Emergency Responder Physicals Policy

Kenai Peninsula Borough

Policy Statement and Objectives
The health and safety of our emergency responders is critically important to the Kenai Peninsula Borough (KPB) and the communities we serve. To help ensure that responders are fit for the sometimes strenuous duties of emergency response, volunteers and employees who participate in roles as emergency responders will be required to complete specific medical examinations (physicals) as prescribed by the Borough.

Scope
Anyone who participates in a medical or fire response capacity (emergency responders) or participates in candidate evaluation testing on behalf of the Borough for these roles is required to follow the requirements of this policy. This includes all emergency services applicants, employees and volunteers serving the communities of the Borough.

Physical Requirements and Frequency
Standard KPB physicals and related forms are to be completed, in full, upon entry into this service (Initial), and again as indicated below while continuing active service (Recurrent). The level of physical required in each case will be determined by the level of services provided:

<table>
<thead>
<tr>
<th>Role</th>
<th>Required Initial Physical</th>
<th>Required Recurrent Physicals</th>
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<tbody>
<tr>
<td>Candidates (Fire Service Areas)</td>
<td>Proof of basic sports physical or physician’s release to participate in physical agility testing. Provided by candidate.</td>
<td>As requested.</td>
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<tr>
<td>Driver, ETT, or Basic Firefighter</td>
<td>Form A – Basic Physical with Hearing &amp; Labs</td>
<td>Every 3 years, Form A.</td>
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<tr>
<td>Firefighter I and/or EMT I or greater</td>
<td>Form B – Responder Physical and Form C – Stress Test</td>
<td>Every 2 years, Form B and Form C for FFI or above - OR - Form B for EMT I or greater (no FF duty). Form C if over age 40 or clinically indicated.</td>
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<td>40-hour Management including Chiefs, Asst. Chiefs, Training Officers, Fire Marshals and others as noted.</td>
<td>Form A – Basic Physical with Hearing &amp; Labs. If duties require Immediate Danger to Life/Health (IDLH) exposure, Department Head may instead require Form B, and Form C.</td>
<td>Every 3 years, Form A. If IDLH, Form B every 2 years. Form C if over age 40 or clinically indicated.</td>
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Emergency Responder Physicals Policy effective September 6, 2016
Recurrent physicals are to be completed within the calendar year during which the physical is due. For example, if a new EMT-level responder completes a physical on March 15, 2017, his or her next recurrent physical will be due before the end of the calendar year in 2019.

The make-up, frequency and physical level shall be determined by the Borough, as deemed appropriate by the KPB and contracted Physician Sponsor. If an emergency responder advances to a higher level of service, a supplemental physical will be required to satisfy the physical requirements of the new level of service by the next recurrent physical cycle.

These parameters are subject to change at any time.

**Physical Program Oversight**

As authorized by the KPB administration, the Physician Sponsor will have oversight of the program and will review physical reports/results. The Physician Sponsor may also perform physicals. The purpose of the physical is to determine physical fitness for duty of the emergency responder. At his or her discretion, the Physician Sponsor may require additional or more frequent testing or evaluation deemed necessary to determine fitness for duty. Fitness for duty status (authorized for duty, or not authorized for duty) is determined by the Physician Sponsor or authorized clinic. The required physical may result in a physician’s suggestion, recommendation or referral for additional testing or care out of concern for the volunteer or employee’s health. In these cases, this costs of additional testing or care shall be the responsibility of the volunteer or employee. The Physician Sponsor may reduce, suspend or decline permission an individual’s participation in emergency response duties at any time, based on a physical or a medical records review.

The Borough will handle physical reports in compliance with medical records requirements under the Health Information Portability and Accountability Act (HIPAA). Physical reports will be securely forwarded and stored in either the KPB Office of Human Resources (KPB HR) or location authorized by KPB HR. Records may be accessed by the Physician Sponsor or by the Director of Human Resources in conjunction with matters related to medical treatment, payment or healthcare operations or as authorized by a release by the employee/volunteer.

**Third-Party Providers**

The KPB administration may authorize third-party organizations (e.g., doctor’s offices, clinics) to conduct physicals on behalf of the Borough. Prior to authorizing use of these organizations,
the Borough will establish an agreement for medical records transfer to the KPB Office of Human Resources. Authorized third-party organizations will be required to use the physical requirements and/or forms provided by the KPB. Third-party organizations authorized and requested to complete physicals on behalf of the Borough must send completed records to the designated Borough location prior to receiving payment. Physicals completed by other organizations (e.g., unauthorized clinics, employers) or on other forms will not be accepted in lieu of this requirement.

Adopted by: Mike Navarre, Mayor

Dated: 9/2/2016

NOTE: Forms A, B and C can be found in the Miscellaneous folder under Forms