DEPARTMENT OF MILITARY AFFAIRS
STATE HUMAN RESOURCES
PRACTICE AND PROCEDURE MANUAL

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SUBJECT: Fire Crash Rescue Specialist/Supervisor and Military Affairs Security Officer/Supervisor Notification of Injury, Illness, or Disease and Return to Work Guidelines.

SECTION: Risk Management

PRACTICE

Fire Crash Rescue Specialists/Supervisors (FCRS) and Military Affairs Security Officers/Supervisors (MASO/S), referred to herein as employee, are high risk professionals who must maintain physical and mental standards that are critical to successful job performance. When one of these employees sustains an injury, illness, or occupational disease, the Department of Military Affairs (DMA) must ensure that the employee can return to work and safely fulfill his/her duties and responsibilities. The following outlines notification procedures and return to work guidelines for on-board fire department and security personnel located at Joint Force Headquarters, Mitchell Field, Truax Field, and Volk Field.

AUTHORITY AND REFERENCE

- § Wis. Stat. 40.02(48) (a), Definitions, Protective Occupation Participant.
- Wisconsin Human Resource Handbook, Chapter 680, Protective Occupation Status for State Employees.
- Governor's Executive Order #192, General Information and Return to Work Program.
- National Guard Regulation 5-1/ANGI 63-10.
- USAF Technical Implementation Guide 1582-07.
- USAF Master Cooperative Agreement, Appendix 23 & 24.
- NFPA 1582 Standard on Comprehensive Occupational Medical Program for Fire Departments, 2007 Edition 9.3.1.
- Department of Military Affairs Practice and Procedure Bulletin No.: 8110 Annual Physical Readiness Test Qualification for MASO & Supervisor (PRT)

PROCEDURE

To ensure employees are fit for duty, the following procedures will apply:

1. An employee must notify his/her supervisor prior to his/her next scheduled shift, of any injury, illness, or disease that alters his/her ability to safely perform an essential job task.
2. The employee is responsible for arranging a medical assessment with his/her personal, qualified physician. The employee must provide their physician a copy of his/her position description, NFPA 1582 Chapter 6 Medical Evaluations of Candidates and the agility test/PRT (attached), relevant to his/her position, to ensure that their physician fully understands the nature of the employee's job as it relates to the assessment. Physician must state if the illness, injury or disease would prevent the employee from performing the agility/PRT test.
3. The results of the assessment must be provided to DMA's Risk Manager within 72 hours of physician visit. Documentation must include whether the employee is able to work, any restrictions, and duration of incapacity, if applicable.
4. Light duty may be available in accordance with any restrictions.
5. An employee will not be allowed to undergo DMA's occupational assessment (addressed below) nor return to work if they are not determined fit-for-duty, with no restrictions, by their personal physician. In such cases, the employee should coordinate intended leave usage with his/her supervisor and in consultation with DMA's Risk Manager and Payroll & Benefits staff.
6. Injury, illness, or disease that renders an employee incapable of safely performing essential job tasks may qualify for, and be designated as, protected leave under the federal and/or Wisconsin Family & Medical Leave Act (FMLA).

***Management reserves the right, at their discretion, to have an employee undergo an occupational assessment due to a suspected unreported injury, illness, or disease.

The following procedures will apply before being allowed to return to full duty status:

1. The employee will provide DMA's Risk Manager medical documentation from their personal physician indicating a return-to-work date, with no limitations or restrictions. In consultation with the employee's supervisor, DMA's Risk Manager will determine if the medical documentation is sufficient.
2. For FCRS only: If the medical documentation is sufficient, the employee may be scheduled for an appointment with the department's occupational medical physician. Risk Management and the individual's supervisor will make the determination on a case-by-case basis if the exam is required. If required, the physician will be provided with a copy of the employee's position description and a copy of the agility test. The scope of the medical evaluation shall be determined by the occupational medical physician after reviewing the type and severity of the condition. The physician will decide as to the employee's ability to return to work.
   For MASO: The Risk Manager and the individual's supervisor will make the determination on a case-by-case basis if a return-to-work Physical Readiness Test shall be conducted.
3. For FCRS only: If required and following medical clearance by DMA's occupational medical provider, the supervisor will decide for the employee to perform an agility test.

For MASO only: Medical clearance by the employee's personal physician must be provided.

For FCRS: If the employee is required to and performs the agility test successfully, they will be scheduled for return to work.

4. If the employee fails the agility/PRT test, the employee will be required to return to his/her personal physician for re-evaluation. The employee must bring the written results of the failed agility test/PRT to their physician. This will provide helpful information for the physician to take into consideration during the re-evaluation, as it pertains to the specific station(s) failed, endurance issues, etc.
5. Following the re-evaluation, the employee will provide DMA's Risk Manager with medical documentation from his/her physician of the assessment results and treatment plan. The documentation must include the anticipated duration of incapacity and projected return-to-work date. If/when cleared for duty, with no restrictions, the aforementioned procedures will be re-administered.

APPENDIX A

WISCONSIN DEPARTMENT OF MILITARY AFFARIS
FIRE/CRASHRESCUESPECIALIST/SUPERVISOR (FCRS)
PHYSICAL AGILITY TEST

The following six behaviors will be demonstrated in accordance with the written criterion objective, while wearing a silver bunker jacket or structural coat, any type of self-contained breathing apparatus weighing between 20-35 pounds, structural style helmet, and structural gloves. In conjunction with the conditions, behaviors, and standards given in the criterion objectives, an overall performance time of 10 minutes may not be exceeded. This additional 2 minutes allows for the individual to progress from one objective to the next. Inability to perform the behaviors within the set conditions, standards, and timed criteria constitutes unsatisfactory performance. This translates to failure of this department's minimum agility standards.

1. **Foam Lift and Carry** Time Completed:_____

Criterion Objective: Given two foam containers weighing 40 pounds each, at a starting line 15 feet from approximately a 60-inch-high shelf, the participant will lift and carry the containers to the shelf, placing each container on the shelf one at a time, and then return to the start line. The participant will perform this behavior without error within 45 seconds.

Justification: Foam (AFFF) in 5-gallon containers is used to service crash rescue vehicles. This behavior determines an individual's ability to lift 5-gallon containers in servicing operations. This tests large motor skill coordination.

TASK DIRECTIVES:

STEP A: The participant, wearing the required gear, will stand erect between two foam containers; one on each side of his/her legs.

STEP B: The participant will bend at the knees, keeping the back straight while squatting down, and grasp the handles of the foam containers. The participant will then, keeping the arms and back straight, stand erect lifting the containers using leg muscles.

STEP C: The participant will walk 15 feet with the containers to a shelf that is approximately 60 inches off the ground.

STEP D: The participant will place the two containers down on the ground at his/her side, bending only at the knees, using leg muscles.

STEP E: The participant will then grasp one 40-pound container, bending at the knees and keeping the back straight, lift the container using arm and leg muscles, and place the container on the shelf. This step will be repeated for the second container.

STEP F: The participant will then return at a safe rate of speed to the starting point, and then proceed to the next objective.

2. **Ladder Handling and Extension Time** Completed:_____

Criterion Objectives:

MILWAUKEE: Remove a 12ft ladder from a rack, carry it a short distance and place on the ground. Applicant will then proceed to the 28ft extension ladder and extend the fly hand over hand until it reaches the top. Applicant will return the fly back to the original position, proceed back to the 12ft ladder and return it to the original position on the rack.

TRUAX: Given a 12ftt ladder weighing 30-35 pounds, mounted between 62-66 inches from the ground and a 24ft extension ladder with a halyard pull weight between 100-140 pounds; the participant will remove the 12ft ladder from its holder and place it on the ground and then proceed to the 24ft extension ladder. Grasping the halyard, the participant will fully erect the 24ft extension ladder using a hand-over-hand technique, and then bring it back to the start position, performing this behavior a total of three times. The participants will then proceed back to the 12ft ladder, pick it up, and return it to its holder.

VOLK: Remove a 12ft ladder from a rack, carry it a short distance and place on the ground. Applicant will then proceed to the 35ft extension ladder and extend the fly hand over hand until it reaches the top. Applicant will return the fly back to the original position, proceed back to the 12ft ladder and return it to the original position on the rack.

The participant will perform this behavior without error within 1 minute and 30 seconds.
Justification: Ladders are essential tools for firefighting. This behavior determines an individual's ability to handle and erect common fire department ladders. This tests large motor skill coordination.

TASK DIRECTIVES:

STEP A: The participant, wearing the required gear, will stand in front of a 12-foot ladder holder, grasp the ladder, and lift it, removing it from its holder.

STEP B: The participant will bend at the knees, keeping the back straight while squatting down; use arm and leg muscles to set the ladder down on the ground in front of them. The participant shall proceed at a safe rate of speed to the ladder.

STEP C: The participant will grasp the halyard with both hands. With comfortable spacing, using the weight of the body and a hand-over-hand pulling method, pull halyard until the ladder is fully extended.

STEP D: The participant will then, using body weight and a hand-over-hand pulling method, lower the fly of the ladder to the starting point while maintaining control. Repeat this evolution a total of one or three times. The participant will then proceed back to the 12-foot ladder.

STEP E: The participant will, using arm and leg muscles while keeping the back straight, lift the 12-foot ladder and replace it back in its holder. The participant will then proceed to the next objective.

3. **Hose Pull** Time Completed:_____

Criterion Objective: Given 200 feet of dry 3-inch fire hose with a 2½-inch nozzle, with nozzle and hose over the shoulder, advance forward and payload out the hose until you reach the 210-foot mark. This is approximately 300 pounds of pull. The participant will perform this behavior without error within 45 seconds and without stopping.

Justification: Fire hydrants in air operational areas are limited thus increasing the probability of long hose lays. This behavior determines an individual's ability to perform long hose lay operations. This tests large motor skill coordination.

TASK DIRECTIVES:

STEP A: The participant, wearing the required gear, will pick up the 3-inch hose nozzle, drape it over one shoulder, holding it between waist and chest level, and proceed to the starting line.

STEP B: When told to start, the participant will start running, pulling the hose behind.

NOTE: It is important that the participant realizes the weight load will get heavier in proportion to the amount of hose payloaded out. Therefore, as the load increases, the participant should lean in a more forward direction and keep the legs pumping. Stopping constitutes failure.

STEP C: When the participant has pulled all the hose out and moved the nozzle across the 210-foot mark, the behavior is completed. The participant will then proceed to the next objective.

4. **Hose Connections** Time Completed:_____

Criterion Objective: Given a 50-foot section of hose with 2½-inch couplings, a gated wye reducing one 2½-inch to two 1½-inch connectors, two sections of hose with 1½-inch connectors, and two 1½-inch nozzles; the participant will assemble all the hoses and appliances together to establish a supply line to the gated wye and two 50-foot 1½-inch working lines. The participant will perform this behavior without error within 2 minutes.

Justification: There may be times you will need to utilize different size hose and fittings to extinguish a fire in a high-rise situation. This behavior determines an individual's ability to functionally connect expected hoses and appliances in a fast-paced environment. This tests small motor skill coordination.

TASK DIRECTIVES:

NOTE: All connections are to be only hand tight.

STEP A: The participant, wearing the required gear including structural gloves, will stand at the supply end of a straight lay 2½ and await the start signal.

STEP B: Upon receiving the start signal, the participant will move quickly to the 2½-inch gated wye and connect it to the 2½ inch hose.

Step C. The participant will then connect the remaining 2 attack hoses with 1½ inch connectors.

STEP D: The participant will then move quickly to the end of the two attack lines and connect the 1½ inch nozzles, placing them on the ground when completed. The participant will then proceed to the next objective.

5. **Victim/Crewmember** Time Completed:_____

Criterion Objective: Given 1 mannequin weighing approximately 155 pounds, the participant will drag the mannequin 50 feet, lay the mannequin down, pick it back up and drag the mannequin back 50 feet to the starting line. The participant will perform this behavior without error within 2 minutes.

Justification: Rescue of people is always possible on a daily basis. This behavior determines an individual's endurance and ability to drag heavy weights. This tests large motor skill coordination.

TASK DIRECTIVES:

STEP A: The participant, wearing the required gear, will stand at a starting line 50 feet from the mannequin.

STEP B: Upon receiving the start signal, the participant will quickly move to the mannequin, squat down, bending the knees, and grasp the mannequin.

STEP C: Moving backwards, straddling the mannequin slightly, the participant will pull the mannequin 50 feet, lay the mannequin down, pick it back up and drag the mannequin back another 50 feet to the starting line.

STEP D: Upon completion of the second 50-foot pull, the participant will proceed to the next objective.

6. **Egress of Fighter Pilot** Time Completed:_____

Criterion Objective: Given a barbell set weighing 75 pounds, the participant will squat down, grasp the barbell palms down, and lift the weight to a standing position. The participant will repeat this behavior 10 times without error within 1 minute.

Justification: You may be required to extract a pilot from a fighter aircraft. This behavior determines an individual's ability to enact movements used in extrication. This tests large motor skill coordination.

TASK DIRECTIVES:

STEP A: The participant, wearing the required gear, will stand in front of the barbell, squat down, bending the knees while keeping the back straight, and grasp the barbell palms down.

STEP B: The participant will then stand up straight, using arm and leg muscles, lifting the weight. STEP C: Reverse actions and

return barbell to the ground.

STEP D: Repeat steps A through C nine more times. Upon completion of this, your overall time will stop.

Total Time Completed In: _____

I_____ am performing this physical agility test at my own personal risk. (Print Name)

Signature:_____ Date: _____

Name of Evaluator:

_____ Date:_____(Print Name)
(Signature)

WISCONSIN DEPARTMENT OF MILITARY AFFAIRS SECURITY

PHYSICAL READINESS TEST

(2 Nov 2020)

(For *Current Employee and **Current Employee returning to work from injury or prolonged illness)

Participant Name:_____Date: _____

☐ Pre- Hire ☐ Annual ☐ Return to Work Participant Signature: _____

Before beginning of each event, the timekeeper will demonstrate techniques to be used during the event.

1. Push / Pull / Lift
(Push) Pass _____Fail_____
(Pull) Pass _____Fail _____
(Lift) Pass_____Fail _____

2. Agility Run
Pass_____Fail _____
Time of course completion_____seconds

3. Training Dummy Drag / Carry
Pass_____Fail _____

4. Sit-up Test
Pass_____Fail_____
Number of Sit-ups _____

5. 300-meter run (984 feet)
Pass_____Fail_____
Time of course completion_____seconds

6. Push-up Test
Pass_____Fail _____
Number of Push-ups _____

7. 1.5 Mile Run (7920 feet)
Pass_____Fail _____
Time of course completion_____minutes_____seconds

☐ Check Box and Sign if participant did not perform PRT due to medical restrictions or if PRT was not completed due to medical reasons.

Test Administrator Signature: _____

Test Administrator Name (Print): _____

Test Administrator (Signature):_____Date: _____

Timekeeper Name (Print): _____

Timekeeper (Signature):_____Date: _____

*Current Employee; Form to be completed and returned to DMA HR upon completion.

** Current Employees returning to work from injury or prolonged illness; Must have medical clearance from physician to take readiness test. After completing the test this form will be completed and returned to DMA HR and Risk Manager.