

# ALABAMA ASSOCIATION OF FIRE CHIEFS

## FIRE CHIEF OF THE YEAR POLICY

### INTRODUCTION

This award, the most prestigious honor the Alabama Association of Fire Chiefs can bestow upon its chief fire officer executives, was conceived to recognize truly outstanding fire chiefs whose actions and leadership in their profession, home, community and country, serve as an example and challenge for all other chief fire executives throughout the southeast.

### SPONSORSHIP

The Alabama Association of Fire Chiefs, Fire Chief of the Year Award will be sponsored by a selected corporate partner of the AAFC. The selected sponsor will fund such award and present the AAFC Fire Chief of the Year Award during the Annual Conference.

### AWARD CRITERIA

Two awards will be presented annually; one for Career Fire Chief and one for a Combination/Volunteer Fire Chief.

- A **volunteer fire chief** is defined as one who earns his or her principal livelihood by some means other than serving as a fire chief, even if the position of chief carries some compensation.
- A **career fire chief** is defined as one who earns his or her principal livelihood as a fire chief.
- **In each category, the status of the fire department as a whole — paid, volunteer or combination — is not considered.**
- Individuals who are eligible for nomination and selection as Fire Chief of the Year are limited to active fire chiefs (organization head) of fire rescue agencies. Previous Fire Chief of the Year winners are not eligible for additional nomination.
- Selection criteria will emphasize leadership, innovation, professional development, integrity, service to the public and contributions to the fire service as a whole.
- All of a nominee's fire service activities and accomplishments will be considered. A nominee's command role at a major emergency incident alone, while relevant, will not be enough to place that individual into contention for the award.
- All nominees must be a member in good standing with the Alabama Association of Fire Chiefs.

## NOMINATING ORGANIZATIONS

Nominations will be accepted for Career and Combination/Volunteer Departments with active memberships in the AAFC.

All nominations must comply with criteria below.

## NOMINATION PROCESS

### Nomination Period

The nomination period shall open on November 1 and close on December 31, annually. Nominations shall be accepted for the previous calendar year only. *Example: 2012 Fire Chief of the Year nominations shall be accepted November 1 to December 31, 2012.*

## NOMINATION DEADLINE

Deadline for nomination packages to be received is the close of business on December 31<sup>st</sup>, annually.

## NOMINATION FORMAT

### Four steps to prepare the official nomination form:

1. Complete the **official nomination form**. Remember, this is a lifetime achievement award, not one specific incident.
2. **Cover letter on the organization's letterhead**, signed by the organization's chairperson, president or executive director, describing in less than 1200 words the nominee's major accomplishments and why the candidate is being nominated.
3. **Digital (CD or email) attachment** of the nominee. [High-resolution digital or good quality print photo]
4. **Current résumé or CV** detailing the candidate's involvement in the fire service. Limit of three other documents supporting the candidate's nomination, such as copies of award, newspaper articles, or letters of recommendation from appropriate elected or appointed officials. (Items will not be returned)

## NOMINATION SUBMITTAL

The nomination form and supporting documents comprise the entire documentation for a candidate's nomination. Neither the nominee nor anyone representing him or her is to contact any member(s) of the Fire Chief of The Year Committee or Board of Directors once the nomination has been made and before the final selection has been made. Any violations of this will subject the nominee to disqualification.

Nominations may be sent via mail or electronically to the Executive Director located at the current business offices as identified on the Association web site.

The AAFC is not responsible for submissions received past the deadline.

### **FIRE CHIEF OF THE YEAR COMMITTEE**

The Committee is comprised of the Nominations Committee for the AAFC. The Committee will forward its recommendation to the Executive Board of the AAFC for final determination.

### **SELECTION PROCESS**

Each nomination package will be reviewed by the Fire Chief of The Year Committee. The AAFC reserves the right to omit any award for just cause. Winners will be announced at the AAFC Mid-Winter Conference.

The Nomination Form can be downloaded from the web site at [www.alfirechiefs.com](http://www.alfirechiefs.com) and must be completed and submitted no later than **December 31, of the award year.**

**Please submit the nomination in outline form using the information on the attached sheet as your guideline. All nominations must be type-written and submitted no later than December 31 of the award year to AAFC, 151 Hutcheson Drive, Phil Campbell, AL 35581.**

**Nomination Category (Nominees must be a member of the AAFC)**

Career: \_\_\_\_\_ (includes full-time employment in a combination department)

Volunteer: \_\_\_\_\_

**Nominee:** \_\_\_\_\_

Fire Department: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Person submitting the nomination:**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Please use the outline below to categorize the nominees experience and accomplishments when submitting nomination information:

- I. Fire Service Experience** - List the nominee's Fire Service experience including length of service, departments in which he/she has served and position's held. Emphasis should be given on the time the individual has served as chief.
- II. Education** - Provide a summary of the nominee's formal education and Fire Service training/education achievements.
- III. Professional Development**- Provide a narrative describing examples of the individual's professional development, professional contributions, and association memberships.
- IV. Community Involvement** - Describe the individual's contributions to his/her local community.
- V. Fire Service Involvement/Contributions** - Describe the individual's contributions to the fire service community.
- VI. Character** - Confirm that the individual is free of characteristics that would discredit the AAFC such as having a criminal history. If there is a criminal history, please explain.