

## **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.

IMWCA Fire Department Criteria — Quick Reference Timeline	
Immediately upon accepting coverage	Physical Exam for New Members <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	Respiratory Protection Plan <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	Initial Physical Exam for Existing Members (choose one): <ol style="list-style-type: none"><li>All members complete a physical within the first year, OR</li><li>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

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