

AWARDS AND RECOGNITION PROGRAM

Purpose:

Members are expected to assist the district in its daily functions as well as training and response to calls. We ask that you do what you should in continuing to increase the professionalism, levels of care, training, education, and standards of operation.

Introduction:

It is understood that there are circumstances in which members may not be able to function in their roles within the district. However, for those who have excelled through out the year in dealing professionally with our customers and delivering quality customer service, the district wishes to formally recognize those individuals. The Awards and Recognition program is a formal program and the criteria for the awards listed below are designed so that the integrity and meaningful purpose of the awards are held in tact.

Annual Awards Structure:

For the selection of recipients of the annual awards, an award chairperson and review board will select nominated persons for most awards. The chairperson will collect all nominations and establish a ballot for his or her self and the review board to vote from. Upon completion of voting, the ballots will be given to the chairperson and will be kept confidential until the awards banquet. If the chairperson is nominated for any of the awards, a separate ballot will be made and tabulated by the Chief or his/her designee.

Organizational Chairperson:

A Chairperson selected by the Chief will oversee the awards selection program, oversee and manage the review board, collect nominations throughout the year, select recipients with the review board, and will be responsible for ordering all awards. If the chairperson is elected for any award, he/she will be excluded from voting and the highest ranked officer on the review board will oversee the board for that vote and will contact the award agency to give the name of the recipient of that particular award.

Review Board:

A committee consisting of 1-volunteer, 1-career member, and 1-officer are selected by the awards chairperson and approved by the Chief to oversee the program, collect nominations throughout the year, and select the recipients of

certain awards based nominations. Any member on the review board that is nominated for any award will not be eligible to vote and the remaining members will conduct the vote minus the nominated member.

Nominations:

Nominations for fire and EMS crew awards can be given throughout the year to the chairperson or any member of the review board and then forwarded to the chairperson. It is recommended that nominations for all other awards be turned in not later than October 31st. All nominations must be in writing and include the name of the member who is writing the nomination. It is also recommended that a narrative is included with the nomination describing why you believe that the member deserves an award. Nominations will not be made for the EMT of the Year or the Training award, but recommendations can be made to the ALS Coordinator and Training Officer respectively.

Voting:

After the nomination deadline of October 31st, the organizational chairperson will set a date for the review board to meet and vote. The chairperson will by that date, have developed a ballot based on nominations received. Any member of the review board that is nominated for any award must be excluded from voting in that category. In the event of a tie, the chairperson will have the final say selecting from those nominated that are tied.

Definitions and Qualifications:

- A. Firefighter of the Year: This award will be given to any member who has excelled in the position of firefighter. Only officers are allowed to submit nominations for this award. It is recommended that all officers submit on nomination for this award. The review board will take these nominations and make a final selection at the end of the fiscal year.
- B. EMT of the Year: This award will be given to the member who has been recognized as an outstanding EMT. The ALS Coordinator will submit as many selections to the review board as he/she deems necessary with a complete narrative for each selection. No nominations will be accepted for this award, though recommendations in writing to the ALS Coordinator are encouraged to help him/her select the appropriate people for this award. The review board will determine the recipient based on the ALS Coordinator's selections. A criterion for this award includes, but is not limited to, EMS training, performance, professionalism, quality of care, etc.
- C. Officer of the Year: This award will be given to the officer who has expelled a great effort in training and on the fire ground, has portrayed the example of great leadership, and by interaction with other members of the department. It is recommended that nominations come from those of the

firefighter rank; however nominations by other officers will be accepted. The review board will take these nominations and make a final selection at the end of the fiscal year.

- D. Crew of the Year: This award will be given to a crew who has performed outstanding work on a particular emergency incident. Nominations for this award will be accepted from anyone except those who were on that particular crew. All nominations for this award must accompany name of nominees, name of the one doing the nominating, date and location of the incident, and a complete narrative of the incident including why you feel that this crew should be given this award. It is recommended that nominations be submitted as early as possible following the incident. There will be one award for fire and one for EMS.
- E. Most Improved Member: This award is given to the member who has shown the most improvement over the past year in training, skills, and professionalism in either fire or EMS. Anyone can submit nominations throughout the year for this award. The review board will take these nominations and make a final selection at the end of the fiscal year.
- F. Training Award: This award is given to the member who has shown interest and enthusiasm in training throughout the year. The Training Officer gives this award and no nominations will be accepted. However, like the EMS award, the Training Officer is open for suggestions for candidates for this award. Criteria for this award includes, but is not limited to, total training hours, participation, enthusiasm, improvement, training offered outside of the department, instructing classes, etc.

Awards Banquet:

The Annual Awards Banquet will be held each year in December. At this banquet, the recipients shall be awarded with an engraved award as well as publicly being recognized for their respective accomplishments leading to the award.