feedback to personnel and the department's physician regarding the individual's physical capacity pertaining to his or her job related wellness.
5. This personalized feedback will include the individual's current level of fitness, level of improvement since past assessments, a realistic evaluation of his or her physical capacity to safely perform assigned jobs, and a suggested exercise program.
6. In addition, some of the data collected will be entered into a confidential database to be used for future research.
7. The fitness evaluation will evaluate four (4) specific areas.
 - Aerobic Capacity
 - Muscular Strength
 - Muscular Endurance
 - Flexibility

All necessary protocols for this evaluation are referenced in the *IAFF/IAFC Wellness & Fitness Initiative, Second Edition*.

D. Medical Assessments/Physicals

1. All uniformed personnel shall receive an annual medical assessment and physical by the department's contracted physician.
2. The annual exam is a mandatory physical (fitness-for-duty examination) to be conducted every twelve (12) months.
3. The exam is to be completed within a one (1) month window immediately preceding or following the employee's hire date.
4. All necessary components of the annual exam are referenced in the *IAFF/IAFC Wellness & Fitness Initiative, Second Edition*.
5. Additionally, the department uses all or part of *NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments*, 2007 Edition as the guideline for annual medical exams.

References:

- *NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments*, 2007 Edition
- *NFPA 1583: Standard on Health Related Fitness Programs for Firefighters*, 2008 Edition
- *IAFF/IAFC Wellness & Fitness Initiative, Second Edition*
- Annual Physical Health Questionnaire
- Annual Physical Pre-Exam Instructions
- HIPAA Release Form
- OSHA Respiratory Medical Evaluation Questionnaire
- Fitness Assessment Protocol Worksheet