

City of Fayetteville Staff Review Form

2022-0468

Legistar File ID

6/7/2022

City Council Meeting Date - Agenda Item Only
N/A for Non-Agenda Item

Brad Hardin

5/18/2022

FIRE (300)

Submitted By

Submitted Date

Division / Department

Action Recommendation:

Staff is requesting City Council Approval adopting Fayetteville Fire Department Administrative Operating Procedure Policy Changes.

Budget Impact:

Account Number	Fund
Project Number	Project Title
Budgeted Item? <u> No </u>	Current Budget \$ -
	Funds Obligated \$ -
	Current Balance \$ -
Does item have a cost? <u> No </u>	Item Cost \$ -
Budget Adjustment Attached? <u> No </u>	Budget Adjustment \$ -
	Remaining Budget \$ -

V20210527

Purchase Order Number: _____

Previous Ordinance or Resolution # _____

Change Order Number: _____

Approval Date: _____

Original Contract Number: _____

Comments:



MEETING OF JUNE 7, 2022

TO: Mayor and City Council

FROM: Brad Hardin, Fire Chief

DATE: May 18, 2022

SUBJECT: Fire Department Administrative Operating Procedures Changes

RECOMMENDATION:

Staff is requesting Council Approval adopting Fayetteville Fire Department Administrative Operating Procedure Policy Changes.

BACKGROUND:

The Fayetteville Fire Department is currently in the process of reviewing policies and updating as necessary to make changes as recommended and to meet best practices while working through the CFAI accreditation process. Formatting changes are due to a prior change in policy management software.

DISCUSSION:

These changes are part of Fayetteville Fire Policy AOP-202 Wellness Program. These changes include wording and formatting to aid in the process for maintaining and modifying policies and procedures.

BUDGET/STAFF IMPACT:

No Budget Impact with these Policy Changes

Attachments:

Fayetteville Fire Policy #AOP-202, Wellness Program



Fayetteville Fire Department	
Administrative Operating Procedures	
AOP-202 Wellness Program	
Version 3	Date Created 05/18/2022
AOG Reference: 200 Series Multiple	
CFAI Reference: 11 Health and Safety	



PURPOSE

The objective of the Fayetteville Fire Department (FFD) Wellness program is to ensure that all FFD Uniformed Members are physically and mentally able to perform the basic/essential job tasks.

SCOPE

To establish a comprehensive Wellness Program to improve the overall health, mental wellbeing and physical performance of FFD members. To reduce the risk of illness and/or on-duty injury by improving physical fitness and providing routine wellness screenings.

The FFD Health and Wellness program includes the following:

1. Medical examination
2. Physical ability test
3. Physical fitness
4. Behavioral health and confidential Employee Assistance Program (EAP)
5. Preventive immunizations and screenings

DEFINITIONS

NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments

POLICY

1. Medical Examination

The ability to catch potentially serious illness at onset through routine wellness screenings is paramount to the overall health and longevity of our members.

All FFD Uniformed Members are required to participate in the annual (± 3 months) medical examination with the FFD contracted physician. The medical examination shall be at the cost of the FFD.

Members not receiving the required medical examination(s) within the appropriate time parameter, ± 3 months, are subject to being temporarily reassigned or use their leave bank(s) until the medical examination has been completed.

If a member is not cleared for full duty in his/her regular position, the member may be placed on light duty, if available, and undergo a thirty (30) day review/improvement period.

- a. Within this review period, the member must be treated and/or cleared for full duty by the member's physician at the cost of the member.
- b. Upon being cleared for full duty by the member's physician, a follow up examination will be scheduled at the FFD's expense with the Department's physician. The member must pass the same medical examination that was previously failed before returning to active duty.
 - o Any member exceeding the thirty (30) day review/improvement period may be subject to using their own Leave until returning to full duty.

2. Physical Ability Test

All FFD uniformed members that must wear an SCBA, in the performance of their regular job assignment, are required to perform an annual physical ability test (PAT). The tasks in the PAT will assess a member's strength, endurance, agility, and ability to work at heights. The PAT is considered job specific training for the incumbent and is based on essential job tasks.

Requests to not participate will be accompanied by a written explanation in FFD memo form from the person making the request through the appropriate chain of command to the Fire Chief. Requests and/or multiple requests may result in a fit for duty physical or, where appropriate, an Americans with Disabilities Act accommodation assessment as determined by the Fire Chief or his designee.

Failure to complete any portion of the test as specified will result in an employee's withdrawal from the testing process. This will include stopping an evolution and walking away from the event without completion and will be taken as a withdrawal from the entire test.

- Any member that fails to successfully complete the physical ability test may be referred to the FFD physician for an evaluation and/or rehabilitation program.
 - After this evaluation a member who failed the PAT will be given another opportunity to pass during the same test cycle.
 - The rehabilitation program will be designed to prepare them to complete the PAT standard within three (3) months, when they will retake the PAT.
- Personal data, physical condition, times, private health or medical information, etc. will remain confidential. At no time should such personal information be revealed outside of the FFD unless HIPAA and GINA compliant written permission is first obtained from the individual. Nor should it be shared internally except on a business related, need-to-know basis.

3. Physical fitness

- A. All uniformed members should participate in some form of an approved physical fitness program. Peer Fitness Trainers (PFT) are available to help design workout plans specific to individual needs. Members can participate in their own physical fitness programs as a substitute for a Department fitness plan.

The Department furnishes fitness equipment located at the Fayetteville Fire Training Center and each station. The department encourages members to utilize the facilities on- and off-duty. Off-duty use of the fire stations shall be during reasonable hours and at members own risk. A workout partner is encouraged both for safety and support. Reasonable exercise programs should be established when alone to minimize the chances of injury while alone.

FFD personnel on a 48-96 schedule are allowed 90 minutes per 24-hour shift to participate in a physical fitness program. Company Officers are responsible for ensuring that subordinates are given opportunity to work out.

FFD personnel assigned to a 40-hour shift are allowed 45 minutes per day to participate in a physical fitness program. Each 40-hour member is responsible for ensuring that their own schedule allows time for physical fitness.

- B. At least annually, a fitness evaluation will be administered as a tool and feedback mechanism for FFD uniformed members to track their individual fitness throughout their career. The fitness evaluation is based on the principles and guidance provided by the Fire Service Joint Labor Management, Wellness-Fitness Initiative (WFI). The fitness evaluation is an individual, private assessment. No personal information will be shared. The fitness evaluation is non-punitive, however an aerobic fitness program may be required based on NFPA 1582.

The fitness evaluation is used to assess specific fitness components such as: body composition, aerobic capacity, power, muscular strength and endurance, and mobility and flexibility. The evaluation can be used to show improvement or decline over time. PFTs can use the information learned through the fitness evaluation to develop an individualized physical fitness program. The member will have an opportunity to discuss any injuries, concerns, or goals they may have with a PFT.

The more effort a member gives to the fitness evaluation, the more of a benefit it is to that member. The goal of PFTs and the FFD Wellness Program, is to ensure every member remains healthy through their Career, Life, and Retirement.

4. Behavioral health and confidential Employee Assistance Program (EAP)

The behavioral health of members is considered as important as physical health. Physical fitness is a balance between good health, strength, fitness and durability, while behavioral wellness involves a person's thoughts, feelings and behavior. Members who balance their physical, behavioral and emotional fitness tend to fare better in life.

Challenges such as substance abuse, death of a loved one, financial distress, marital and family problems affect personnel both on and off the job. If their ability to cope with these challenges is compromised, fire fighters and emergency medical technicians are less able to deal with these stresses and their mental and emotional health suffer. A comprehensive wellness program teaches individuals how to engage in daily practices that help them cope with the stressors within the fire service and while also maximizing their body and mind wellness.

The FFD has several options available to its members:

- City of Fayetteville Engagement and Wellness Committee
 - o Resources available through the City of Fayetteville Intranet (COFI)
- City of Fayetteville Employee Assistance Program (EAP)
- City of Fayetteville Fire Department, Employee Assistance Program (EAP)
- FFD, Peer Support Team

- For contact information:
 - Shift safety officer, or
 - Union executive board

5. Preventive immunizations and screening

To prevent serious communicable diseases, the FFD provides immunizations and/or screens for multiple different infectious diseases, in accordance with NFPA 1582. Immunizations and screenings will be provided to the employee in conjunction with annual medical examination.