

FAC Document/ Records Inspection Checklist



Florida Division of State Fire Marshal

CFO Blaise Ingoglia

Director JoAnne Rice

Bureau Chief John Gatlin

Fire Department Name: Upper Captiva Fire District

FDID: 18061

Address: 4511 Hodgepodge Lane

City: Captiva

Zip: 33945

County: Lee

Contact Name: Jessee Cottrell

Phone: 239-872-2263

Contact Email: Cottrell@uppercaptiva.org

Division Representative: William Elliott

Inspection Start Date: 9-23-2025

Compliance Date: 8-19-2026

Department: Upper Captiva Fire District	FDID #: <u>18061</u>
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EMPLOYEE RECORDS

1	Employee roster matches FCDICE data	Yes ☒	No ☐	Correction Date _____
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69A-37.0335 Qualification of New Employee.

(1) Any person applying for employment as a firefighter must meet all the requirements of Section 633.34, F.S.

(2) Upon the employment of a firefighter, the employing agency shall report such employment to the Bureau of Fire Standards and Training (hereinafter the "Bureau") within 10 business days after the first day of employment.

69A-37.0385 Termination of Employee. Upon the termination of employment of a firefighter, the employing agency shall forward to the Bureau of Fire Standards and Training a completed Form DI4-1033, entitled "Notice of Termination as a Firefighter." This form shall be forwarded within ten business days after date of termination.

NFIRS

2	On-scene FF injuries are entered in NFIRS now known as NEIRS	Yes ☒	No ☐	Correction Date _____
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69A-62.021(7)(b): Incident Reporting -All injuries are reported using the Fire Service Casualty Module of NFIRS-5.

69A-62.033(2)(b): NFIRS-5 is completed for each injury, illness, occupational disease, or fatality, within 6 days of occurrence.

MEDICAL EVALUATIONS

3	Medical evaluations results are on file.	Yes ☒	No ☐	Correction Date _____
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OSHA 1910.134(c)(1)(ii): Medical evaluations of employees required to use respirators;

OSHA 1910.134(c)(4): The FD provides respirators, training, and medical evaluations at no cost to the FF.

OSHA 1910.134(e)(1): FD provides Medical evaluations as per these requirements.

OSHA 1910.134(e)(2)(i): FD has a physician, RNP or PA (PLHCP) to perform medical evaluations using a medical questionnaire or exam that obtains the same information as the questionnaire.

OSHA 1910.134(e)(2)(ii): The FD provides the FF with an opportunity to discuss results with the PLHCP.

OSHA 1910.134(e)(3)(i): Any FF with a positive response to any questions 1 through 8 in Section 2, Part A of Appendix C or whose initial medical exam indicates the need, gets a follow-up exam.

OSHA 1910.134(e)(3)(ii): including any medical tests, consultations, diagnostic procedures necessary

OSHA 1910.134(e)(4): Administration of the medical questionnaire and examinations.

OSHA 1910.134(e)(4)(i): Administered confidentially during FF's shift or convenient time / place to the FF.

OSHA 1910.134(e)(4)(ii): FD allows FF to discuss questionnaire / examination results with the PLHCP.

OSHA 1910.134(e)(5)(i)(A): The type and weight of the respirator to be used by the employee;

OSHA 1910.134(e)(5)(i)(B): The duration / frequency of respirator use (incl. use for rescue and escape);

OSHA 1910.134(e)(5)(i)(C): The expected physical work effort;

OSHA 1910.134(e)(5)(i)(D): Additional protective clothing and equipment to be worn; and

OSHA 1910.134(e)(5)(i)(E): Temperature and humidity extremes that may be encountered.

OSHA 1910.134(e)(5)(ii): FF info already given to the PLHCP not needed again unless there are changes.

OSHA 1910.134(e)(5)(iii): A copy of the written respiratory protection program and a copy of this section.

OSHA 1910.134(e)(6)(i)(A): Whether or not the employee is medically able to use the respirator;

OSHA 1910.134(e)(6)(i)(B): The need, if any, for follow-up medical evaluations; and

OSHA 1910.134(e)(6)(i)(C): Confirm that the FF has a copy of the PLHCP's written recommendation.

OSHA 1910.134(e)(7)(i): employee reports medical signs/symptoms related to ability to use a respirator;

OSHA 1910.134(e)(7)(ii): A PLHCP, supervisor, program administrator believes a FF needs reevaluation;

OSHA 1910.134(e)(7)(iii): Information from program, including observations made during fit testing and program evaluation, indicates a need for FF reevaluation; or

OSHA 1910.134(e)(7)(iv): Workplace changes may increase in the physiological burden placed on a FF.

OSHA 1910.134(m)(1): Medical evaluations are retained & available in accordance with 29 CFR 1910.1020.

SCBA

4	Annual fit test documents as required.	Yes ☒	No ☐	Correction Date _____
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OSHA 1910.134(c)(1)(iii): Fit testing procedures for tight-fitting respirators;

OSHA 1910.134(d)(1)(iv): Respirators are selected to be acceptable to, and correctly fit, the FF.

OSHA 1910.134(f)(1): FFs using a tight-fitting facepiece respirator pass an appropriate qualitative fit test (QLFT) or

quantitative fit test (QNFT) as stated in this paragraph.

OSHA 1910.134(f)(2): Fit Testing is done prior to initial use, when facepieces are changed & at least annually

OSHA 1910.134(f)(3): Additional fit tests are conducted when the FF, PLHCP, or program administrator report or see changes in the FF's physical condition that could affect mask fit.

OSHA 1910.134(f)(4): If after passing a fit test, the FF advises that the fit of the respirator is unacceptable, the FF is given an opportunity to select & retest with a different mask.

OSHA 1910.134(f)(7): A QNFT protocol fit factor equal to or greater than 500 is passing.

OSHA 1910.134(f)(8): Fit testing is conducted in the negative pressure mode.

OSHA 1910.134(f)(8)(i): QLFT fit testing is accomplished using appropriate filters, or by using an identical negative pressure air-purifying respirator facepiece with the same sealing surfaces.

OSHA 1910.134(f)(8)(ii): QNFT is accomplished by sampling inside the facepiece in the breathing zone of the user, midway between the nose and mouth. This can be done by installing a probe onto a surrogate facepiece, or by using a temporary adapter.

OSHA 1910.134(f)(8)(iii): Before use, the facepiece is returned to NIOSH-approved configuration.

OSHA 1910.134(m)(2)(i)(A): The name or identification of the employee tested;

OSHA 1910.134(m)(2)(i)(B): Type of fit test performed;

OSHA 1910.134(m)(2)(i)(C): Specific make, model, style, and size of respirator tested;

OSHA 1910.134(m)(2)(i)(D): Date of test; and

OSHA 1910.134(m)(2)(i)(E): The pass/fail results for QLFTs or the fit factor and strip chart recording or other recording of the test results for QNFTs.

OSHA 1910.134(m)(2)(ii): Fit test records are retained for respirator users until the next fit test is administered.

5	Daily checklist or scheduled checkout procedure as required.	Yes ☒	No ☐	Correction Date _____
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OSHA 1910.134(h)(3)(i)(A): Inspections- Respirators are inspected before use and during cleaning.

OSHA 1910.134(h)(3)(i)(B): Respirators are inspected monthly & before / after use per manufacturer's instructions

OSHA 1910.134(h)(3)(ii)(A): A check of function, connection tightness, the condition of the various parts including, facepiece, head straps, valves, connecting tube, and cartridges, canisters or filters; and

OSHA 1910.134(h)(3)(ii)(B): A check of elastomeric parts for pliability and signs of deterioration.

6.	Maintenance records as required.	Yes ☒	No ☐	Correction Date _____
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OSHA 1910.134(h)(4)(i): Repairs are made by persons appropriately trained and shall use only the respirator manufacturer's NIOSH-approved parts designed for the respirator;

OSHA 1910.134(h)(4)(ii): Repairs are made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed; and

OSHA 1910.134(h)(4)(iii): Reducing and admission valves, regulators, and alarms shall be adjusted or repaired only by the manufacturer or a technician trained by the manufacturer.

7.	Bottle hydrostat records as required.	Yes ☒	No ☐	Correction Date _____
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OSHA 1910.134(i)(1): The employer shall ensure that compressed air, compressed oxygen, liquid air, and liquid oxygen used for respiration accords with the following specifications:

OSHA 1910.134(i)(4)(i): Cylinders are tested / maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR part 173 and part 178);

OSHA 1910.134(i)(4)(ii): Cylinders of purchased breathing air have a certificate of analysis from the supplier that the breathing air meets the requirements for Grade D breathing air; and

COMPRESSOR

8.	Air quality certification records following manufacturer's guidelines.	Yes ☒	No ☐	Correction Date _____
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OSHA 1910.134(i)(1): The employer shall ensure that compressed air, compressed oxygen, liquid air, and liquid oxygen used for respiration accords with the following specifications:

OSHA 1910.134(i)(1)(ii): Compressed breathing air meets Grade D breathing air

OSHA 1910.134(i)(1)(ii)(A): Oxygen content (v/v) of 19.5-23.5%;

OSHA 1910.134(i)(1)(ii)(B): Hydrocarbon (condensed) content of 5 milligrams / cubic meter of air or less;

OSHA 1910.134(i)(1)(ii)(C): Carbon monoxide (CO) content of 10 ppm or less;

OSHA 1910.134(i)(1)(ii)(D): Carbon dioxide content of 1,000 ppm or less; and
 OSHA 1910.134(i)(1)(ii)(E): Lack of noticeable odor.
 OSHA 1910.134(i)(3): O₂ > 23.5% are used only in equipment designed for O₂ service or distribution

9.	Air compressor filter tag with date and signature as required.	Yes ☒	No ☐	Correction Date _____
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OSHA 1910.134(i)(1): The employer shall ensure that compressed air, compressed oxygen, liquid air, and liquid oxygen used for respiration accords with the following specifications:
 OSHA 1910.134(i)(5)(iii): Have suitable in-line air-purifying sorbent beds and filters maintained and replaced or refurbished periodically following the manufacturer's instructions.
 OSHA 1910.134(i)(5)(iv): A tag at the compressor notes the change date & persons signature who performed it.

10.	Cascade system maintenance records as required.	Yes ☒	No ☐	Correction Date _____
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OSHA 1910.134(i)(1): Employer ensures compressed air, compressed oxygen, liquid air, and liquid oxygen used for respiration accords with the following specifications:
 OSHA 1910.134(i)(1)(ii): Compressed breathing air meets Grade D breathing air
 OSHA 1910.134(i)(1)(ii)(A): Oxygen content (v/v) of 19.5-23.5%;
 OSHA 1910.134(i)(1)(ii)(B): Hydrocarbon (condensed) content of 5 milligrams / cubic meter of air or less;
 OSHA 1910.134(i)(1)(ii)(C): Carbon monoxide (CO) content of 10 ppm or less;
 OSHA 1910.134(i)(1)(ii)(D): Carbon dioxide content of 1,000 ppm or less; and
 OSHA 1910.134(i)(1)(ii)(E): Lack of noticeable odor.
 OSHA 1910.134(i)(3): O₂ > 23.5% are used only in equipment designed for O₂ service or distribution
 OSHA 1910.134(i)(4)(i): Cylinders are tested / maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR part 173 and part 178);
 OSHA 1910.134(i)(4)(ii): Purchased SCBA cylinders have a certificate of analysis from the supplier that the breathing air meets the requirements for Grade D breathing air; and
 OSHA 1910.134(i)(4)(iii): Cylinder moisture content does not exceed a dew point of -50 deg.F at 1 atmosphere
 OSHA 1910.134(i)(5)(i): Prevent entry of contaminated air into the air-supply system;
 OSHA 1910.134(i)(5)(ii): Dew point at 1 atmosphere is 10 degrees F (5.56 deg.C) below the ambient temp;
 OSHA 1910.134(i)(5)(iii): Have suitable in-line air-purifying sorbent beds and filters maintained and replaced or refurbished periodically following the manufacturer's instructions.
 OSHA 1910.134(i)(8): Breathing air couplings are incompatible with nonrespirable air or other gas systems. No asphyxiating substance shall be introduced into breathing air lines.
 OSHA 1910.134(i)(9): Breathing gas containers are marked per NIOSH 42 CFR part 84.

TRAINING

11.	Training calendar or class schedule as required.	Yes ☒	No ☐	Correction Date _____
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69A-62.021(3)(k): Training & education is provided before performing activities requiring such training.
 69A-62.021(3)(k): Training and education is provided ~~training~~ for all FFs and officers commensurate with their duties.
 69A-62.021(4): Training / education is conducted frequently enough to assure FFs can perform assigned duties and functions satisfactorily and safely.
 OSHA 1910.120(q)(8)(ii): Record the training or competency. If competency used, records the methodology
 OSHA 1910.134(k)(5): Retraining is administered annually, and when the following situations occur:
 OSHA 1910.134(k)(5)(i): Changes in the workplace or the type of respirator render previous training obsolete;
 OSHA 1910.134(k)(5)(ii): Inadequacies knowledge or use indicates a lack of requisite understanding or skill; or
 OSHA 1910.134(k)(5)(ii): Any other situation in which retraining appears necessary to ensure safe respirator use.

12.	New Hire manual or training documented as required.	Yes ☒	No ☐	Correction Date _____
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69A-62.021(3)(a): Training is given by supervisors or instructors, to new FFs and FFs transferring to new jobs, on the operating procedures of vehicles and equipment to be utilized by the FF.
 69A-62.021(4): All training is documented, and a permanent record of attendance is kept.

13.	Annual driver training as required.	Yes ☒	No ☐	Correction Date _____
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69A-62.021(3)(d): The course is listed at <http://www.myfloridacfo.com/sfm/bfst/SafetyHealth/SafetyForms.htm> or the FD/Training Center program has been approved by the Safety Section (352)369-2836
 69A-62.021(3)(d): EVOs are familiarized with any FD vehicles prior to operating the vehicle.
 69A-62.021(3)(d): All EVOs have completed a 16 hour emergency vehicle driving course.
 69A-62.021(4): All training is documented, and a permanent record of attendance is kept.

14.	Promotion manual or officer training documented as required.	Yes ☒	No ☐	Correction Date _____
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69A-62.003(2): FD is familiar with training standards of commonly used mutual aid agreements, automatic aid agreements, & other similar resources with other entities with whom the FD has an agreement.
 69A-62.021(3)(b): Instructional training for supervisors which includes management, incident command, and control.
 69A-62.021(3)(j): A hazard identification system.
 69A-62.021(3)(k): Officers are provided with more comprehensive training & education than FFs.
 69A-62.021(3)(c): Specialized training per division rules, for FF & supervisors on non-traditional fire suppression activities.

15.	SCBA use and maintenance training documented as required.	Yes ☒	No ☐	Correction Date _____
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OSHA 1910.134(c)(1)(iv): Proper use of respirators in routine & reasonably foreseeable emergency situations;
 OSHA 1910.134(c)(1)(vii): Training FFs about the respiratory hazards during routine & emergency situations;
 OSHA 1910.134(c)(1)(viii): Respirator training in proper use, donning, doffing, limitations and maintenance.

16.	8 hours minimum HazMat annual refresher training as required.	Yes ☒	No ☐	Correction Date _____
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OSHA 1910.120(q)(8)(i): Annual Refresher training of sufficient content & duration to maintain competencies / demonstrate competency (circle one) in those areas yearly.
 OSHA 1910.120(q)(8)(ii): Record the training or competency. If competency used, records the methodology

17.	Safety included in training classes as required.	Yes ☒	No ☐	Correction Date _____
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69A-62.021(3)(h): An analysis of accidents, illnesses and injuries to determine both the cause of the incident and methods for future prevention.
 69A-62.021(3)(i): A training program outline. Note: Safety incorporated into all training.

18.	Pre-fire plans / identified hazards included in training schedule.	Yes ☒	No ☐	Correction Date _____
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69A-62.021(6): FFs shall also be advised of any changes that occur in relation to the special hazards.
 69A-62.021(6): FD informs FFs of known special hazards that they might be exposed during fire and other emergencies such as storage / use of flammable liquids / gases, toxic chemicals, radioactive sources, & water reactive substances
 69A-62.021(4): All training is documented, and a permanent record of attendance is kept.

19.	Goals, objectives and format specified for training classes.	Yes ☒	No ☐	Correction Date _____
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69A-62.021(3)(e): Goals and objectives of the safety training program(s).
 69A-62.021(3)(f): Person(s) responsible for safety & person(s) responsible for the conduct of safety training.
 69A-62.021(3)(g): Specific method(s) of presentation.
 69A-62.021(3)(i): A training program outline. Note: Safety incorporated into all training.
 69A-62.021(4): All training is documented, and a permanent record of attendance is kept.

20.	Fire Service Log or equivalent available as required.	Yes ☒	No ☐	Correction Date _____
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69A-62.033(1): The person who supervises the preparation of the log & summary signs the log and summary.
 69A-62.033(1): FD records injury, illness, occupational disease, and fatality in the log and summary within six working days
 69A-62.033(1): FD maintains a Fire Service Log and Summary of Occupational Injuries, Diseases, and Illnesses DFS-K4-1568, revised July, 2004 or equivalent.

69A-62.033(3): Employer shall establish and maintain records on a calendar year basis.
 69A-62.033(4): FD maintains records required in subsections (1) & (2) for 3 years following the injury.
 69A-62.033(5): FD has the phone number and address of the establishment where records are maintained

21.	First Report of Injury available as required.	Yes ☒	No ☐	Correction Date _____
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69A-62.033(2)(a): The First Report of Injury or Illness is submitted within 6 working days of occurrence.

SAFETY COMMITTEE / COORDINATOR

22.	Meets minimum of quarterly.	Yes ☒	No ☐	Correction Date _____
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69A-62.042(1)(c): FD ensures that the safety committee convenes in accordance with the following protocol:
 69A-62.042(1)(c)1.: 1st committee meeting is not more than forty-five days after the date of its inception.
 69A-62.042(1)(c)2.: Scheduled meetings at least once each quarterly during the calendar year

23.	Minutes available as required.	Yes ☒	No ☐	Correction Date _____
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69A-62.042(1)(c): FD ensures that the safety committee convenes in accordance with the following protocol:
 69A-62.042(1)(e): FFs know where minutes are posted and available
 69A-62.042(1)(e): Accurate committee minutes maintained & available to all FFs.

24.	Injury, accident and near miss investigated and documented as required.	Yes ☒	No ☐	Correction Date _____
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69A-62.021(7)(a): Accidents & near misses involving personnel, including medical only injuries, & accidents in which equipment or motor vehicles are damaged are investigated & results recorded.
 69A-62.033(3): Employer shall establish and maintain records on a calendar year basis.
 69A-62.033(4): FD maintains records required in subsections (1) & (2) for 3 years following the injury.
 69A-62.033(5): FD has the phone number and address of the establishment where records are maintained

25.	Recommendations made in writing.	Yes ☒	No ☒	Correction Date _____
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69A-62.042(1)(c): FD ensures that the safety committee convenes in accordance with the following protocol:
 69A-62.042(1)(d): The FD issues a timely written response to each committee written recommendation.
 69A-62.042(1)(e): FD maintains Safety committee records for a period of not less than three calendar years.

26.	Department response to recommendations in writing.	Yes ☒	No ☐	Correction Date _____
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27.	Minimum of quarterly inspection forms available as required.	Yes ☒	No ☐	Correction Date _____
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69A-62.024 (5)(a) A firefighter employer shall inspect its firefighter employee places of employment at least quarterly for safety and health hazards. Inspections shall be documented and recorded using a form developed by the firefighter employer workplace safety committee or workplace safety coordinator. The form developed by the firefighter employer workplace safety committee or workplace safety coordinator shall contain the following items at a minimum:

1. General station conditions.
2. Housekeeping.
3. Exits.
4. Walking and working surfaces.
5. Apparatus floors/maintenance areas.
6. Laundry/cleaning/disinfecting areas.
7. Building exterior and grounds.
8. Decontamination rooms.
9. Fire prevention and protection.
10. Hazardous materials.
11. Electrical wiring/fixtures/controls.

(b) Safety and health hazards identified during these inspections shall be reported to the firefighter employer workplace safety committee or workplace safety coordinator.

APPARATUS / FACILITIES

28.	Areas controlled by FD are designated as Non-Smoking.	Yes ☒	No ☐	Correction Date _____
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69A-62.024 Standards for Construction, Repair, and Maintenance of Firefighter Employee Places of Employment and the Inspection, Testing and Maintenance of Fire Apparatus.

(6) A firefighter employer shall designate firefighter employee places of employment as tobacco free. Tobacco use shall be prohibited at all firefighter employee places of employment. This prohibition includes any building or area owned, operated, occupied, or used by a fire department on a routine basis and includes all types of tobacco and tobacco-like products, including smoked and smoke-less tobacco, other smokable products, and electronic cigarettes.

29.	Annual apparatus pump test records as required.	Yes ☒	No ☐	Correction Date _____
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69A-62.024 (11) A firefighter employer shall have a written policy that provides a schedule for the maintenance, inspection and testing of fire apparatus. Fire pumps on apparatus shall be service tested at least annually. All aerial devices shall be inspected and service tested annually. All apparatus equipped with a compressed air foam system (CAFS) shall be tested annually.

30.	Annual aerial service test records as required.	Yes ☒	No ☐	Correction Date _____
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69A-62.024 (11) A firefighter employer shall have a written policy that provides a schedule for the maintenance, inspection and testing of fire apparatus. Fire pumps on apparatus shall be service tested at least annually. All aerial devices shall be inspected and service tested annually. All apparatus equipped with a compressed air foam system (CAFS) shall be tested annually.

31.	Annual CAF Systems test records as required.	Yes ☒	No ☐	Correction Date _____
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69A-62.024 (11) A firefighter employer shall have a written policy that provides a schedule for the maintenance, inspection and testing of fire apparatus. Fire pumps on apparatus shall be service tested at least annually. All aerial devices shall be inspected and service tested annually. All apparatus equipped with a compressed air foam system (CAFS) shall be tested annually.