

**SCOTTS VALLEY FIRE
PROTECTION DISTRICT**



STANDARD OPERATING PROCEDURES	ARTICLE: I	SOP: 1115
	SECTION: 1100 PERSONNEL	
	SUBJECT: FITNESS PROGRAM	
	6/16/2011	
DATE APPROVED:		
APPROVED:	<i>Matt Murray</i>	

Purpose: To assess each employee's overall fitness and to provide them with a program to improve their strength, endurance and agility resulting in a higher level of job performance.

Scope: Scotts Valley Fire Protection District Physical Fitness and Wellness Program (PF/WP) represents a major commitment to the physical fitness of all its members through personalized workout programs.

Procedure:

Management

1. Captains shall be responsible for the daily management of the physical activities for line personnel.
2. The Physical Fitness/Wellness Review Committee (PF/WRC) will coordinate all assessments and evaluations.
3. It is the intent of the PF/WRC to make recommended changes to the fitness program.
4. The PF/WRC will be comprised of the following: one (1) chief officer, one (1) person from each shift and one (1) person from the day personnel. The chief officer will be appointed by the fire chief.
 - a. Each committee member will serve two (2) years. Day personnel and A shift representatives will be elected on the even years and B and C shift representatives will be elected on the odd years.
 - b. PF/WRC will meet semi-annually or as needed to evaluate the program.
 - c. Any changes in working conditions will need to follow a meet and confer process with all bargaining groups.
 - d. The PF/WRC will develop and recommend budget items for the program (equipment, physicals, assessor, etc.).
5. A complete physical assessment of the district personnel will be provided by the assessor after each department assessment.

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Activities

1. Activities and workouts shall focus on building and maintaining a high level of fitness and morale.
2. Activities should not interfere with the normal operations of the station.

Medical Examinations

1. Medical examinations will be performed by a health care facility of the district's choice.
2. Health information shall be maintained as a CONFIDENTIAL record for each individual member as well as a composite data base for the analysis of factors pertaining to the overall health and fitness of the member.
3. Medical physicals will be completed as stated in the current district policy Employee Physical Examinations (SOP 1111).
 - a. Entry level
 - b. Incumbent firefighters bi-annually (under age 40, age 40-50)
 - c. Incumbent firefighters annually (age 50 and over)
 - d. Administrative staff
4. Individuals released but referred for medical follow-up should follow up with their personal physicians on the employee's health plan.

Individual Physical Fitness Program

1. The purpose of the assessment is to assess an individual's overall fitness and to provide a program or prescription to improve their fitness level.
2. Individual assessments will be offered annually and will include:
 - a. Strength
 - b. Flexibility
 - c. Body fat percentage
 - d. Body measurements
3. Based on the assessment and input from the individual a personal program will be developed.

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4. Physical fitness profiles will be completed based on individual assessment.
5. If a medical problem is identified, the individual will be referred to their own physician.
6. Personnel are not required to exercise every shift or duty day, but are encouraged to exercise with sufficient frequency as to attain and/or maintain the individual's fitness program/prescription.

Training and Education

1. A program will be designed for each individual to work towards his/her optimum level.
2. The fire district will provide training and education for use of equipment and exercise training program based on their individual assessment.
3. The fitness training may also provide items or programs such as diet, nutrition, etc.

Physical Fitness Program Maintenance

1. Each station will be provided with exercise information and equipment.
2. Individuals will be provided with a workout period of:
 - a. One (1) hour for 24-hour shift personnel
 - b. Thirty (30) minutes per day for 40-hour employees
3. Programs should focus on the development of flexibility, strength, and cardiovascular endurance.

Physical Fitness Program

1. The district will provide assessments for all personnel.
2. The physical fitness assessor's recommendations will be developed with careful consideration of an individual's health history, resultant data from the physical fitness assessment, behavioral characteristics and personal goals.
3. Cardiovascular fitness recommendations should include the following components.
 - a. Mode of activity
 - b. Exercise intensity
 - c. Exercise duration

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d. Exercise frequency

4. Recommendations regarding flexibility, muscular strength and endurance, body composition and anaerobic power should be included.
5. All physical fitness conditioning recommendations will be explained to all personnel by the assessor.
6. Approved activities should follow assessment program/prescription.
7. All assessments and records will be kept private to the individual.
8. The assessor will provide a complete written composite report, after each assessment, of the department's personnel overall physical fitness condition NOT including names. The report will include all the same information that is on the individual assessment.