

## Iowa Municipalities Workers' Compensation Association (IMWCA) Criteria for Fire Departments

*By signing below, the fire department and the mayor/chair agree to follow and maintain the criteria listed below as a condition of coverage. Failure to meet and maintain these criteria will result in IMWCA recommending to the Board of Trustees that coverage be cancelled.*

### Must be implemented immediately upon accepting coverage with IMWCA:

1. Prospective department members, including probationary and junior/cadet firefighters, must complete a physical examination, as set out in the [IMWCA Physician Assessment Form](#), **prior to any activity** within the department **and then every 5 years thereafter**.

### Must be implemented within 12 months of accepting coverage with membership:

1. A written respiratory protection plan requiring firefighters who wear respirators to meet OSHA required standards, including a satisfactory spirometry test, if required by the reviewing physician
2. Conduct annual fit-testing for all respirator users.

### Must be implemented within the first three years of accepting coverage with IMWCA:

Departments must choose one of the following approaches for initial physical examinations:

- **Option A:** All members complete a physical examination within the first year of coverage, OR
- **Option B:** One-third of the active roster completes a physical examination each year until all active members have completed one within a three-year cycle.

Once the initial three-year cycle is complete, all existing members must complete a physical examination every five (5) years thereafter, using the [IMWCA Physician Assessment Form](#).

### Recordkeeping Requirements:

- Maintain an active roster of firefighters with the date of their last physical examination.
- Provide copies of completed [IMWCA Physician Assessment Forms](#) during your work comp payroll audit (July).

### Junior/Cadet Programs:

If your fire department has, or is considering, a junior or cadet firefighter program, please provide a copy of your program policy with this form.

<b>IMWCA Fire Department Criteria — Quick Reference Timeline</b>	
Immediately upon accepting coverage	<p>Physical Exam for New Members</p> <ul style="list-style-type: none"><li>• All prospective members (including probationary and junior/cadet firefighters) must pass</li><li>• Repeat every 5 years thereafter.</li></ul>
Within 12 months	<p>Respiratory Protection Plan</p> <ul style="list-style-type: none"><li>• Written plan meeting OSHA standards for respirator use.</li><li>• Satisfactory spirometry test if required by the reviewing physician.</li><li>• Annual fit testing for all respirator users.</li></ul>
Within 3 years	<p>Initial Physical Exam for Existing Members (choose one):</p> <ol style="list-style-type: none"><li>1. All members complete a physical within the first year, OR</li><li>2. One-third of active members complete a physical each year until all have completed on</li></ol> <ul style="list-style-type: none"><li>• Ongoing: After the initial cycle, all members repeat the physical every 5 years.</li></ul>
Always Maintain	<ul style="list-style-type: none"><li>• Roster with date of last physical for each firefighter.</li><li>• Provide copies of the <a href="#">IMWCA Physician Assessment Form</a>.</li></ul>
If you have a Junior/Cadet Program	<ul style="list-style-type: none"><li>• Submit a copy of your Junior Firefighter/Cadet Program policy with this form.</li></ul>

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Fire Department Signature

Date

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Mayor Signature

Date

*Rev. December 2025*