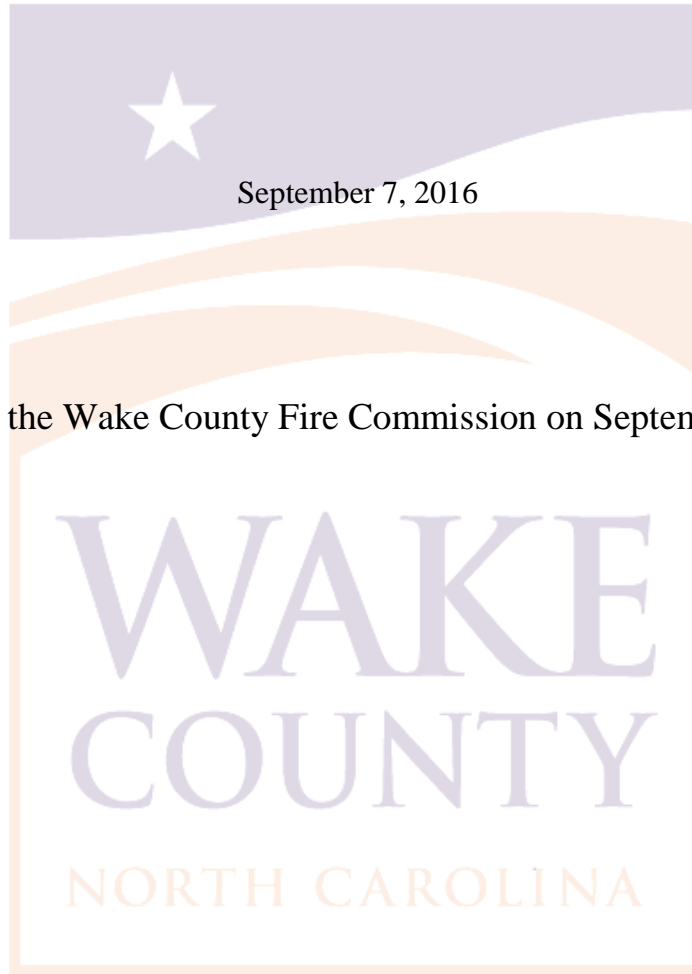


Wake County
Fire Tax District
Medical Exam Program



Adopted by the Wake County Fire Commission on September 15, 2016

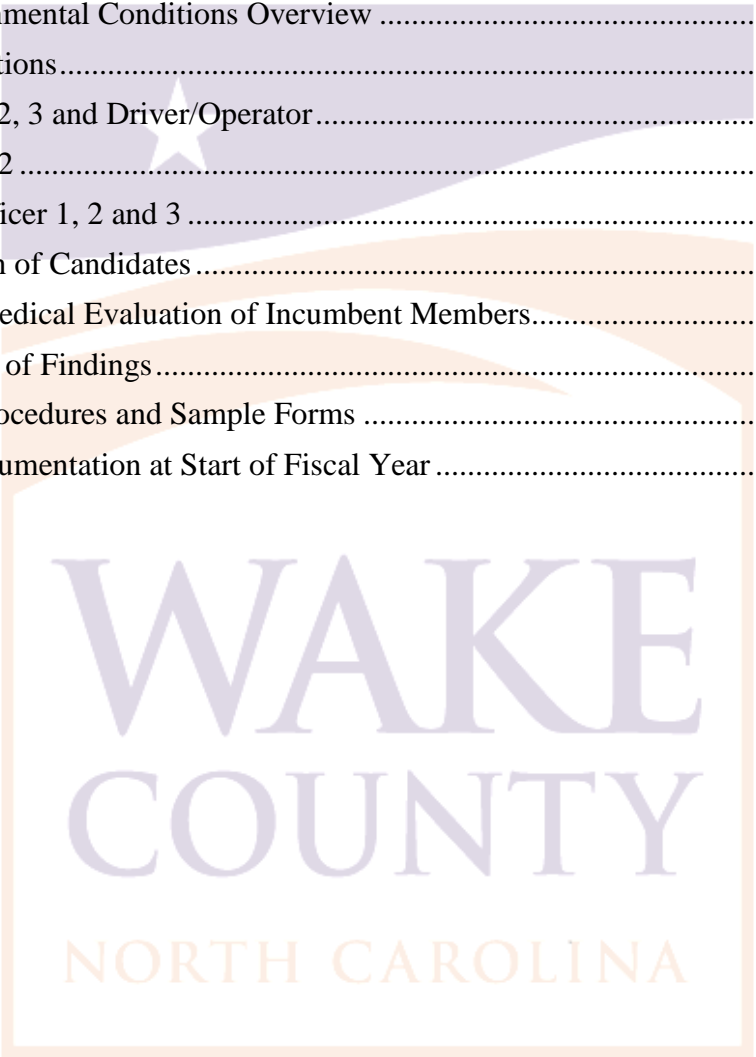
INTRODUCTION

These guidelines are the minimum standards for the performance of post job offer and fitness for duty medical exam program. The purpose of this program is to reduce the risk of fire service occupational morbidity and mortality while improving the safety and efficiency of firefighters and address medical issues of both candidates and incumbent fire department employees.



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Definitions

Air Purifying Respirator

A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air purifying element.

Canister or Cartridge

A container with a filter, sorbent, or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.

Employee

An employee is any volunteer or paid emergency response employee of a fire department under contract with Wake County to provide Fire Protection Services. This shall not include clerical or non-emergency response personnel, whether paid or volunteer.

Essential Job Function

A task or assigned duty that is critical to successful performance of the job classification.

Hazardous Atmosphere

Any atmosphere that may expose employees to the risk of death, incapacitation, impairment of ability to self-rescue (escaping unaided), injury, or acute illness from one or more of the following causes:

- Flammable gas, vapor, or mist in excess of 10% LFL (lower flammable limit) – also known as LEL (lower explosive limit).
- Airborne combustible dust at a concentration that exceeds its LFL (may be approximated as a condition in which the dust obscures vision at a distance of 5 feet or less).
- Atmospheric oxygen concentration below 19.5% or above 23.5%.
- Atmospheric concentration of any substance for which a dose or a permissible exposure limit is published in 29 CFR 1910.120 Subpart G “Occupational Health and Environmental Control”, or in Subpart Z “Toxic and Hazardous Substances”, which could result in employee exposure in excess of its dose or permissible exposure limit.
- Any other atmospheric concentration that is Immediately

Health Care Provider

A health care provider is any agency contracted to conduct medical examinations. A health care provider licensed by the State of North Carolina trained to perform and interpret the medical exam items required by NFPA 1582.

Member

A member is any volunteer or paid emergency response employee of a fire department under contract with Wake County to provide Fire Protection Services.. This shall not include clerical or non-emergency response personnel, whether paid or volunteer.

Medical Examination

A medical examination is any procedure or test that seeks information about an individual’s physical or mental impairments or health.

Physician or other licensed health care professional (PLHCP)

An individual whose legally permitted scope of practice (i.e. license, registration, or certification) allows him or her to independently provide, or be delegated the responsibility to provide, some or all of the health care services required by this guideline.

Self-contained breathing apparatus (SCBA)

An atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.



Administration

This Wake County Fire Tax District Medical Exam Program guideline is intended to provide the parameters for administering the post job offer and annual medical evaluations for fire department members.

Pre-hire medical examinations shall only be administered to candidates **after** a conditional offer of employment has been extended to the candidate and only after **all other conditions of employment have been successfully met (hereinafter “Candidates for Hire”)**.

Physical exams shall be administered to all Candidates for Hire and annually for all incumbent fire department members.

The content for physical examinations will meet (at a minimum) the requirements of OSHA 1910.134 “Respiratory Protection” paragraph (e) and the current NFPA 1582 “Comprehensive Occupational Medical Program for Fire Departments”.

Pre-employment and annual fitness for duty medical exams shall be provided to Candidates for Hire and incumbent members at no cost to the individual.

Secondary, follow-up and/or second opinion examinations/test costs, and treatment shall be the responsibility of the member/employee/Candidate for Hire .

The fire department shall follow the restrictions provided by the physician for all members not cleared for unrestricted duty.

It shall be the responsibility of the fire department and the contracted health care provider to maintain member confidentiality. Personal medical exam results will not be shared with any member of the fire department **including** administrative staff. The Health Care Provider will forward individual medical exam results, including an explanation guide, directly to the member. Departments shall conform to the record keeping guidelines as outlined in NFPA 1582 Section 4.1.13 *Medical Record Keeping*.

It is the responsibility of the Chief of the fire department to obtain a fit for duty certification from the Health Care Provider annually for all department members. For part-time or volunteer members who are provided a Wake County-funded NFPA 1582 equivalent medical exams through another fire service organization, the fire chief shall obtain a copy of that member’s fit for duty certification from the member. Failure of the member to provide a copy of the certification shall constitute program non-participation.

Participating fire departments shall make participation in the fitness for duty medical examinations mandatory for all members. For all members, such participation shall be a condition of continued employment with the fire department in an emergency response role in order to gauge whether an employee is able to perform essential job functions.

It is the Fire Department's responsibility to schedule their member's appointment with the contracted health care provider. Reimbursements under this program are limited to medical exam and/or diagnostic testing costs only. Shift coverage or overtime costs are the responsibility of the fire department and not reimbursable under this program.



Firefighter Physical Ability Job Function Overview

Static Strength

Carry and raise ladders
Drag 3-1/2" hose uphill
Wear complete turnout gear and carry a ladder & hose
Carry injured people up stairs
Lift heavy objects off trapped people
Push a disabled auto out of traffic
Lift hose and pump can
Carry 5-gallon water bags, shovels, and backpack

Dynamic Strength

Pull hoses
Pull self and equipment over fences
Carry equipment in and out of buildings
Climb hillsides in "bunker clothes" in grass fires
Dive to rescue a drowning victim
Climb ladders with equipment, hoses and personal protective clothing and equipment

Stamina

Pull ceiling
Repeat fires, successive fires in 24-hour shifts
Salvage and cleanup, taking down walls
Climb stairs with equipment
Shift hose lines
Shovel in a grass fire
Pull a drowning victim to shore
Hold and operate the rescue equipment e.g. "jaws of life," especially in awkward positions

Extent Flexibility

Fire cleanup operations
Carry out an injured person
Lay hose lines
Cleanup
Crawl through attics
Extricate victim from a car or overturned tractor
Roof work
Remove victims from cars
Carry victims down winding stairs
Chop a hole in the roof
Climb hillside covered with brush

Gross Body Coordination

Climb a ladder through opening in a roof
Stand on pitched roof using a chain saw
Get out of a burning structure
Operate a charged hose line
Get through building's small places

Explosive Strength

Run up stairs with equipment
Jump to avoid falling object
Kick door in
Run and carry ladders over objects
Remove person from burning building
Cut a hole in the roof
Advance charged hose line
Breach a wall

Trunk Strength

Lift hose
Perform cardiopulmonary resuscitation
Lift people on an EMS run
Pick up bodies
Overhaul and cleanup

Effort

Repeat fires over 24-hour work shift
Multiple tasks at a fire
Remove a person trapped in a vehicle
Make a rescue

Dynamic Flexibility

Pull ceiling
Chop through a wall
Extend ladders
Saw, kick down door
Cardiopulmonary-resuscitation
Shoveling in a brush fire
Sandbagging (in flood)
Cutting up trees

Body Equilibrium

Balance on pitched roof
Balance with backpack on an inclined surface
Make rescue from bridge or superstructure
Walk on a concrete beam
Balance on a ladder on roof
Carry a body down the ladder

Body Equilibrium (Continued)

Roof Work

Mobility

Move within a dark building
Climb stairs, ground ladders, aerial ladders
Climb over piles of fire debris
Flee falling objects
Walk fast for alarm
Forging streams or rivers
Crawl and search through smoke
Remove boxes and other debris
Moving among animals leaving fire

Arm-Hand Steadiness

Apply traction
Hold hose lines
Hold the hose line
Steady Ladder movements
Apply first aid methods e.g. administer IV, splinting

Manual Dexterity

Disassemble machinery
Repair chain saw
Operate hand tools
Assemble and connect equipment
Aerial extension
Aid car work
Tie knots on hose
Use a spanner wrench

Near Vision

Read instructions
Read chemical labels on containers
Read prescription bottles

Color Vision

Use color-coded safety equipment
Identify objects in a fire
Conduct search and rescue in dark building

Smell

Detect leaking chemicals
Smell material burning

Hearing Conversation-Noisy Environment

Localize sound in rescues
Avoid unseen hazards
Instructions (verbal)
Radio instructions
Under adverse conditions -high ambient noise levels

Hearing Direction

Localize cries for help - Localize warning cries

Speed of Limbs

Drive an emergency vehicle
Brake continuously during response
Pull rope to rescue person in the water
Block a punch
Swing an ax
Chopping and clearing brush

Finger Dexterity

Typing
Mechanical repairs
Find a pulse
Operate a throttle on a pump
Couple and uncouple hose

Depth Perception

Climb while balancing on a roof
Go up and down ladders, jumping onto roofs
Dive into water – victim rescue
Estimate hose distances
Estimate driving hazards

Far Vision

See end of the aerial ladder
Avoid electrical wires
See hazards in smoky buildings through mask

Night Vision

Drive at night, travel across irregular surfaces
Read addresses at night

Hear Conversation - Quiet Environment

General needs

Sound Discrimination

Instructions in a noisy environment
Radio instructions in a noisy environment
Instructions above the noise of the pump

Firefighter Environmental Conditions Overview

- Fifty to ninety percent of work time is spent outside a building and exposed to the sun, wind, rain, or snow/ice.
- Firefighters must tolerate frequent extreme fluctuations of temperature. Environment outside building may be 5° to 400°F, but inside firefighters are doing heavy work in hot buildings (up to 1000°F) while wearing equipment which significantly impairs body cooling systems.
- Firefighters must work in environments that vary greatly from low to high humidity. Turnout equipment significantly impairs body-cooling mechanisms.
- There is the frequent possibility that firefighters may be working under wet and muddy conditions.
- Firefighters must frequently perform sustained work on slippery surfaces including rooftops.
- Firefighters frequently face the possibility of sustaining a severe injury (cuts, bruises, burns, strains, fractures, or amputations) on the job.
- Firefighters are frequently required to perform work from aerial ladders, scaffolding, roofs, or other elevations over 12 feet from the ground.
- Firefighters are frequently required to perform work in confined spaces or cramped body positions (e.g., attics, cars, under houses, closets).
- Firefighters are often required to work on or about moving machinery or equipment or in the vicinity of vehicles in motion (e.g., chain saws, fire trucks, cutting torches).
- Firefighters are often exposed to vibration when riding in fire trucks or operating chain saws.
- Firefighters are intermittently exposed to noise levels over 90-dba when riding fire trucks under emergency conditions and when fighting fires.
- Firefighters are frequently exposed to the possibility of burn injuries caused by heat, fire, chemicals or electricity.
- Firefighters may have occasional exposure to non-ionizing radiation (ships or rooftops).
- Firefighters have intermittent exposure to dust that may contain carcinogens (such as asbestos or benzopyrene) during clean-up operations.
- Firefighters have frequent potential exposure to respiratory irritants and sensitizers, especially during clean-up operations (irritant chemicals, smoke, isocyanates, etc.).
- Firefighters have frequent potential exposure to toxic substances (such as hydrogen cyanide and hydrochloric acid from plastic's fires, carbon monoxide, nitrogen dioxide, or organic solvents).
- Firefighters may occasionally have skin contact with oil and grease, especially during maintenance and repair of firefighting equipment.
- Firefighters may encounter noxious odors (burning flesh, chemical spills).
- Firefighters may work with or near substances that may explode.
- Firefighters occasionally have contact with un-insulated or unshielded electrical equipment.
- Firefighters may encounter radiation hazards (isotopes in hospitals, laboratories).
- Firefighters may frequently have exposure to infectious agents (such as hepatitis B virus). There is the possibility of exposure to persons infected with the AIDS virus.

- Firefighters are often exposed to the following stressors:
 - Tight time frames and critical deadlines in life-threatening emergency situations
 - Acutely injured people and their families and friends
 - Crucial decisions in emergency situations that involve public safety and safety of fellow firefighters and self
 - Tasks requiring long periods of intense concentration
 - Unpleasant situations (e.g. burned people or animals)
 - 24-hour shifts, during which sleep is sporadic or non-existent
 - The job of firefighter is complex and extremely variable from shift to shift.
- Firefighters are required to use positive pressure breathing apparatus.



Essential Job Functions

Firefighter 1, 2, 3 and Driver/Operator

Summary of Essential Job Tasks:

Firefighters perform multiple, complex and high-risk procedures and techniques in responding to fire and non-fire emergencies. Essential functions include the following:

- Carries raises and takes down ground ladders ranging from 12 to 55 feet; operates aerial ladders
- Lays, charges and operates a hose (line); collects, folds and re-loads hose on engine.
- Carries and throws tarps; operates portable pumps, saws; breeches walls, moves or removes furniture, obstacles.
- Climbs stairs and ladders carrying equipment such as forcible entry and room fire equipment, protective gear, and uncharged hose lines with nozzles.
- Wears a respirator (SCBA) in order to safely perform firefighting operations, or perform rescues in conditions where smoke or gases may be present; duties may require a firefighter to wear a SCBA thirty (30) minutes to several hours at one time.
- Cuts or creates openings in structures to ventilate smoke/gases using power saw, ax or other tools.
- Searches premises and rescues (and removes) victims by carrying them down stairs or ladders; administers first aid to victims (includes starting IVs, placing victim on backboard, administering cardiac care).
- Sizes up a motor vehicle accident scene; operates extraction tools such as hydraulic jaws, ram, and cutters; dismantles vehicles to safely extricate victims.
- Performs equipment checks; pulls equipment out of compartments for cleaning and maintenance; washes engines, trucks.
- Performs household duties at fire station such as sweeping, mopping, power washing, lawn mowing.
- Inspects business/industrial locations for compliance with fire codes.
- Educates the public on fire safety issues and rules.

Non-essential Functions: None

Physical Requirements of Job Tasks:

The physical demands of this position are considered to be: Heavy (50 to 100 pounds lifted/carried or force exerted occasionally; 25 to 50 pounds lifted/carried or force exerted frequently).

- Intermittent is on an "on and off again" basis;
- Rarely = 1 < % of the time
- Occasionally = 1 - 33% of the time (4.8 min. - 2.6 hrs.)
- Frequently = 34 - 66% of the time (2.7 - 5.3 hrs.)
- Constantly = 67-100% of the time (5.3 - 8.0 hrs.)

Percentage of work day and/or intermittence is noted if appropriate. N/A denotes "not applicable." Surface, body part involved, object used, weight, distance, and average/maximum times are noted below.

Frequently

- **Standing:** Dynamic standing, raising ladders, operating a hose, clearing debris, inspecting equipment, sweeping or mopping, power washing
- **Walking:** Walking from and to truck or engine multiple times at fire or accident scene
- **Walking on rough ground or uneven surfaces:** When working in fire scenes that have no pavement or smooth surfaces, working on surfaces strewn with debris
- **Twist or Turn:** Frequently, removing and replacing protective gear, tools and equipment from the truck, removing, deploying and replacing ground ladders, moving or removing furniture or other obstacles
- **Reaching Waist to Shoulder:** Pulling hoses off of truck or engine, carrying/using axes or other tools, moving or removing furniture or other obstacles, retrieve and store items and supplies
- **Handling/grasping:** Using tools, hoses, first aid cases, ladders, protective gear, backboards, removing victims, sweeping, mopping

Occasionally

- **Running:** Running from truck or engine to fire or accident scene with tools, equipment, fan or other items; running to pull a dry hose; running to transport a victim on a backboard; running up or down a staircase
- **Sitting:** Riding in a truck or engine to and from a fire or accident scene
- **Driving:** If assigned to drive equipment to and from a fire or accident scene
- **Balance:** When climbing ladders or stairs, suppressing fires at or near rooftops or several stories above ground, walking or running on wet or muddy surfaces, carrying victims
- **Work at heights:** When suppressing fires at or near rooftops roof tops or several stories above ground, climbing/standing on a ladder, standing on top of parked equipment
- **Climb stairs or ladders:** Deploying and climbing a ground or aerial ladder to enter a building or suppress a fire; climbing stairs in a building to reach sources of fires or to access and retrieve victims
- **Bend/stoop:** Unwinding hoses, laying a hose, coupling and uncoupling a hose, mopping a floor, dismantling a vehicle, unpacking and re-packing medical equipment and supplies
- **Crouch/Squat:** Unwinding hoses, pulling hose, coupling and uncoupling a hose, administering first aid to a victim
- **Crawl/Kneel:** Crawl on the floor or through wreckage to access a victim; kneel: unwinding hoses, laying/pulling hose, coupling and uncoupling a hose, administering first aid to a victim
- **Awkward positions:** Reaching over or under wreckage or debris to reach and remove a victim, administer first aid to a victim, or remove debris and obstacles at an accident or fire scene

- **Reaching Shoulder to Overhead:** Climbing up ground or aerial ladders, hoisting ground ladders onto shoulder, pulling up to enter a truck or engine, swinging an ax or a sledgehammer overhead
- **Reaching floor to waist:** Holding/carrying ground ladders with other Firefighters, putting on boots and pants, picking up hoses from the ground, shoveling debris
- **Extension/flexion:** Extension: pushing ladders back into trucks or engines, pushing on internal or external doors in buildings, shoving debris away at a fire or MVA scene; flexion: retrieving hoses, grasping ground ladders below waist
- **Power Grasping:** Moving/pulling/operating a charged hose, breaching a wall, hanging on to ladder rungs after strenuous exercise
- **Finger/Feel:** Starting an IV on a victim, adjusting oxygen and mask, putting on and removing protective gear, writing reports, typing on a computer, using MSA self-contained breathing apparatus
- **Operate Foot Control:** If assigned to drive equipment

Repetitive Use of Hands/Arms

- ✓ Low: < 1250 Movements/hr
- Medium: 1250 – 2500 Movements/hr
- High: > 2500 Movements/hr

Push/Pull

Number of lbs: Excess of 50 (N)ever (R)arely (O)ccasionally (F)requently (C)onstantly

Using arm/hand – O

Using leg/foot – O

Using whole body – O

Using right/left foot - O

- **Objects pushed** (exerting force on or against an object in order to move it away) include: debris, doors, walls and beams, furniture, ladders, victims on a backboard
- **Objects pulled** (to draw towards oneself, in a particular direction, or into a particular position) include: dry and charged hoses of varying lengths, ladders, debris, doors, walls and beams, furniture, victims on a backboard, pulling rope on extension ground ladders; also pulled are victims who may or may not be on a backboard

Lifting/Carrying: Sample of objects lifted include: radio and flashlight (5lbs.); thermal imager (8lbs.); oxygen kit (14lbs.); first aid kit (14lbs.); ax and forcible entry tool (weighed together: 20lbs.); 16” blade chain saw (20lbs.);self-contained breathing apparatus (25lbs.);defibrillator pack (26lbs.); protective gear- boots, pants, coat, helmet (28lbs.); hydraulic cutters (30lbs.); portable 8-gallon capacity wet vacuum (empty: 30lbs.); hydraulic portable fire extinguisher (32lbs.); ram (36lbs.); dry and charged hoses of varying lengths; hydraulic jaws (48lbs.);fan (78lbs.); gasoline generator (approx. 115lbs.), 28-foot, 2-section ground ladder (84lbs.); 35-foot, 3-section ground ladder (approx. 120-135lbs.; other ground ladders include 14- and 18-foot roof ladder, 10-foot extension ladder, and 45-foot ladder). Also lifted are victims of varying weights.

1 – 10 lbs.	Frequently	31 – 50 lbs.	Occasionally
11 – 20 lbs.	Frequently	51 – 75 lbs.	Occasionally
21 – 30 lbs.	Frequently	76 – 100 lbs.	Occasionally
		100 + lbs.	Rarely

- Most items (or victims) are lifted from **ground/floor to waist level, occasionally to frequently** throughout a working shift.
- Heaviest item lifted jointly is a ground ladder, weighing in excess of **120-135 lbs.** and lifted **one** time per day.
- Heaviest amount of weight lifted alone is a victim (adult or child); weight will vary, but an adult will generally weigh a minimum of 100 lbs.
- Heaviest amount of weight carried is a **victim (adult or child)**; weight will vary, but an adult will generally weigh a minimum of **100 lbs.** Firefighters must support the combined weight (**53 lbs.**) of protective gear and a self-contained breathing apparatus (SCBA) in addition to other weight that is carried, as warranted by conditions and tasks.
- The distance a victim is carried also varies, but may include descending a ladder or a staircase.

Tools, Vehicle or Equipment Operation, Materials, Products, Supplies, Protective Clothing, Safety Devices, Required to Perform Job, Training or Procedure:

Equipment and tools used include the following: hydraulic equipment, fan, wet vac, gasoline generators, chain saw, ground ladders, protective gear such as helmet, boots, and coat, breathing apparatus, radio, flashlights, first aid kits, defibrillator, hoses, power washer; hand tools such as axes, crow bars, sledgehammers.

Environmental Conditions:

- Fumes, chemicals, dust, odor: Exposed to extremely toxic and hot gases, fumes and smoke; exposure to hazardous substances
- Exposure to extreme changes in temperature: Exposed to extremely high temperatures in enclosed spaces from fires; normal southeast seasonal changes and temperatures
- Vibration: Vibration occurs when using power equipment such as chain saw, or riding in an engine or truck
- Light: Duties may be performed at night, or inside buildings where visibility is extremely poor due to thick smoke or electricity outage
- Noise: Exposed to loud and very loud noises from pumps, engines, trucks, sirens, and loud voices from commanders and fellow firefighters
- Ventilation: Exposed to extremely poor ventilation conditions at fire scenes
- Hazards: Exposed to fall hazards from climbing ladders or stairs; exposed to burn and smoke/gas inhalation hazards from working around fires and/or combustible materials; exposed to electrical shock hazards, especially if working around electrical lines; exposed to fast moving traffic at MVA scenes
- Indoor or Outdoor work: 60% indoors; 40% outdoors
- Varying work sites: Work is performed at the assigned station, and at varying fire and accident scenes

Possible Job Modifications: None

Speak Hear Requirements: Essential to be able to speak to and hear fellow firefighters, commanders, and victims

Vision Requirements: Near and far acuity essential to perform duties of this position; must be able to see and operate equipment and tools in dark and/or smoky conditions

Cognitive / Psychosocial Requirements:

The following mental/psychosocial functions are considered essential for the performance of the duties of this position:

- Cope with and perform under chaotic and emergency situations; guide and communicate with victims who may be distressed, incoherent, English-limited, or who may be children
- Ability to maintain focus on task while integrating information from multiple, simultaneous sources such as radio communications, and communications from fellow firefighters
- Recall, process and apply detailed and complex emergency response protocols and instructions
- Organize and prioritize time, decisions, and resources
- Adapt quickly and efficiently to changing, priorities, tasks, emergencies and environmental circumstances
- Respond to and execute orders from commanders
- Cope with heights; ability to ascend and descend ground and aerial ladders
- Ability to perform duties professionally and satisfactorily in a full 24-hour shift
- Ability to self-assess and report any diminishing physical and/or psychological capacities affecting job performance
- Ability to skillfully perform repetitive tasks
- Ability to work and cooperate with a close-knit team

Additional Essential Job Functions
Officer 1 and 2

Summary of Essential Job Tasks:

An operational officer must also be able to perform the duties of a Firefighter and participate in multiple, complex and high-risk procedures and techniques in responding to fire and non-fire emergencies as well as set up operations and take command at the scene of an emergency.

Essential functions include the following:

- Sets up incident command post and staging areas; develops strategy and coordinates with other superiors, such as chief officers; calls for more crews as warranted by situation.
- Supervises crews; makes decisions to ensure safety of crew at scene of emergency.
- Deals effectively with patients and family members at scene of emergency.
- Assesses skills and knowledge of crew members; trains and drills crew on a continuous basis; implements training programs to address performance issues.
- Oversees the proper maintenance of facility and equipment.
- Completes documentation on all runs; compiles reports and keeps files current.
- Conducts and supervises fire prevention inspections in buildings, public assemblies or other sites.
- Carries raises and takes down ground ladders ranging from 12 to 55 feet; operates aerial ladders.
- Lays, charges and operates a hose (line); collects, folds and re-loads hose on engine.
- Carries and throws tarps; operates portable pumps, saws; breeches walls, moves or removes furniture, obstacles.
- Climbs stairs and ladders carrying equipment such as forcible entry and room fire equipment, protective gear, and uncharged hose lines with nozzles.
- Wears a respirator (SCBA) in order to safely perform firefighting operations, or perform rescues in conditions where smoke or gases may be present; duties may require a Fire Lieutenant to wear a SCBA thirty (30) minutes to several hours at one time.
- Cuts or creates openings in structures to ventilate smoke/gases using power saw, ax or other tools.
- Searches premises and rescues (and removes) victims by carrying them down stairs or ladders; administers first aid to victims (includes starting IVs, placing victim on backboard, administering cardiac care).
- Sizes up a motor vehicle accident scene; operates extraction tools such as hydraulic jaws, ram, and cutters; dismantles vehicles to safely extricate victims.
- Performs equipment checks; pulls equipment out of compartments for cleaning and maintenance; washes engines, trucks.
- Performs household duties at fire station such as sweeping, mopping, power washing, lawn mowing.
- Educates the public on fire safety issues and rules.

Cognitive/Psychosocial Requirements:

The following mental/psychosocial functions are considered essential for the performance of the duties of an Operations Officer:

- Issue orders at emergency scene; respond to and execute orders from chief officers
- Cope with and perform under chaotic and emergency situations; guide and communicate with victims who may be distressed, incoherent, English-limited, or who may be children
- Ability to maintain focus on task while integrating information from multiple, simultaneous sources such as radio communications, and communications from fellow firefighters
- Recall, process and apply detailed and complex emergency response protocols and instructions
- Organize and prioritize time, decisions, and resources
- Adapt quickly and efficiently to changing, priorities, tasks, emergencies and environmental circumstances; make time-sensitive risk-benefit assessments at emergency scene
- Cope with heights; ability to ascend and descend ground and aerial ladders
- Ability to perform duties professionally and satisfactorily in a full 24-hour shift
- Ability to self-assess and report any diminishing physical and/or psychological capacities affecting job performance
- Ability to skillfully perform repetitive tasks
- Ability to cultivate and cooperate with a close-knit team
- Ability to take initiative in addressing problems in day-to-day operations
- Ability to demonstrate leadership, promote a positive attitude, and motivate personnel to work as a team
- Ability to delegate responsibility using clear, understandable instructions, explaining objectives and expectations
- Ability to recognize and deal effectively with performance problems
- Ability to provide feedback to subordinates and to upper management; demonstrate sensitivity to and communicate effectively with a diversity of individuals, whether crew, or civilians

Essential Job Functions
Executive Officer 1, 2 and 3

Summary of Essential Job Tasks:

An executive officer directs emergency scene operations in an assigned district and supervises or performs specialized functions in support of Fire Department operations. Essential functions include the following:

- Commands all firefighting, lifesaving and fire prevention operations in an assigned district; sets up command post at fire or accident scenes; may set up or assume multiple command posts at a single incident; supervises overhaul and salvage operations.
- Wears a respirator (SCBA) in order to safely perform firefighting operations, or perform rescues in conditions where smoke or gases may be present; duties may require an executive officer to wear a SCBA thirty (30) minutes to several hours at one time.
- Instructs company officers in all aspects of their work and enforces departmental regulations; makes regular inspections of company personnel, quarters, equipment and records.
- Supervises administrative details; grants leaves; administers discipline. Makes daily staffing assessment for all stations in district; rotates personnel as needed; files payroll reports.
- Approves requests for equipment, supplies and repairs. Inspects, tests, and evaluates new types of firefighting equipment, recommends types, kinds and quantities of each for future procurement; establishes standard methods of use for equipment.
- Supervises training operations for companies, individuals, and recruits as the evaluation officer.
- May participate in annual training sessions such as confined space and high-angle rescue; reviews and reports on drills.
- Supervises fire investigations and work of fire inspectors, including arson investigations when assigned to fire prevention as the Assistant Fire Marshal.
- Supervises the receiving and transmitting of fire alarms, and other emergency messages and the dispatching of fire equipment and personnel; supervises of acquisition, operation, maintenance and routine repair or replacement of the fire communications equipment and systems.
- Coordinates the indoctrination and training of fire alarm dispatchers, when assigned to the fire alarm center as the Chief of Communications.
- Supervises all aspects of Emergency Medical Services when assigned to Chief of Emergency Medical Services.
- Establishes and monitors battalion programs and office procedures regarding staffing, record keeping, inspections, and fire tactics when assigned as Supervising Battalion Chief.
- Advises citizen emergency response team; interacts with federal and outside agencies.
- Completes all necessary reports, correspondence, and documentation as required in the performance of assigned duties.

Non-Essential Functions: None

Physical Requirements of Job Tasks:

Percentage of work day and/or intermittence is noted if appropriate. N/A denotes "not applicable." Surface, body part involved, object used, weight, distance, and average/maximum times are noted below.

Overall, the physical demands for this job are considered to be: **Light** (up to 20 pounds lifted/carried or force exerted occasionally or up to 10 pounds lifted/carried or force exerted frequently) to **medium** (25-50 pounds lifted/carried or force exerted occasionally or 10-25 pounds lifted/carried or force exerted frequently).

Frequently

- Driving: Driving to visit fire stations, driving to and from a fire or accident scene
- Handling/Grasping: Handling protective gear, radio, clipboard, telephone, manuals, folders, using a computer mouse, driving a vehicle, inspecting equipment

Occasionally to Frequently

- Reaching – waist to shoulder: Reaching for telephone and office equipment, accessing manuals/folders, retrieving and storing items and supplies, checking and securing protective gear, assisting with rescue of civilian or Firefighter
- Standing: Dynamic standing, inspecting equipment, directing and monitoring training exercises, directing emergency scene operations, performing office work
- Sitting: Performing administrative tasks, participating in meetings, conducting training

Occasionally

- Walking: Walking to, from and around at fire or accident scenes, walking in fire stations, at training exercises
- Power Grasping: Grasping a steering wheel, assisting with rescue of a civilian or firefighter
- Finger/Feel: Using protective gear, writing reports, typing on a computer, using a radio to communicate with personnel, supervisors, other emergency workers
- Operate Foot Control: When driving a vehicle
- Balance: When climbing stairs, working near rooftops or several stories above ground to assess firefighting operations
- Climb ladders or stairs: Climbing stairs in the fire station, or in a building (perhaps several flights) to set up command post
- Twisting/Turning: Removing and replacing protective gear, performing administrative work such as filing, sorting through mail, if participating in training exercises
- Reaching – shoulder to overhead : Pulling up to enter a vehicle, climbing up ground or aerial ladders (intermittent), reaching for file drawers or bookshelves, if participating I training exercises (such as high-angle rescue)

- Reaching Floor to waist: Checking and securing protective gear, putting on protective gear, assisting with rescue of civilian or firefighter, removing debris/obstacles at an accident or fire scene

Intermittent/Occasionally

- Bend/Stoop: Accessing lower-placed file drawers, assisting with rescue of firefighter or civilian
- Crouch/Squat: Accessing lower-placed file drawers, assisting with rescue of firefighter or civilian

Intermittent

- Running: Running from vehicle to fire or accident scene
- Work at heights: If setting up command at or near rooftops or several stories above ground
- Walking on rough ground or uneven surfaces : When working at fire scenes that have no pavement or smooth surfaces, working on surfaces strewn with debris
- Crawl/Kneel : To assess firefighting operations, assisting in rescue of Firefighter or civilian
- Awkward Positions: Reaching over or under wreckage or debris to reach and remove a firefighter or civilian, administer first aid to a victim, remove debris/obstacles at an accident or fire scene, if participating in training exercises (such as high-angle rescue)

Intermittent/Rarely

- Extension/Flexion: Extension: pushing file drawer, doors; flexion: lifting protective gear, assisting with rescue of a civilian or firefighter

Push/Pull

Number of lbs: Varies (N)ever (R)arely (O)ccasionally (F)requently (C)onstantly

Using arm/hand – O

Using leg/foot – O

Using whole body – O

Using right/left foot - O

- **Objects pushed** (exerting force on or against an object in order to move it away) include: doors, securing equipment on vehicles
- **Objects pulled** (to draw towards oneself, in a particular direction, or into a particular position) include: pulling open doors, file drawers, possibly helping to rescue victims, if participating in training exercises (such as high-angle rescue)

Lifting/Carrying: Sample of objects lifted include: radio and flashlight (5lbs.); thermal imager (8lbs.); self-contained breathing apparatus (25lbs.); protective gear- boots, pants, coat, helmet (28lbs.); office supplies, manuals, folders (separately under 10 lbs.).

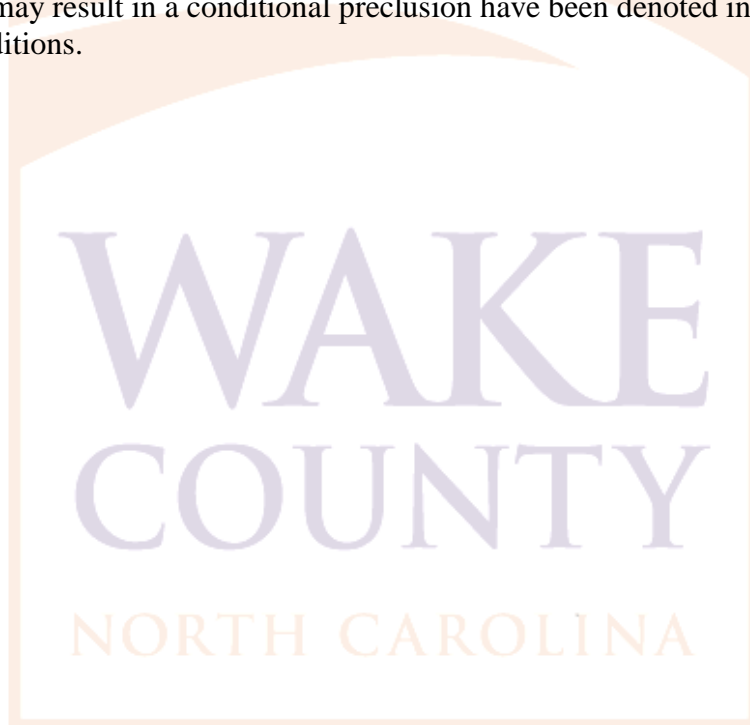
1 – 10 lbs.	Occasionally	31 – 50 lbs.	Occasionally
11 – 20 lbs.	Occasionally	51 – 75 lbs.	Intermittent
21 – 30 lbs.	Occasionally	76 – 100 lbs.	Intermittent
		100 + lbs.	Rarely

- Most items (or victims) are lifted from **ground/floor to waist** level, **occasionally** throughout a working shift.
- Heaviest amount of weight lifted jointly is a **victim (adult or child)**; weight will vary, but an adult will generally weigh a minimum of **100 lbs.**
- Heaviest amount of weight carried jointly is a **victim (adult or child)**; weight will vary, but an adult will generally weigh a minimum of **100 lbs.**
- Executive officers must support the combined weight (**53 lbs.**) of protective gear and a self-contained breathing apparatus (SCBA) in addition to other weight that is carried, as warranted by conditions and tasks.
- The distance a victim is carried also varies, but may include descending a ladder or a staircase.

WAKE
COUNTY
NORTH CAROLINA

Medical Evaluation of Candidates

The purpose of the evaluation of Candidates for Hire is to determine whether the individual is medically sound to perform the essential job functions of their classification, in order to perform as a member in a training or emergency operational environment without presenting a significant risk to the safety and health of the individual or others. The health care provider shall submit to the department a statement indicating that a medical examination of the candidate has been performed and whether the candidate is medically cleared for hire, conditionally precluded for hire or precluded for hire. A conditional preclusion for hire would be issued for a physician's finding of a medical condition which, based on its severity or degree, could allow the candidate, despite the condition, to perform the essential job functions without posing a significant safety and health risk to themselves, members, or civilians. Preclusion for hire would be issued for a physician's finding of a medical condition which results in the candidate not being able to perform the essential job functions without posing a significant safety and health risk to themselves, members, or civilians or any condition which does not allow the candidate to perform one or more of the essential job functions. NFPA 1582 denotes medical conditions which require a candidate to be precluded from hire as "Category A" conditions. Medical conditions which may result in a conditional preclusion have been denoted in NFPA 1582 as "Category B" conditions.



Fitness for Duty Medical Evaluation of Incumbent Members

All components listed below shall be included in the baseline and annual occupational medical evaluations of members. Evaluations performed by a department's health care provider shall provide exam fitness for duty statuses in a timely manner to the department.

Fitness for duty medical evaluations shall include:
(See NFPA 1582 sections 7.5 through 7.7 for specific information)

- a medical history (including exposure history),
- physical examination,
- blood tests,
- urinalysis,
- vision tests,
- audiograms,
- spirometry, chest x-ray (as indicated),
- ECG, cancer screening (as indicated),
- Immunizations and infectious disease screening (as indicated), and
- any other testing, as determined by the medical provider, needed to evaluate fitness for duty.

After individually evaluating the member and their medical records (including job-related medical rehabilitation records), the physician shall state whether the member, due to a specific condition, can or cannot safely perform their essential job task(s). The physician shall recommend restricting members from performing only those specific job tasks that cannot be safely performed given their medical condition and that the member is restricted from performing that task while on duty.

If a condition has altered a member's ability to safely perform an essential job task, the department shall ensure that the member is prohibited from participation in activities which involve the restricted essential job function(s).

It shall be the responsibility of the fire department to determine possible accommodations for members restricted from certain job tasks.

The fire department shall determine if the individual can remain in their current position with restrictions or be moved to another position, if one is available.

Physician's Report of Findings

(Sample letter from physician to employee)

Candidate's Name:

The results from your medical examination performed on _____, 20____,
by: _____ are as follows:

The **physical exam** was Normal Abnormal Not applicable

Blood pressure was ____/____ which is Normal Abnormal

Comments:

The **hearing test** was Normal Abnormal Not applicable

Comments:

The **pulmonary function test** was Normal Abnormal Not applicable

Comments:

The **vision test** was Normal Abnormal Not applicable

Comments:

The **lab results** were Normal Abnormal Not applicable

See enclosed results. Any lab value marked with an H or L is outside the normal limits and should be discussed with your primary doctor to determine the importance of the finding.

Comments:

The **chest x-ray** was Normal Abnormal Not applicable

Comments:

The **treadmill stress test** was Normal Abnormal Not applicable

The test was terminated due to: Reached 12 METs Stopped by candidate

Abnormal findings on EKG

Comments:

Please discuss all abnormal findings with your primary doctor. Abnormal findings might be signs of significant medical conditions that should be addressed by your primary doctor.

Sincerely,

(Sample letter from physician to employer)

PHYSICIAN'S ANNUAL STATEMENT OF WORK STATUS

Date: _____

Firefighter: _____ ID # _____

- Was seen today and may work **without** restriction.
- Further consideration is needed. They should **not** work until final medical clearance is sent.
- Has been assigned the following restrictions:

1. _____
2. _____
3. _____

Additional Comments: _____

Any questions regarding these restrictions should be referred to:

Signature of Physician: _____ Date: _____

Name of Physician: _____
(Print or use stamp)

(Sample letter from physician to employer)

PHYSICIAN'S STATEMENT OF RETURN TO WORK

_____, Firefighter Officer Paramedic Chief Officer

CAN as of _____ (date) perform the essential tasks of the job described on a reasonably continuous, full time basis (SAME JOB FULL TIME)

CAN perform the essential tasks of the job described on a reasonably continuous basis as of _____ (date) according to the following schedule
(Transitional return to work – to same job):

Hours per day/workdays per week

Week 1: _____ hours / _____ days

Week 2: _____ hours / _____ days

Week 3: _____ hours / _____ days

Week 4: _____ hours / _____ days

Comments:

CAN perform the essential tasks of the job described on a reasonably continuous basis with the following temporary restrictions as of _____ (date) for _____.
(Same job with temporary restrictions or modifications):

Comments:

CAN perform the essential tasks of the job described on a reasonably continuous basis with the following job modifications only, as of _____ (date)
(Same job with permanent restrictions or modifications):

Comments:

CANNOT **at this time** **ever** perform the essential tasks of the job described on a reasonably continuous basis for the following objective medical reasons:

Comments:

Physician's Signature

Date

Physician's Printed Name

Date

Patient's Signature

Date

Reimbursement Procedures and Sample Forms

Required Documentation at Start of Fiscal Year

Fire departments participating in the Wake County Fire Tax District Medical Exam Program shall submit the following documentation annually at the start of the fiscal budget year.

- Current North Carolina State Firefighters Association roster of members.
- Listing of personnel participating in the Wake County Fire Tax District Medical Program
- If utilizing a medical provider other than the county's contracted medical provider, the fire department shall provide a copy of the contract or service agreement with the provider, which clearly identifies the medical services being provided, broken down by per service cost. The Fire Tax District Medical Exam Program shall provide reimbursement to department's utilizing their own medical provider only if the medical exam provided meets or exceeds the requirements of NFPA 1582. (Cost share departments shall be reimbursed according to their cost share percentage in effect at the time of reimbursement)

Required Documentation following Completion of Personnel Exams

Following the completion of medical exams for incumbent members, the fire department shall submit, as a package:

✓ Using County Contracted Provider:

- Confirmation that all fire suppression personnel listed on the department's current roster have received medical exams through the County's contracted medical provider.
- Confirmation letter, signed by the Fire Chief, indicating the personnel who have received their fitness for duty medical exam(s) through the County's contracted medical provider.

✓ Utilizing Fire Department's contracted medical provider:

- Confirmation that all fire suppression personnel listed on the department's current roster have received medical exams through the department's own contracted medical provider.
- Confirmation letter, signed by the Fire Chief, indicating the personnel who have received their fitness for duty medical exam(s) through the department's contracted medical provider.
- An itemized invoice from the department for payment of medical exam costs.
- A copy of the itemized statement from the department's medical provider.
- Proof of payment to department's provider.

Following the completion of medical exams for new hire candidates, the fire department shall submit, as a package:

✓ Utilizing County Contracted Provider:

- Confirmation letter indicating the date new hire candidate(s) received their pre-employment medical exam(s) through the County's contracted medical provider.

✓ Utilizing Fire Department's contracted medical provider:

- Confirmation letter indicating the date new hire candidate(s) received their pre-employment medical exam(s) through the department's own contracted medical provider.
- An itemized invoice from the department for payment of medical exam costs.
- A copy of the itemized statement from the department's medical provider.
- Proof of payment to department's provider.

Whether the department utilizes the County Contracted Provider or the Fire Department's contracted Provider, **only the confirmation letter** indicating the performance of exam shall be submitted to Wake County. Under no circumstances shall the results of the exam or medical recommendations be provided to Wake County.

