

Stillwater Fire District
Stillwater, New York

Fire District Policy and Procedure

Policy Number: 1 of 2009

Policy Name: Physical Exam Policy

Date Issued: July 13, 2009

Effective: July 13, 2009

Revised: April 2016

Review Date: January 2017

I. PURPOSE

A. The purpose of this policy is to provide guidance to fire company members for the annual physicals provided by the Board of Fire Commissioners.

II. DEFINITIONS

A. Approved Provider; the approved provider for physical exams shall be defined as the approved medical provider that has been contracted by the Board to perform medical screening for members.

B. Personal Physician; shall be defined as the physician normally used by an individual to provide personal medical care.

III. POLICY

A. It shall be the policy of the Stillwater Fire District to provide an annual medical screening to members of the fire company. The purpose of the exam is twofold, to provide early medical intervention and to determine a standard of fitness for duty.

B. All members shall submit to a medical exam on the dates scheduled by the Chief or designee.

C. *All new candidates for membership for the fire company shall submit to a complete physical exam performed by the approved provider at the District's expense. Physicals for new members shall be submitted to the Board of Fire Commissioners and copied to the Chief as a function of the membership review process and must be completed for consideration of membership. Any portion of the physical which is failed may preclude the candidate from further consideration for membership. All new candidates will be subject to mandatory drug screening.*

D. Members who fail to obtain the prescribed physical exam scheduled by the fire district will be notified by mail and shall have their exam performed within 15 days of such notification. If the physicals are not completed within the stated grace period, members shall be suspended from incident response and training

activities until the medical certification has been received from the Fire District's contract medical provider.

- i. All members who obtain annual physicals shall be subject to random drug screening.
 - ii. Members who fail to obtain a physical annually as scheduled by the fire district shall be, at the discretion of the Fire Company, designated a social member or removed from the fire company.
- E. The Fire District shall keep on file the Medical Certification of the Firefighter Physical Examination. Sealed medical records from the medical provider shall be transmitted to the patient.
- F. Response and training activities may be suspended due to illness, injury, or maternity leave, surgical procedure, prescribed use of prescription drugs or upon recommendation of a physician for any reason. It is prudent to have an attending physician provide documentation relative to the suspension of activities and said documentation shall be placed in the member's personnel file.*
- G. Upon a return to response and training activities after a disabling injury, sickness, maternity leave, prescribed use of prescription drugs or surgical procedure a physicians script noting fitness for duty will be presented to the Chief or designee and filed with the Board of Fire Commissioners. The Fire District reserves the right to require a fitness for duty medical exam by the contract medical provider.*

By Order of Board of Fire Commissioners – Stillwater Fire District

Chairman Board of Fire Commissioners